

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **Mario Lilio P. Valenzona**, Director of the **General 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 **JANUARY - JUNE 2020**

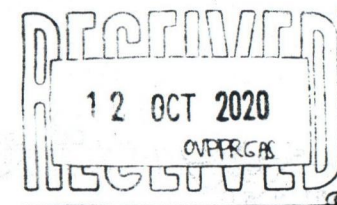
MARIO LILIO VALENZONA

Ratee

Approved:

REMBERTO A. PATINDOL

Vice Pres. For Admin. & Finance



Personnel Com	Position Title/Designation	Number
Head	Admin. Supervising Officer, Director	1
Regular staff	Unit Heads	4
Regular staff	Adm. Asst. III	1
Regular staff	Adm. Asst. III Power Plant Opr.	1
Regular staff	Adm. Asst. III Electrician	1
Regular staff	Adm. Aide VI Power Plant Operator	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)	1
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
	Sub-TOTAL	33
Job Order	Adm. Aide I	24
Job Order	Clerk	1
	Sub Total	25
	TOTAL	58

MFO/PAPs	Success Indicator	UNIT/Persons Responsible	Target						Details of Actual Accomplishments	Percentage as of June 30	Rating				Remarks
			Office of the Director for Physical Plant	Building & Housing Maintenance Unit	Motor Pool Services Unit	Power Plant & Electrical Unit	Ground & Landscape Maintenance Unit	Instrumentation & Lab. Equip. Unit			Q ¹	E ²	T ³	A ⁴	
UMFO5: Support to Operations (ST0)															
VPAF ST01: ISO 9001:2015 aligned documents															
	PI 1. Number of quality procedures prepared/revised	MLP, Valenzona & all GSD, Units	4						4	100%	5	5	5	5.00	

			Target						Details of		Rating				
VPAF ST04: Innovations & Best Practices															
	PI 2. Number of innovative and revised policies/guidelines prepared and finally approved	MLP, Valenzona & all GSD, Units Heads	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	MLP, Valenzona & all GSD, 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 GSD, Units Heads	1000						1000	100%	5	5	5	5.00	
	PI 5. Number of offices and units directly supervised, monitored and coordinated	MLP, Valenzona & all GSD, Units Heads	5						5	100%	5	5	5	5.00	
	PI 5. Efficient & customer-friendly frontline service	MLP, Valenzona & all GSD, Units	100%						100%	100%	5	5	5	5.00	
VPAF GASS 4: Maintenance of Facilities and Equipment															
35	PI 6. Number of building and facilities inspected for preventive maintenance.	MLP, Valenzona, AM, Encierto, MG Burtas & ME, Baliad	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
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% of scheduled Corrective Maintenance Works		100% of scheduled Corrective Maintenance Works	100% of scheduled Corrective Maintenance Works	5	4	4	4.33

			Target						Details of		Rating			
15	PI 8. Number of equipment and vehicle inspected for preventive maintenance.	MLP, Valenzona, M.G. Burlas & R.M. Sanico	100% of scheduled Preventive Maintenance Works	100% of scheduled Preventive Maintenance Works on Motorpool					100% of scheduled Preventive Maintenance Works on Motorpool	100% of scheduled Preventive Maintenance Works on Motorpool	5	4	4	4.33
10	PI 9. Number of equipment and vehicle conducted repair and maintenance for corrective maintenance.	MLP, Valenzona, M.G. Burlas & R.M. Sanico	100% of scheduled Corrective Maintenance Works		100% of scheduled Corrective Maintenance Works on motorpool				100% of scheduled Corrective Maintenance Works on motorpool	100% of scheduled Corrective Maintenance Works on motorpool	5	4	4	4.33
	PI 10. Timely-Garbage collection and disposal	MLP, Valenzona & ME. Balid	100% Collected and Disposed				100% Collected and Disposed		100% Collected and Disposed	100% Collected and Disposed	5	4	4	4.33
5	PI 11. Well maintained landscape and Street Cleaning Areas in the Campus	MLP, Valenzona & ME. Balid	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 Works	100% of scheduled Well Maintained Areas in the Campus Works	5	4	4	4.33
50	PI 12. 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 13. 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
5	PI 14. 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
VPAF GASS 7: Project Management &														

			Target						Details of		Rating				
13	PI 15. Effective monitoring and implementation of Infra Projects	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	5	5	5	5.00	
15	PI 16. Number of billings and vouchers for payment of services and infrastructure processed	MLP, Valenzona & M.C. Bantugan, AF, Marikina	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 17. Plans and Sketches, Cost estimates & Inspection	MLP, Valenzona & AR, Salentes	100% Complied						100% Complied	100% Complied	5	5	5	5.00	
Total Over-all Rating											84.00				
Average Rating											4.67				
Adjectival Rating											O				


Received by:


Calibrated by:


Recommending Approval:

Approved:


DANIEL LESLIE S. TAN
 Planning Director, Office
 Date: _____


REMBERTO A. PATINDOL
 PMT Chairman
 Date: _____


REMBERTO A. PATINDOL
 Vice President for Admin. & Finance
 Date: _____


EDGARDO E. TULINA
 President
 Date: _____