


2/15

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM
PROPERTY OFFICE

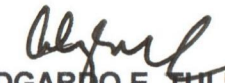
I, **Alicia M. Flores**, Head of the **Supply Procurement & Property Management Office**, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **July to December 2017**.


ALICIA M. FLORES
Ratee


REMBERTO A. PATINDOL
VP for Admin & Finance

Date

Approved:


EDGARDO E. TULIN
President

UMFO 6 **GENERAL ADMINISTRATION AND SUPPORT SERVICES**

Personnel Composition	Position Title/Designation	Number
Head	Administrative Officer II	1
	Admin. Aide VI	3
	Admin Aide IV	1
	Admin Aide III	2
Casual Staff	Admin. Aide III	1
Job Order	Admin. Aide III (Clerk)	4
	Assistant Warehouseman	1
	Computer Programmer	1
	Canvasser/Buyer	1
	Admin. Aide I (Clerk)	4
	Admin. Aide I (Utility Messenger)	2
GRAND TOTAL		21

Rating Equivalents:
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair
1 - Poor

UMFO 6: GENERAL ADMINISTRATION AND SUPPORT SERVICES
 OVPAF MFO-6: PROCUREMENT SERVICES
 OVPAF MFO-7: PROPERTY MANAGEMENT

Items	Major Functions	Success Indicators	Unit/Persons Responsible	July to December 2017 Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
SPPMO MFO1:	Administrative and Support Services Management	PI 1: Efficient and customer friendly services	A.M. Flores and all SPPMO Personnel	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5.00	
		PI 2: Office, Staff Management and Maintenance	A.M. Flores	21	21	5	5	5	5.00	
		PI 3: Involvement and Coordination of major university committees	A. M. Flores, T. Gofredo, D. Alba	3	3	5	5	5	5.00	
OVPAF MFO 6: Procurement Services										
PSMO MFO 6.1:	Procurement Planning	PI 1: Number of PR's, PPMP and other bidding documents prepared	A. M. Flores, T. Gofredo. D. Alba	50	75	5	5	5	5.00	
PSMO MFO 6.2:	Procurement Management	PI 1: Number of PR's received, evaluated, filed and processed	J. Cuevas	500	862	5	5	4	4.67	
		PI 2: Number of procurement documents prepared (RFQ, AQ, PO, IAR, SPS and DV)	D. Talisaysay, D. Alba, T. Gofredo	4,500	6,135	5	5	4	4.67	
		PI 3: Number of administrative documents prepared (TO, TT, Transmittals, VAT Certificates)	D. Talisaysay, T. Gofredo	50	80	5	5	5	5.00	
		PI 4: Number of PO with items turned over to Property Office	T. Gofredo, F. Macariola, B. Rebuyas	300	650	5	5	4	4.67	
		PI 5: Number of PO with items procured through VMO and VCO	V. Bontuyan, N. Pacada, M.. Macariola, T. Gofredo	20	30	5	5	4	4.67	
		PI 6: Number of Trips conducted for canvassing & to pick up items in Ormoc & Tacloban City	F. Macariola	60	120	5	5	5	5.00	

Items	Major Functions	Success Indicators	Unit/Persons Responsible	July to December 2017 Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
		PI 7: Number of Trips conducted to pick up cargoes at Baybay Wharf & to pick up S/M/E at local suppliers at Baybay City	B. Rebuyas, L. Layola	70	160	5	5	5	5.00	
		PI 8 : Number of RFQ's and PO's served and retrieved from suppliers	F. Macariola, B. Rebuyas, L. Layola	1400	2037	5	5	4	4.67	
PSMO MFO 6.3:	Procurement Process Monitoring	PI1: Number of PR with data encoded for status monitoring of PO, deliveries and payment	J. Cuevas, E. Esguerra	500	862	5	5	5	5.00	
		PI2: Number of procurement documents prepared monitored and posted in the PhilGEPS	T. Gofredo, J. Cuevas, E. Esguerra, D. Alba	3,785	4,229	5	5	5	5.00	
OVPAF MFO-7: PROPERTY MANAGEMENT										
PMO MFO 7.1	Administrative and Support Services Management	PI 1: No. of Permits, Licenses, registration and insurance of buildings and Motor Vehicles filed, processed, and renewed	J.M. LAO, A. M. FLORES	50	148	5	5	5	5.00	
PMO MFO 7.2	Storage and Warehousing Management	PI 1: Number of Office supplies, Construction materials and equipment received and checked.	B. Rebuyas, J. Lumanta M.P. Bandalan, S. Latras, J. Vega	25,000	40,000	5	5	5	5.00	
		PI 2: No. of items facilitated for inspection by respective inspectors.	A.M. Flores , B. Rebuyas T. Gofredo, M.P. Bandalan	25,000	40,000	5	5	5	5.00	
		PI 3: No. of Supplies, Materials and Equipment properly handled and stored.	B. Rebuyas, M.P. Bandalan, S. Latras, J. Vega	25,000	40,000	5	5	5	5.00	
		PI 4: No. of supplies, materials and equipment recorded in the bin cards and stock cards.	J.Lumanta , M.P. Bandalan, S. Latras,	25,000	40,000	5	5	5	5.00	
		PI 5: No. of bin cards and stock cards maintained, monitored and reconciled with stocks on hand	M.P. Bandalan, S. Latras, J. N. Lumanta	800	2,353	5	5	5	5.00	

