

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM
PROCUREMENT OFFICE

I, **Jessamine C. Ecleo**, Head of the **Procurement 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 **January to June 2024**.


JESSAMINE C. ECLEO
Ratee

7/5/24
Date


RYSAN C. GUINOCOR
Director, ASO

7/5/24
Date



7/10/24

Alan Magbana

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

Personnel Composition	Position Title/Designation	Number
Permanent	Information Systems Analyst I	1
	Admin. Aide VI	2
	Admin. Aide IV (Clerk)	1
Casual	Admin Aide III (Canvasser/Buyer)	1
Job Order	Admin Aide III (Clerk)	6
	Admin. Aide III (Messenger/Clerk)	1
	Admin. Aide I (Utility/Messenger)	1
GRAND TOTAL		13

Items	Success Indicators	Unit/Persons Responsible	January to June 2024 Target	Actual Accomplishment	Rating				REMARKS
					Q1	E2	T3	A4	
UMFO 5: SUPPORT TO OPERATIONS									
VPAF STO 1: ISO aligned management and administrative support services									
ODAS STO 1: ISO 9001:2015 aligned documents and compliant processes									
OHP MFO 1.1: Clients served rated the services received at least very satisfactory	PI 1: Percentage of services on clients rated at least very satisfactory	All staff of PO	95%	95%	5	4	4	4.33	
	PI 2: Number of Quality Procedures revised/updated & registered at ODQA	J.Ecleo, M.Milleza, K.Cayone							to be accomplished July-December

[illegible]

Items	Success Indicators	Unit/Persons Responsible	January to June 2024 Target	Actual Accomplishment	Rating				REMARKS
					Q1	E2	T3	A4	
VPAF MFO 6: PROCUREMENT SERVICES									
ODAS GASS 3: Procurement Services									
OHP MFO 3.1: Procurement Planning & Management	PI 1: Number of PPMs, including supplemental and amendment, reviewed and accepted	J.Ecleo, A.Antofina	700 PPMs	746 PPMs	5	5	5	5.00	710 PPMs, 7 Amedments, 29 Supplemental
	PI 2. Number of suppliers/contractors/consultants' registry updated annually	J.Ecleo, L.Layola, A.Timkang	1 registry	1 registry	5	5	5	5.00	
	PI 3. Number of APP generated, duly updated as needed, forwarded to the HoPE for approval, and submitted to GPPB within the deadline	J.Ecleo	1 APP submitted on/before January 31, 2024	2 APPs	5	5	5	5.00	1 Original APP for FY 2024, 1 Revised APP as of June 2024
	PI 4. Number of Supplemental APP generated and forwarded to the HoPE for approval	J.Ecleo	2 Supplemental APPs	2 Supplemental APPs	5	5	5	5.00	
	PI 5. Number of Procurement Monitoring Report (PMR) submitted to GPPB within the deadline	J.Ecleo, A.Antofina	1 PMRs (1 for 2nd Sem 2023 submitted on/before 14 January)	1 PMR	4	5	5	4.67	PMR as of December 31, 2023
OHP MFO 3.2: Support Services to the BAC	PI 1: Number of Purchase Requests (PR) reviewed, accepted, consolidated by nature of items, and monitored	J.Ecleo, K.Cayone, A.Antofina	900 PRs	943 PRs	5	4	4	4.33	
	PI 2: Number of procurement projects (consolidated from submitted PRs) undertaken through Competitive Bidding	J.Ecleo, L.Escalalr, L.Pagalan, A.Flandez, M.Milleza, M.Managbanag, A.Timkang, L.Layola, A.Managbanag, S.Polea	30 procurement projects	38 procurement projects	5	4	5	4.67	
	PI 3: Number of procurement projects undertaken through Alternative Method of Procurement	J.Ecleo, L.Layola, D.Talisaysay, L.Escalalr, M.Managbanag, K.Cayone, A.Timkang, A.Managbanag	450 procurement projects	467	5	4	5	4.67	
	PI 4: Number of BAC meetings facilitated	J.Ecleo, L.Escalalr, L.Pagalan, M. Milleza, A.Flandez, A.Timkang	80 meetings	101 meetings	5	5	5	5.00	
	PI 5. Percentage of the total amount of the Indicative APP 2024 undertaken early procurement	J.Ecleo, L.Escalalr, A.Flandez, L.Pagalan, M.Milleza, M.Managbanag, L.Layola	at least 50% of the total amount	65.75%	5	5	5	5.00	

Items	Success Indicators	Unit/Persons Responsible	January to June 2024 Target	Actual Accomplishment	Rating				REMARKS
					Q1	E2	T3	A4	
OHP MFO 3.3: Contract Management	PI 1: Number of on-going Purchase Orders (POs)/Contracts for the current year monitored	J.Ecleo, L.Escalal Jr., S.Polea	500 POs/Contracts	547	5	4	5	4.67	
	PI 2: Number of on-going Purchase Orders (POs)/Contracts for the previous years monitored	J.Ecleo, L.Escalal Jr., S.Polea	200 POs/Contracts	571	5	4	5	4.67	
	PI 3: Number of vouchers prepared for completed POs/contracts in the current year that are endorsed for payment	J.Ecleo, A.Flandez, A.Managbanag	250 vouchers	276	5	5	5	5.00	
	PI 4: Number of vouchers prepared for completed POs/contracts in the previous year that are endorsed for payment	J.Ecleo, A.Flandez, A.Managbanag	250 vouchers	558	5	5	5	5.00	
	PI 5: Number of vouchers prepared for payment of refund of retention money/warranty, mobilization (for infra), and other payables	J.Ecleo, A.Flandez, A.Managbanag	80 vouchers	80	5	5	5	5.00	
	PI 6: Number of completed contracts of Suppliers/External Service Providers in the registry evaluated for performance	J.Ecleo, A. Timkang	200 completed contracts	210	5	5	5	5.00	
	PI 7: Number of Summary of Evaluation of Suppliers forwarded to the Bids and Awards Committee for their reference	J.Ecleo, A. Timkang	1 Summary of Suppliers' Performance Evaluation	1	5	5	5	5.00	For July - December 2023 rating period
	PI 8: Number of Agency Procurement Compliance and Performance Indicator Report (APCPI) prepared and submitted to GPPB within the deadline	J. Ecleo	1 APCPI submitted to GPPB on or before March 2024	1	5	5	5	5.00	APCI Report for 2023
	Total Over-all Rating				148	145	149	151.67	
	Average Rating				4.77	4.68	4.81	4.89	
	Adjectival Rating								

Received by:


TONI MARC L. DARGANTES
 Planning Office

Date: JUL 09 2024

Calibrated by:


ELWIN JAY V. YU
 Chairman, PMT

Date: 7-9-24

Approved by:


PROSE IVY G. YEPES
 President

Date: 09/06/24