OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, Mario Lilio P. Valenzona ,Director of the Genral Services Division , commits to deliver and agree to be rated on the attainment of the following targets the indicated in accordance with measures for the period <u>July to December 2021</u>

MARIO VILIO VALENZONA Ratee

Personnel Composition	Position Title/Designation	Number
Personnel Composition	Position Title/Designation	Number
Head	Admin. Sup. Officer, Director	1
Regular staff	Unit Heads	4
Regular staff	Adm. Asst. III	1
Regular staff	Adm. Asst. III Power Pint Opr.	1
Regular staff	Adm. Asst. III Electrician	1
Regular staff	Adm. Aide VI Power Opr.	1
Regular staff	Admin Aide I	2
Regular staff	Admin Aide III	3
Regular staff	Admin Aide III (Driver)	4
Regular staff	Adm. Aide V (Carpenter)	2
Regular staff	Adm. Aide V (Painter)	1
Regular staff	Adm. Aide V (Plubing)	1
Regular staff	Adm. Aide VI (Mechanic)	3
Regular staff	Adm. Aide VI (Machines)	1
Regular staff	Heavy Equip opr.	1
Regular staff	Welder II	1
Regular staff	Drafstman III	1
Regular staff	Construction Foreman	1
Casual	Foreman	2
Casual	Admin Aide I	1
	Sub-TOTAL	33
lob Order	Adm. Aide.	24
lob Order	Clerk	1
	Sub Total	25
	TOTAL	58

Rating Equivalents: 5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory

2 - Fair

Approved:

DANIEL LESLIE S. TAN

Vice Pres. For Admin. & Finance



MFO/PAPs	Success Indicator	UNIT/Person s Responsible	Target						Details of		T	Ra	T		
			Office of the Director for Physical Plant	Building & Housing Maintenance Unit	Motor Pool Services Unit	Power Plant & Electrical Unit	Ground & Landscape Unit	Instrumenta tion & Lab. Equip. Unit	Actual Accomplish ments	Percentag e as of Dec. 31	Q ⁴	E ²	T ³ :	A ⁴	Remarks
	port to Operations (STO)														

and the second s	Success Indicator	UNIT/Person s Responsible	Target: Details:						Details of						
MFO/PAPs			Office of the Director for Physical Plant	Building & Housing Maintenance Unit	Motor Pool Services Unit	Power Plant & Electrical Unit	Ground & Landscape Unit	Instrumenta tion & Lab. Equip. Unit	Actual Accomplish ments	e as of Dec. 31	Q ¹	E²	T ³ ;	A ⁴ .	Remarks
	Pl 1. Number of quality, procedures prepared/revised	MLP. Valentona & all PPO, Units	4			all was			4	100%	5:	5:	5	5.00	
VPAF STO4	Innovations & Best Pract	tices		A (6) 33		Alay Salar				4.4					
	Pl 2. Number of innovative and revised policies/guidelines prepared	MLP. Valenzona & all PPO, Units	4						4	100%	5	5	5	5.00	
UMFO6: Ge	eneral Administrative and														
VPAF GASS	1: Administrative and Sup	port Service	s Management									Sec. 1		10,7457	g and programs of
	PIB. Number of clients/personnel supervised for efficient office management and maintenance of rooms, facilities and documents	MLP. Valenzona & all PP(), Units Heads	58						58	100%	5	5)	5	5.00	
	PI 4. Number of administrative services, equipment service requests and financial/administrative documents acted within time frame	MLP. Valenzona & all PPO, Units Heads	1000						1,000	100%	5%	5)	5	5.00	,
And the second s	PI 5. Number of offices and units directly supervised, monitored and coordinated	MLP. Valenitona & all PPO, Units Heads	5)——)——————————————————————————————————				5	100%	51	5	5	5.00	e de esta forma esta esta esta esta esta esta esta est
	PI 6. Efficient & customer- friendly frontline service	MLP. Valentiona & all PPO, Units	100%						100%	100%	5	5	5	5.00	
VPAF GASS	4: Maintenance of Faciltie		ment												
35	PIZ. Number of building and facilities inspected for preventive maintenance.	Valctiaoria,	100% of scheduled Preventive Maintenance Works	100% of scheduled Preventive Maintenance Works		100% of scheduled Preventive Maintenance Works	100% of scheduled Preventive Maintenance Works		100% of scheduled Preventive Maintenance Works	100% of schieduled Preventive Maintenanc e Works	5	41	4	4.33	

