

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM
OFFICE OF THE HEAD FOR PROCUREMENT

I, **Jessamine C. Ecleo**, Head of the **Office of the Head for Procurement (OHP)**, 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 2021**.


JESSAMINE C. ECLEO

Ratee


RYSAN C. GUINOCOR

OIC-Director, ODAS

1/17/22

Date

Approved:


EDGARDO E. TULIN

President 1/24/22



Personnel Composition	Position Title/Designation	Number
Permanent	Information Systems Analyst I	1
	Admin. Aide IV	1
	Admin. Aide III (Clerk)	1
Job Order	Admin Aide III (Canvasser/Buyer)	1
	Admin Aide III (Clerk)	5
	Admin. Aide I (Utility/Messenger)	1
GRAND TOTAL		10

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

Items	Major Functions	Success Indicators	Unit/Persons Responsible	July to December 2021 Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
OVPAF STO 1: ISO 9001:2015 Aligned Documents										
ODAS STO 1:	ISO 9001:2015 aligned documens and compliant processes									
OHP MFO 1.1:	Clients served rated the services received at least very satisfactory	PI 1: Percentage of services on procurement planning & management rated at least very satisfactory	J.Ecleo, A.Antofina, L.Layola	95%	95%	5	5	5	5.00	
		PI 2: Percentage of support services to the BAC rated at least very satisfactory	J.Ecleo, D.Talisaysay, L.Escala	95%	95%	5	5	5	5.00	

Items	Major Functions
OHP MFO 3.3:	Contract Management
OVPAF GASS 1: Administrative and Support Services Management	
ODAS GASS 1:	Administrative and Support Services Management
OVPAF STO 4: Innovations & Best Practices	
ODAS STO 4:	New Systems/Innovations/Proposals introduced and implemented

Items	Major Functions	Success Indicators	Unit/Persons Responsible	July to December 2021 Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
		PI 3: Percentage of contract management services rated at least very satisfactory	J.Ecleo, E.Esguerra, P.Piamonte, L.Escala	95%	95%	5	5	5	5.00	
OHP MFO 1.2	Quality procedures revised/updated & registered at QAC	PI 1: Number of QPs registered	J.Ecleo, E.Esguerra	2	2 QPs revised and forwarded to ODQA for registration	5	5	5	5.00	
OHP MFO 1.3:	Implementation of administrative processes in accordance with existing approved quality procedures	PI 1: Number of procurement process implemented according to QPs	All staff of OHP	2	2 (1 process for Alternative Method and 1 process for Competitive Bidding)	5	5	5	5.00	
OVPAF MFO 6: PROCUREMENT SERVICES										
ODAS GASS 3:	Procurement Services									
OHP MFO 3.1:	Procurement Planning & Management	PI 1: Number of PMPs received, evaluated and consolidated	J.Ecleo, A.Antofina, L.G.Layola	300 PMPs	502 PMPs	5	5	5	5.00	
		PI 2: Number of PRs received, numbered, evaluated and monitored	J.Ecleo, A.Antofina, L.G.Layola	325 PRs	1,091 PRs	5	5	5	5.00	
		PI 3: Number of suppliers/contractors/consultants' registry updated annually	J.Ecleo, L.G.Layola	1 registry	1 registry (hardcopy)	5	5	5	5.00	
		PI 4: Number of APP prepared, duly updated as needed, forwarded to the HoPE for approval, and submitted to GPPB within the deadline	J.Ecleo, L.G.Layola	1 APP	2 Supplemental APPs	5	5	5	5.00	
		PI 5: Conduct of early procurement activities of projects for 2022	J.Ecleo, All OHP Staff	at least 50% of NEP	53.43% of NEP procured based on ABC	5	5	4	4.67	
		PI 6: Number of Procurement Monitoring Report submitted to GPPB within the deadline	J.Ecleo, A. Antofina	1 PMR for 1st Semester	1 PMR for 1st Sem of 2021 submitted to GPPB within the deadline	5	5	5	5.00	
OHP MFO 3.2:	Support Services to the BAC	PI 1: Number PRs segregated, consolidated by nature of items and procured thru Public Bidding/Alternative Method of Procurement	J.Ecleo, D.Talisaysay, A. Antofina, L.Escala, L. Layola	325 PRs	1,091 PRs	5	4	4	4.33	
		PI 2: Number of Request for Quotations (RFQs) prepared, served, retrieved and monitored	J.Ecleo, L.G. Layola	300 RFQs	337 RFQs (305 system generated, 32 manual)	5	5	5	5.00	
		PI 3: Number of Abstract of Bids prepared and Processed	J.Ecleo, D.Talisaysay	150 Abstract of Bids	263 Abstract of Bids	5	5	5	5.00	
		PI 4: Number of Purchase Orders (POs)/Contracts prepared, processed and served	J.Ecleo, D.Talisaysay, L.Escala	325 POs	648 POs/Contracts (446 AMP, 202 Bidding)	5	5	5	5.00	

Items	Major Functions	Success Indicators	Unit/Persons Responsible	July to December 2021 Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
OHP MFO 4.1:		PI 2: No. of new QPs drafted and submitted to QAC for review	J.Ecleo, All OHP Staff	2 QPs	2 QPs (QP on Supplier's Performance Evaluation, and Procurement Planning) submitted to ODQA for review	5	5	5	5.00	
	Total Over-all Rating					129	128	128	133.33	
	Average Rating					4.96	4.92	4.92	4.94	
	Adjectival Rating				OUTSTANDING					

Received by:

Calibrated by:

Recommending
Approval:

Approved by:


DILBERTO O. FERRAREN


DANIEL LESLIE S. TAN


DANIEL LESLIE S. TAN


EDGARDO E. TULIN

Date: 28 Jan 2022

PMT
1/18/22

Vice President
1/18/22

President 1/24/22

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