

OP# 273
9/3/17

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM SUPPLY PROCUREMENT AND PROPERTY MANAGEMENT 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 **Jan to June 2020**.


ALICIA M. FLORES
Ratee


REMBERTO A. PATINDOL
VP for Admin & Finance

Date

Approved:


EDGARDO E. TULIN
President

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
 VPAF MFO-6: PROCUREMENT AND BAC SECRETARIAT SERVICES

Items	Major Functions	Success Indicators	Unit/Persons Responsible	January to June 2020 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	0.00	
		PI 2: Office, Staff Management and Maintenance	A.M. Flores and all SPPMO Personnel	21	21	5	5	5	0.00	
		PI 3: Involvement and Coordination of major university committees	A. M. Flores, D. Alba,	3	3	5	5	5	0.00	
		PI 4: Registration, Permit, Licensing and Insurance of Vehicles and Buildings	A. M. Flores, J. Lao	25	44	5	5	5	0.00	
VPAF MFO 6: PROCUREMENT AND BAC SECRETARIAT SERVICES										
SPPMO MFO 6.1:	Procurement Process and Monitoring Management (Alternative Mode of Procurement)	PI 1: Number of approved PR's controlled and monitored.	E. Esguerra	300	334	5	5	4	0.00	
		PI 2: Number of approved PR's received, evaluated, encoded for processing.	L. Layola, E. Esguerra, D. Alba, D. Talisaysay, B. Rebuyas, A. Flores PJ Piamonte	600	1,082	5	5	5	0.00	
SPPMO MFO 6.2:	Reports preparation and submission	PI 1: Percentage of the reports submitted to COA, DBM, GPPB and other agencies/offices.	A. Flores	100%	100%	5	5	5	0.00	
VPAF MFO 7: Project Management & Implementation Services										
SPPMO MFO 7.1:	Monitoring and implementation of contracts and purchase orders	PI 2: Percentage of the Contracts/P.O. for Goods and Services monitored.	PJ Piamonte E. Esguerra	100%	100%	5	5	5	0.00	
SPPMO MFO 7.2:	Bidding and Review	PI 3: Percentage of the Bidding and Review								

Items	Major Functions	Success Indicators	Unit/Persons Responsible	January to June 2020 Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
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,	100%	100%	5	5	5	0.00	
		PI 2: Number of documents prepared (IAR, SPS, PAR/ICS)	L. Fernandez, L. Escala, L. Terol	800	917	5	5	5	0.00	
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, J. Adaza	100%	100%	5	5	5	0.00	
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,	400	532	5	5	4	0.00	
		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	0.00	
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	0.00	
		PI 1: No. of equipment property cards prepared, maintained and checked	L. Escala, L. Terol	100 Property Cards	107	5	5	4	0.00	
		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	0.00	
SPPMO MFO 8.6	Disposal Management	PI 1: Percentage of items received, collected as Waste Materials & Unserviceable Properties for disposal acted and processed	E. Piamonte, L. Escala, L. Fernandez	100%	100%	5	5	5	0.00	

Items	Major Functions	Success Indicators	Unit/Persons Responsible	January to June 2020 Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
		PI 2: Percentage 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	100%	100%	5	5	5	0.00	
SPPMO MFO 8.7	Fuel Dispensing Management	PI 1: No. of approved RIS received, issued and processed	L. Jagonos, E. Abanera, A. M. Flores	400	498	5	5	5	0.00	
		PI 2: No. of fuel inventory conducted	E. R. Abanera, L. Jagonos	20	24	5	5	5	0.00	
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	0.00	
	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	0.00	
		PI 2: Data-base for monitoring of Status of PRs.	J. Israel, A. M. Flores	1 system	on-going	5	5	4	0.00	
	Total Over-all Rating					120	120	114	0.00	
	Average Rating					5.00	5.00	4.75	0.00	4.92
	Adjectival Rating					Outstanding				

Received

by: _____

Calibrated by: _____


DANIEL LESLIE S. TAN

Director, OVPPRGAS

Date: _____


REMBERTO A. PATINDOL

PMT

Recommending Approval

Approved by: _____


REMBERTO A. PATINDOL

Vice President


EDGARDO E. TULIN

President

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