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	Success Indicator	UNIT/Person s Responsible	Target					Details of			Ra				
MFO/PAPs			Office of the Director for Physical Plant	Building & Housing Maintenance Unit	Motor Pool Services Unit	Power Plant & Electrical Unit	Ground & Landscape Unit	instrumenta tion & Lab. Equip. Unit	Actual Accomplish ments	Percentag e as of Dec. 31	Q¹	E ²	T³	A ⁴	Remarks
10	PI 8. Number of building and facilities conducted repair and maintenance for corrective maintenance.	MLP. Valenzoria, MG. Burlas & RD. Troyo	200% of scheduled Corrective Maintenance Works	100% of scheduled Corrective Maintenance Works		100% of scheduled Corrective Maintenance Works	100% of scheduled Corrective Maintenance Works		100% of scheduled Corrective Maintenance Works	100% of scheduled Corrective Maintenanc e Works	5	4	4	4.33	
15	PI 9 Number of equipment and vehicle inspective for preventive maintenance.	MLP. Valenzona, MG. Burlas	100% of scheduled Preventive Maintenance Works		100% of scheduled Preventive Maintenance on Motor pool Works				100% of scheduled Preventive Maintenance on Motor pool Works	100% of scheduled Preventive Maintenanc e on Motor pool Works	5	4	4	4.33	
1.0	PI IO. Number of equipment and vehicle conducted repair and maintenance for corrective maintenance.	MLP. Valenzona, MG. Burlas	100% of scheduled Corrective Maintenance Works		100% of scheduled Corrective Maintenance Works				100% of scheduled Corrective Maintenance Works	100% of scheduled Corrective Maintenanc e Works	5	4	4	4.33	
	PI 11. Timely-solid waste collection and disposal.	MLP. Valenzona, ME. Baliad	100% Collected and Disposed				100% Collected and Disposed		100% Collected and Disposed 100% of	100% Collected and Disposed 100% of	5	4	4	4.33	
5	PI 12. Well-maintained campus beautification and landscape	MLP. Valenzona & ME. Baliad	100% of scheduled well maintained Areas in the Campus Works				100% of scheduled well maintained Areas in the Campus		100% of scheduled well maintained Areas in the	100% of scheduled well maintained Areas in the	5	4	4	4.33	
50	PI 13. Number of laboratory instruments and equipment inspected for preventive maintenance.	MLP. Valenzona & L. B. Ramos	100% of scheduled Preventive Maintenance Works					100% of scheduled Preventive Maintenance Works	100% of scheduled Preventive Maintenance Works	100% of scheduled Preventive Maintenanc e Works	5	4	4	4.33	
25	PI 14. Number of laboratory instruments and equipment inspected for in-house calibration.	MLP. Valenzona & L. B. Ramos	100% of scheduled in house Maintenance Works					100% of scheduled in house Maintenan ce Works	100% of scheduled in house Maintenan ce Works	100% of scheduled in house Maintenan ce Works	5	4	4	4.33	

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	Success Indicator		Target :						Details of		Rating		ting		
MFO/PAPs		UNIT/Person s Responsible	Office of the Director for Physical Plant	Building & Housing Maintenance Unit	Motor Pool Services Unit	Power Plant & Electrical Unit	Ground & Landscape Unit	Instrumenta tion & Lab Equip. Unit		Percentag e as of Dec. 31	Q ¹	E ²	T ³	A ⁴	Remarks
5	PI 15. Number of laboratory instruments and equipment inspected for outsource referral.	MLP. Valenzona & L. B. Ramos	100% of scheduled for Outsource Maintenance Works					100% of scheduled for Outsource Maintenan ce Works	100% of scheduled for Outsource Maintenan ce Works	100% of scheduled for Outsource Maintenan ce Works	53	4	4	4.33	
VPAF GASS	7: Project Management &	à.													
13:	PI 16. Effective monitoring and implementation of contracts and purchase orders	MLP. Valenzona	100% of well monitored and Implemented Projects	100% of well monitored and Implemented Projects					100% of well monitored and	100% of well monitored and	5:	5	5	5.00	
15	P117. Percentage of billings and vouchers for payment of delivered goods, services and infrastructure processed	MLP. Valenzona & MC. Bantugan,	100% of Processed and Acted Payments	Projects.		an ann ann an an ann an ann an an ann an a			100% of	Implement 100% of Processed and Acted Payments	51	5	5	5.00	
13	PI 18. Plans and Sketches, Cost estimates & Inspection	MLP. Valenzona & AR. Salentes	100% Complied						100% Complied	100% Complied	5 i	5	5	5.00	
Total Over-	all Rating			L						L	-			84.00	
Average Ra	ting													4.67	
Adjectival R	Rating					anger and an anger and an analysis and an anal	en eg en septembre en est este est éparente en entre se parente		the transmission of majorical and			لسيسيا	<u></u>	0	

Received	by	Calibrated	by:

DILBERTO O. FERRAREN

Planning Director, Office Office Date: MAR 0 3 2022

DANIEL LESLIE S. TAN

PMT Chairman

Recommending Appr

DANIEL LESLIE S. TAN

Vice President for Admin. & Finance
Date: 3/2/20

Approved:

EDGARDO E. TULINA

Pnesident