Items	Major Functions	Success Indicators	Unit/Persons Responsible	July to December 2017 Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
PMO MFO 7.3	Distribution Management	PI 1: No. of approved RIS and withdrawal slips received, served, recorded and filed	B. Rebuyas, M.P. Bandalan, S. Latras, J. N. Lumanta	1200	1,500	5	5	5	5.00	
		PI 2: No. of supplies, materials and equipment segregated, issued and/or delivered to respective end users	B. Rebuyas, M.P. Bandalan, S. Latras, J. N. Lumanta	4,500	5200	5	5	5	5.00	
		PI 3: No. of ARE/ICS, prepared, cheked, printed, distributed, retrieved, signed and attached to voucher and RSMI.	A.M. Flores , S. Suyom, J.M. Lao	500	1180	5	5	5	5.00	
		PI 4: No. of items in the RIS encoded as basis in the preparation of Reports for Supplies and Materials Issued (RSMI)	A.M. Flores , B. Rebuyas J. Lumanta,	5,000	6,000	5	5	5	5.00	
PMO MFO 7.4	Inventory Management	PI 1: No. of equipment property cards prepared, maintained and cheked.	A. M. Flores, S. Suyom	125	269	5	5	4	4.67	
		PI 2: No. of entries in the Inventory Books of Buildings, Properties and Equipment updated and reconciled with Accounting Division books of accounts.	A.M. Flores, J.M. Lao	125	125	5	5	4	4.67	
		PI 3: No. of Physical Inventory for Supplies, Materials, Buildings, Properties, and Equipment conducted	All Property Personnel	1	1	5	5	4	4.67	
		PI 4: No. of items inventoried, stickered, returned or collected from staff employees and staff who are separated due to retirement, transfer, resignation, death, sabbatical leave, study leave	A.M. Flores, S. Suyom, J.M. Lao, L. Coronado, J. N. Lumanta, L. Fernandez, A. Managbanag	450	500	5	5	4	4.67	
		PI 6: No. of staff inventoried and records updated	M. Valenzona, J.M. Lao, L. Coronado, A.G. Bisco J. N. Lumanta	125	130	5	5	4	4.67	

Items	Major Functions	Success Indicators	Unit/Persons Responsible	July to December 2017 Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
PMO MFO 7. 5	Disposal Management	PI 1: No of items received, collected as Waste Materials & Unserviceable Properties	E. Piamonte, L. Fernandez	3,000	6,000	5	5	5	5.00	
		PI 2: No. of Waste Materials Report (WMR) and Inventory and Inspection Report (I & I Report) prepared, checked and signed	A. M. Flores, J.M. Lao, E. Piamonte,	105	120	5	5	5	5.00	
		PI 3: No. of waste materials/ unserviceable properties, sorted, segregated and inspected.	E. Piamonte, Disposal Committee	500	6,000	5	5	5	5.00	
		PI 4: No. of unserviceable properties for public auction inspected, evaluated and appraised	A,M. Flores, E. Piamonte, Disposal Committee	5000	6,000	5	5	5	5.00	
		PI 5: No. of Public auction/bidding conducted and assisted	A. M. Flores, J.M. Lao, E. Piamonte	1	2	5	5	5	5.00	
		PI 6: No. of unserviceable properties issued/sold to the winning bidders	E. Piamonte,	3,000	6000	5	5	5	5.00	
		PI 7: No. of items in the Invoice Receipt for Property prepared	A. M. Flores, J. M. Lao, E. Piamonte	125	125	5	5	5	5.00	
		PI 8: No. of request for the disposal (sale)/death of working animals and all other animals owned by the University acted and witnessed	A. M. Flores, J.M. Lao, E. Piamonte,	15	20	5	5	5	5.00	

Items	Major Functions	Success Indicators	Unit/Persons Responsible	July to December 2017 Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
PMO MFO 7.6	Fuel Procurement and Dispensing Management	PI 1: No. of documents prepared, checked, signed and processed	A. M. Flores, L. Jagonos	120	130	5	5	5	5.00	
		PI 2: No. of approved RIS received and issued	L. Jagonos, E. Abanera, A. M. Flores	450	600	5	5	5	5.00	
		PI 3: No. of reports prepared, checked and processed	A. M. Flores, L. Jagonos	6	6	5	5	5	5.00	
		PI 4: Gas tending services	E. R. Abanera, T. Gofredo	600	600	5	5	5	5.00	
	Total Over-all Rating					205	205	195	201.67	
	Average Rating					5.00	5.00	4.76	4.92	
	Adjectival Rating					Outstanding				

Received
by: _____


Calibrated by:

Recommending Approval:

Approved by:


REMBERTO A. PATINDOL
PMT


REMBERTO A. PATINDOL
Vice President


EDGARDO E. TULIN
President

Planning Office
Date:

- 1 - quality
- 2 - efficiency
- 3 - timeless
- 4 - average