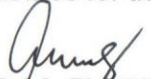


OP # 1054
1/25

JAN 31 2019

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 2018**.


ALICIA M. FLORES
Ratee


REMBERTO A. PATINDOL
VP for Admin & Finance

Date

UMFO 6 **GENERAL ADMINISTRATION AND SUPPORT SERVICES**

Personnel Composition	Position Title/Designation	Number
Head	Administrative Officer II	1
	Admin. Aide VI	2
	Admin Aide IV	1
	Admin Aide III	4
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		22

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

UMFO-6: GENERAL ADMINISTRATION AND SUPPORT SERVICES
 OVPAF MFO-6: PROCUREMENT AND BAC SECRETARIAT SERVICES

Items	Major Functions	Success Indicators	Unit/Persons Responsible	July to December 2018 Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
SPPMO UMFO1:	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 and all SPPMO Personnel	21	21	5	5	5	5.00	
		PI 3: Involvement and Coordination of major university committees	A. M. Flores, T. Gofredo, D. Alba, E. Esguerra	3	3	5	5	5	5.00	
		PI 4: Registration, Permit, Licensing and Insurance of Vehicles and Buildings	A. M. Flores, J. Lao	25	75	5	5	5	5.00	
OVPAF MFO 6: PROCUREMENT AND BAC SECRETARIAT SERVICES										
PSMO MFO 6.1:	Procurement Planning	PI 1: Percentage of approved Project, Procurement and Management Plan (PPMP) received and consolidated into Annual Procurement Plan (APP).	A. M. Flores, T. Gofredo, D. Alba, J. Ecleo, M. Mirafior	100%	100%	5	5	4	4.67	
PSMO MFO 6.2:	Procurement Process and Monitoring Management (Alternative Mode of Procurement)	PI 1: Number of approved PR's controlled and monitored.	J. Ecleo, E. Esguerra, A. Flores, D. Alba	180	267	5	5	4	4.67	
		PI 2: Number of approved PR's received, evaluated, encoded for processing.	L. Layola, E. Esguerra, D. Alba, D. Talisaysay, B. Rebuyas, J. Baslan	600	888	5	5	5	5.00	
PSMO MFO 6.3:	Procurement Process and Monitoring Management (Public Bidding)	PI 1: Number of approved PR's controlled and monitored.		350	621	5	5	5	5.00	

Items	Major Functions	Success Indicators	Unit/Persons Responsible	July to December 2018 Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
		PI 2: Number of the approved PR's received, consolidated for BOQ and ITB for posting in the PhilGEPS	L. Layola, E. Esguerra, D. Alba, J. Ecleo	600	888	5	5	4	4.67	
		PI 3: Percentage of Bidding documents prepared and processed.	BAC Secretariat	100%	100%	5	5	5	5.00	
PSMO MFO 6.4:	Reports preparation and submission	PI 1: Percentage of the reports submitted to BOR, COA, DBM, GPPB and other agencies/offices.	BAC Secretariat	100%	100%	5	5	5	5.00	
OVPAF MFO 7: Project Management & Implementation Services										
PSMO MFO 7.1:	Monitoring and implementation of contracts and purchase orders	PI 1: Percentage of the Contracts for Infrastructure projects monitored.	BAC Secretariat	100%	100%	5	5	5	5.00	
		PI 2: Percentage of the Contracts/P.O. for Goods and Services monitored.	BAC Secretariat	100%	100%	5	5	5	5.00	
PSMO MFO 7.2:	Billing and Payment processing	PI 1: Percentage of Billing requests for Infrastructure projects processed.	M. Valenzona	100%	100%	5	5	5	5.00	
		PI 2: Percentage of payments for Goods and Services processed	E. Esguerra, T. Gofredo	100%	100%	5	5	5	5.00	
PSMO MFO 7.3:	Reports preparation and submission	PI 1: Number of reports submitted to COA, and other agencies/offices.	BAC Secretariat	4 reports submitted quarterly	4	5	5	4	4.67	
OVPAF MFO-8: SUPPLY AND PROPERTY MANAGEMENT SERVICES										
SPPMO MFO 8.2	Receiving and Inspection of SME	PI 1: Percentage of the Supplies, Materials and Equipment (SME's) delivered by different suppliers were received, checked and facilitated for inspection.	J. Lumanta, J. Adaza, M.P. Bandalan, S. Latras, J. Vega, T. Gofredo, J. Israel	100%	100%	5	5	5	5.00	
		PI 2: Number of documents prepared (IAR, SPS, PAR/ICS)	L. Fernandez, L. Escala, L. Terol	1,280	2,675	5	5	5	5.00	

