

**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 **July to December 2021**

**MARIO LILIO VALENZONA**  
Ratee

Approved:  
  
**DANIEL LESLIE S. TAN**  
Vice Pres. For Admin. & Finance

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 Plnt 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 (Plumbing)	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	Draftsman III	1
Regular staff	Construction Foreman	1
Casual	Foreman	2
Casual	Admin Aide I	1
	<b>Sub-TOTAL</b>	<b>33</b>
Job Order	Adm. Aide I	24
Job Order	Clerk	1
	<b>Sub Total</b>	<b>25</b>
	<b>TOTAL</b>	<b>58</b>

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



MFO/PAPs	Success Indicator	UNIT/Persons Responsible:	Target:					Details of Actual Accomplishments	Percentage as of Dec. 31	Rating:				Remarks
			Office of the Director for Physical Plant	Building & Housing Maintenance Unit	Motor Pool Services Unit	Power Plant & Electrical Unit	Ground & Landscape Unit			Instrumentation & Lab. Equip. Unit	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	
<b>UMF05: Support to Operations (STO)</b>														
<b>VPAF STO1: ISO 9001:2015 aligned documents</b>														

MFO/PAPs	Success Indicator	UNIT/Persons Responsible:	Target:						Details of Actual Accomplishments	Percentage as of Dec. 31	Rating				Remarks
			Office of the Director for Physical Plant	Building & Housing Maintenance Unit	Motor Pool Services Unit	Power Plant & Electrical Unit	Ground & Landscape Unit	Instrumentation & Lab. Equip. Unit			Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	PI 1. Number of quality procedures prepared/ revised	MLP. Valenzona & all PPO, Units Heads	4						4	100%	5	5	5	5.00	
<b>VPAF STO4: Innovations &amp; Best Practices</b>															
	PI 2. Number of innovative and revised policies/guidelines prepared	MLP. Valenzona & all PPO, Units	4						4	100%	5	5	5	5.00	
<b>UMFO6: General Administrative and</b>															
<b>VPAF GASS 1: Administrative and Support Services Management</b>															
	PI 3. Number of clients/personnel supervised for efficient office management and maintenance of rooms, facilities and documents	MLP. Valenzona & all PPO, 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	
	PI 5. Number of offices and units directly supervised, monitored and coordinated	MLP. Valenzona & all PPO, Units Heads	5						5	100%	5	5	5	5.00	
	PI 6. Efficient & customer-friendly frontline service	MLP. Valenzona & all PPO, Units Heads	100%						100%	100%	5	5	5	5.00	
<b>VPAF GASS 4: Maintenance of Facilities and Equipment</b>															
35	PI 7. Number of building and facilities inspected for preventive maintenance.	MLP. Valenzona, MG. Burlas & RD. Troyo	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 scheduled Preventive Maintenance Works	5	4	4	4.33	



MFO/PAPs	Success Indicator	UNIT/Persons Responsible	Target						Details of Actual Accomplishments	Percentage as of Dec. 31	Rating				Remarks
			Office of the Director for Physical Plant	Building & Housing Maintenance Unit	Motor Pool Services Unit	Power Plant & Electrical Unit	Ground & Landscape Unit	Instrumentation & Lab. Equip. Unit			Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
10	PI 8. Number of building and facilities conducted repair and maintenance for corrective maintenance.	MLP. Valenzona, MG. Burlas & RD. Troyo	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 Maintenance Works	100% of scheduled Corrective Maintenance 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 Maintenance on Motor pool Works	5	4	4	4.33	
10	PI 10. 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 Maintenance 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% Collected and Disposed	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 Works		100% of scheduled well maintained Areas in the Campus	100% of scheduled well maintained Areas in the Campus	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 Maintenance 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 Maintenance Works	100% of scheduled in house Maintenance Works	100% of scheduled in house Maintenance Works	5	4	4	4.33	

MFO/PAPs	Success Indicator	UNIT/Persons Responsible:	Target :						Details of Actual Accomplishments	Percentage as of Dec. 31	Rating				Remarks
			Office of the Director for Physical Plant	Building & Housing Maintenance Unit	Motor Pool Services Unit	Power Plant & Electrical Unit	Ground & Landscape Unit	Instrumentation & Lab. Equip. Unit			Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
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 Maintenance Works	100% of scheduled for Outsource Maintenance Works	100% of scheduled for Outsource Maintenance Works	5	4	4	4.33	
<b>VPAF GASS 7: Project Management &amp;</b>															
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 Implemented Projects	100% of well monitored and Implemented Projects	100% of well monitored and Implemented Projects	5	5	5	5.00	
15	PI 17. Percentage of billings and vouchers for payment of delivered goods, services and infrastructure processed	MLP. Valenzona & MC. Bantugan, AE. Marinar	100% of Processed and Acted Payments					100% of Processed and Acted Payments	100% of Processed and Acted Payments	100% of Processed and Acted Payments	5	5	5	5.00	
13	PI 18. Plans and Sketches, Cost estimates & Inspection	MLP. Valenzona & AR. Salentes	100% Complied					100% Complied	100% Complied	100% Complied	5	5	5	5.00	
<b>Total Over-all Rating</b>														<b>84.00</b>	
<b>Average Rating</b>														<b>4.67</b>	
<b>Adjectival Rating</b>														<b>0</b>	

Received by Calibrated by:

  
**DILBERTO O. FERRAREN**

Planning Director, Office Office

Date: MAR 03 2022

  
**DANIEL LESLIE S. TAN**

PMT Chairman

Date: 3/2/22

Recommending Appr

  
**DANIEL LESLIE S. TAN**

Vice President for Admin. & Finance

Date: 3/1/22

Approved:

  
**EDGARDO E. TULIN**

President

Date: 3/3/22