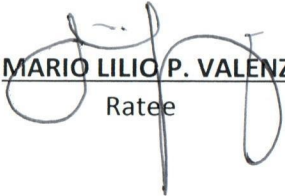


1/25


OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **MARIO LILIO P. VALENZONA**, Director of the **GENERAL SERVICES DIVISION** 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**


MARIO LILIO P. VALENZONA
Ratee

Recommending Approval:

REMBERTO A. PATINDOL
Vice President

Approved:

EDGARDO E. TULIN
President

Personnel Composition	Position Title/Designation	Number	
Head	Director	1	
Regular staff	Unit Heads	6	
	Admin Aide III	2	
	Draftsman III	1	
	Admin Aide I	1	
Casual Staff	None	0	
	Sub-TOTAL	11	Rating Equivalents:
Job Order	Draftsman/CAD operator	1	5 - Outstanding
	Clerk	1	4 - Very Satisfactory
	Supply checker	1	3 - Satisfactory
	Sub Total	3	2 - Fair
	TOTAL	14	1 - Poor

UMFO 6: General Administration and Support (GASS)
OVPAF MFO 4: Physical Facilities Development and Maintenance


MFOs/PAPS	Success Indicators	Persons Responsible	Target	Actual Accomplishment	% as of Dec. 31	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
GSD MFO1: Infrastructure Development and Maintenance	PI 1, No. of new and major repair/renovation projects implemented within spicified time frame	MLP VALENZONA ML. Valenzona & IDBMU personnel	4	6	150.00%	5	5	4	4.667	6 completed 4 on going
	PI 2, No. of regular repair and maintenance of Buildings implemented within spicified time frame		8	9	112.50%	5	5	5	5	9 completed
	PI 1, No. of electrical systems for new and major repair /renovation projects implemented within spicified time frame		7	10	142.86%	5	5	4	4.667	10 completed

GSD MFO2: Power and Electricity Services Maintenance	PI 2, No. of Electrical systems improvement and maintenance inside the building implemented within spicified time frame	MLP VALENZONA Encierto & PESMU personnel	A.	50	58	116.00%	5	5	4	4.667	58 JR acted
	PI 3, No. of Electrical distribution systems repair and maintenance implemented outside of buildings within spicified time frame			420	510	121.43%	5	5	4	4.667	510 repair jobs
GSD MFO3: Heavy Equipment and Light Vehicle Maintenance	PI 1. Administrative and Facilities Services	M. Burlas, R. Sanico & HELVMU Personnel		2000	2100	105.00%	5	5	4	4.667	2100 acted
	PI 2, No. of Ground improvement for new projects implemented within spicified time frame			15	18	120.00%	5	5	5	5	18
	PI 3, No. of Grounds maintained as per schedule			9	11	122.22%	5	5	5	5	11
	PI 4, Area of Farm/Land prepared/cleared and maintained as per schedule			116	185	159.48%	5	5	5	5	185 JR'S served
	PI 5, No. of Heavy equipment and Light vehicles Repaired and maintained as per schedule			250	300	120.00%	5	5	4	4.667	300 served
	PI 6, No. of Operations and vehicle maintenance rendered	M. Burlas R. SANICO & HELVMU Personnel		300	320	106.67%	5	3	3	3.667	320 served
GSD MFO4: Water and Sewerage System Maintenance	PI 1, No. of Water distribution systems for new and major repair/renovation projects implemented within spicified time frame	A. Burlas & WSSMU personnel		7	9	128.57%	5	5	5	5	9 served
	PI 2, No. of plumbing systems improvement and maitenance inside the buildings implemented as per schedule			110	190	172.73%	5	5	4	4.667	190 JR served
	PI 3, No. of water distribution system repair and maintenance outside buildings implemented as per schedule			15	20	133.33%	5	5	4	4.667	20 repair jobs done
GSD MFO5: Landscape and Waste Management	PI 1, No. of Landscapes on new buildings and infrastructures as per schedule	MLP VALENZONA Mario E. Baliad & LSWMU Personnel		5	5	100.00%	5	5	4	4.667	5
	PI 2, No. of landscapes maintained as per schedule			5	5	100.00%	5	5	4	4.667	5
	PI 3, No. of Grounds maintained as per schedule			5	5	100.00%	5	5	4	4.667	5
	PI 4, Volume of waste collected disposed and managed as per schedule			3,000	3000	100.00%	5	5	5	5	3000 cu m disposed
GSD FMO7:Administrative Support Management	PI 1, Administrative and support Services performed	MLP VALENZONA MC. Bantugan	M.								
	*Office documents			130	150	115.38%	5	5	5	5	776
	*Janitorial/Messengerial			135	150	111.11%	5	5	5	5	1120
	PI 2, Engineering Works Monitored and coordinated:	MLP VALENZONA A. SALENTES, Valenzona									
	*Plans and Sketches			25	30	120.00%	5	5	5	5	30
	*Cost estimates			25	32	128.00%	5	5	5	5	32

	*Inspection		280	310	110.71%	5	5	5	5	310
Efficient and Customer Friendly	Zero percent complaint from client served	MLP VALENZONA & GSD staff				5	5	5	5	360
Total:									115	
Average Rating:									4.792	

Received by:

Calibrated by:




REMBERTO A. PATINDOL

PMT

Planning Office

Date: _____

1 - Quality




REMBERTO A. PATINDOL

Vice President

Date: _____

3 - Timeliness



EDGARDO E. TULIN

President

Date: _____

4 - Average