Items	Major Functions	Success Indicators	Unit/Persons Responsible	July to December 2018 Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
SPPMO MFO 8.3	Storage and Warehousing Management	PI 1: Percentage of the SME's posted in the BIN and Stock cards (procured from Bidding and PS-DBM) were properly handled and stored	J. Lumanta , M.P. Bandalan, S. Latras, J. Vega, T. Gofredo, J. Adaza	100%	100%	5	5	5	5.00	
SPPMO MFO 8.4	Distribution Management	PI 1: Number of approved RIS and withdrawal slips received, recorded and served.	J. Lumanta, S. Latras, M. Bandalan, J. Vega, T. Gofredo	500	632	5	5	4	4.67	
		PI 2: No. of Reports for Supplies and Materials Issued (RSMI) prepared, signed and submitted to Accounting Office	A.M. Flores , J. Lumanta,	8 reports for all funds per semester	8	5	5	4	4.67	
SPPMO MFO 8.5	Inventory Management	PI 1:Percentage of the Property Acknowledgement Receipt (PAR) posted in the database	L. Escala, L. Terol	100 % upon receipt of PAR/ICS	100 % upon receipt of PAR/ICS	5	5	5	5.00	
		PI 1: No. of equipment property cards prepared, maintained and checked.	L. Escala, L. Terol	200 Property Cards	306	5	5	4	4.67	
		PI 3: No. of Physical Inventory for SME's and PPE's conducted	All Property Personnel	1 Physical inventory per sem for SME's and PPE's	1	5	5	4	4.67	
SPPMO MFO 8. 6	Disposal Management	PI 1: No of items received, collected as Waste Materials & Unserviceable Properties for disposal	E. Piamonte, L. Escala, L. Fernandez	200	250	5	5	5	5.00	
		PI 2: Number 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, L. Escala, L. Fernandez	20	24	5	5	5	5.00	
SPPMO MFO 8.7	Fuel Dispensing Management	PI 1: No. of approved RIS received, issued and processed	L. Jagonos, E. Abanera, A. M. Flores	1000	1958	5	5	5	5.00	
		PI 2: No. of fuel inventory conducted	E. R. Abanera, L. Jagonos	20	24	5	5	5	5.00	


Items	Major Functions	Success Indicators	Unit/Persons Responsible	July to December 2018 Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
OVPAF MFO-11: Innovations & Best Practices										
SPPMO MFO 11.1	Operations manuals prepared and developed	PI 1: No. of SPPMO operations manuals prepared and developed	A.M. Flores, D. Alba, E. Esguerra, L. Escala, J. Lao, L. Terol	2	2	5	5	5	5.00	
	New systems developed and implemented	PI 1: Online viewing of Individual Summary of PAR/ICS.	J. Israel, A.M. Flores, L. Escala	1 system	1 system	5	5	5	5.00	
		PI 2: Data-base for monitoring of Status of PRs.	J. Israel, A.M. Flores	1 system	on-going	5	5	4	4.67	
	Total Over-all Rating					155	155	146	152.00	
	Average Rating					5.00	5.00	4.71	4.90	
	Adjectival Rating					Outstanding				

Received
by: _____

Calibrated by:

Recommending Approval: Approved by:

MERIAM DE LA TORRE


REMBERTO A. PATINDOL
PMT


REMBERTO A. PATINDOL
Vice President


EDGARDO E. TULIN
President

Date:

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