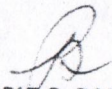


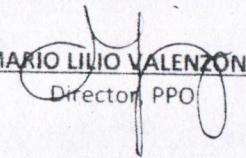
OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

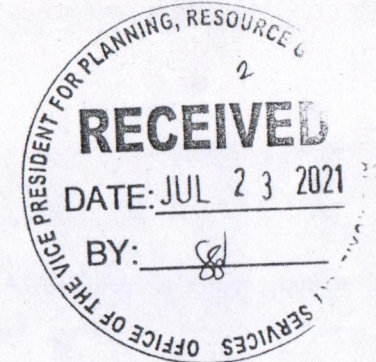
I, **Legario B. Ramos**, Instrumentation & Laboratory Equipment Unit, commits to deliver and agree to be rated on the attainment of the following targets the indicated in accordance with measures for the period **JANUARY - DECEMBER 2021**


LEGARIO B. RAMOS

Ratee

Approved:


MARIO LILIO VALENZONA
Director, PPO

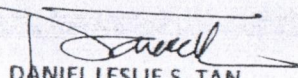


Personnel Composition	Position Title/Designation	Number
Personnel Composition	Position Title/Designation	Number
Head	Administrative Officer II	1
Regular staff	Admin Aide VI	1
Casual	Admin Aide V	1
	Sub-TOTAL	3
Job Order	Adm. Aide I	2
	Sub Total	2
	TOTAL	5

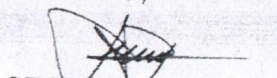
MFO/PAPs	Success Indicator	UNIT/Persons Responsible	Target	Details of Actual Accomplishments	Percentage as of Jun. 30	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
UMFO5: Support to Operations (STO)										
VPAF STO1: ISO 9001:2015 aligned documents										
	PI 1. Number of quality procedures prepared/revised	Legario Ramos & all ILE personnel	4	4	100%	5	5	5	5.00	
VPAF STO4: Innovations & Best Practices										
	PI 2. Number of innovative and revised policies/guidelines prepared and finally approved	Legario Ramos & all ILE personnel	4	4	100%	5	5	5	5.00	
UMFO6: General Administrative and										
VPAF GASS 1: Administrative and Support Services Management										
	PI 3. Number of personnel supervised	Legario Ramos & all ILE personnel	5	5	100%	5	5	5	5.00	

						Rating				
	PI 4. Number of administrative services, equipment service requests and financial/administrative documents acted within time frame	Legario Ramos & all ILE personnel	895	895	100%	5	5	5	5.00	
	PI 5. Number of offices and units directly supervised, monitored and coordinated	Legario Ramos & all ILE personnel	1	1	100%	5	5	5	5.00	
	PI 6. Efficient & customer-friendly frontline service	Legario Ramos & all ILE personnel	100%	100%	100%	5	5	5	5.00	
VPAF GASS 4: Maintenance of Facilities and Equipment										
10	PI 7. Number of building and facilities conducted repair and maintenance for corrective maintenance.	MLP. Valenzona, AM. Encierto, MG. Burtas & ME. Baliad	100% of scheduled Corrective Maintenance Works	100% of scheduled Corrective Maintenance Works	100%	5	5	5	5.00	
50	PI 8. Number of laboratory instruments and equipment inspected for preventive maintenance.	L. B. Ramos and ILM staff	100% of scheduled Preventive Maintenance Works	100% of scheduled Preventive Maintenance Works	100%	5	5	5	5.00	
25	PI 9. Number of laboratory instruments and equipment inspected for in-house calibration.	L. B. Ramos and ILM staff	100% of scheduled In house Maintenance Works	100% of scheduled In house Maintenance Works	100%	5	5	5	5.00	
5	PI 10. Number of laboratory instruments and equipment inspected for outsource referral.	L. B. Ramos and ILM staff	100% of scheduled for Outsource Maintenance Works	100% of scheduled for Outsource Maintenance Works	100%	5	5	5	5.00	
Total Over-all Rating									50.00	
Average Rating									5.00	
Adjectival Rating									0	

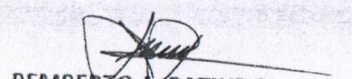
Received by:


DANIEL LESLIE S. TAN
 Planning Director, Office
 Date: JUL 23 2021

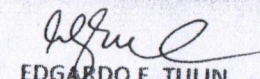
Calibrated by:


REMBERTO A. PATINDOL
 PMT Chairman
 Date: 7/21/21

Recommending Approval:


REMBERTO A. PATINDOL
 Vice Pres. For Admin. & Finance

Approved:


EDGARDO E. TULIN
 President
 Date: _____