

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **Mario Lilio P. Valenzona**, Director of the Physical Plant Office, 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 2024**

MARIO LILIO P. VALENZONA

Ratee

Approved:

Lehem ayud
CELWIN JAY. V. YU OK-WP 7/12/24
 Vice President for Admin. & Finance

Personnel Composition	Position Title/Designation	Number
Head	Supervising Administrative Officer	1
Regular staff	Unit Heads	3
Regular staff	Engineer III	1
Regular staff	Engineer II	1
Regular staff	Admin. Officer IV	1
Regular staff	Admin. Assistant V	2
Regular staff	Admin. Aide VI	2
Regular staff	Admin. Aide VI (Mechanic)	2
Regular staff	Admin. Aide V	2
Regular staff	Admin. Aide IV	2
Regular staff	Admin. Aide IV (Driver)	2
Regular staff	Admin. Aide IV (Welder I)	1
Regular staff	Admin. Aide III	2
Regular staff	Admin. Aide III (Driver)	5
Regular staff	Admin. Aide I	3
Regular staff	Heavy Equipment Operator	2
Regular staff	Welder II	1
Regular staff	Machinist	1
Regular staff	Draftsman III	1
Regular staff	Construction Foreman	1
Casual	Plumbing Foreman	1
Casual	Foreman	1
Casual	Admin. Aide VI	1
Casual	Admin. Aide I	1
Sub-TOTAL		40
Job Order	Electrical Engineer	1
Job Order	Mechanical Engineer	1
Job Order	AC Technician	2
Job Order	Adm. Aide I	43
Job Order	Clerk	2
Sub Total		49
TOTAL		89



MFO/ PAPs	Success Indicator	UNIT/Persons Responsible	Target	Details of Actual Accomplishments	Accomplishment as of June 30	Rating				Remarks
						Q	E	T	A	
UMFO5: Support to Operations (STO)										
VPAF STO1: ISO 9001:2015 aligned documents										
	PI 1. Number of quality procedures prepared/revised	MLP Valenzona & All PPO Unit Heads	1		1	5	4	5	4.67	
VPAF STO4: Innovations & Best Practices										
	PI 2. Number of systems continuously implemented and used	MLP Valenzona & All PPO Unit Heads	1		1	5	4	4	4.33	
UMFO6: General Administrative and Support Services (GASS)										
VPAF GASS 1: Administrative and Support Services Management										
	PI 3. Number of personnel supervised	MLP Valenzona & All PPO Units Heads	88		88	4	4	5	4.33	
	PI 4. Percentage of administrative services, equipment service requests and financial/administrative documents acted within time frame	MLP Valenzona & All PPO Units Heads	100%		70%	5	4	4	4.33	
	PI 5. Number of offices and units directly supervised, monitored and coordinated	MLP Valenzona & All PPO Units Heads	5		5	4	4	5	4.33	
	PI 6. Efficient & customer-friendly frontline service	All PPO personnel	100%		100%	4	5	4	4.33	
	PI 7. Number of meetings conducted for effective implementation of office operation and monitoring of projects	MLP Valenzona	6		4	5	4	5	4.67	
VPAF GASS 4: Maintenance of Facilities and Equipment										
35	PI 8. Percentage of buildings scheduled for preventive maintenance inspected	MLP Valenzona, & PPO personnel	90%		35%	5	4	3	4.00	
10	PI 9. Number of electrical facilities inspected and maintained	MLP Valenzona, MG Burlas, PPESU personnel	4		4	5	5	5	5.00	

MFO/ PAPs	Success Indicator	UNIT/Persons Responsible	Target	Details of Actual Accomplishments	Accomplishment as of June 30	Rating				Remarks
						Q	E	T	A	
15	PI 10. Percentage of vehicles and heavy equipment relative to the total number of vehicles and heavy equipment inspected for preventive maintenance	MLP Valenzona, MG Bulas, MPSU Personnel	80%		65%	5	4	5	4.67	
	PI 11. Percentage of instructional laboratory instruments and equipment inspected	MLP Valenzona, JAA Gules, MG Bulas	90%		50%	5	4	4	4.33	
10	PI 12. Percentage of instructional laboratory instruments and equipment calibrated	MLP Valenzona, JAA Gules, MG Bulas	50%		35%	5	5	4	4.67	
	PI 13. Number of water source cleaned and maintained	MLP Valenzona, BHMU(W) Personnel	5		3	5	5	4	4.67	
5	PI 14. Percentage of buildings included on the annual repair plan started	MLP Valenzona, & PPO personnel	80%		10%	5	5	5	5.00	
	PI 15. Percentage of vehicles and heavy equipment relative to the total number of vehicles and heavy equipment that break down are repaired and restored	MLP Valenzona, MG Bulas, MPSU Personnel	80%		35%	5	4	4	4.33	
5	PI 16. Percentage of the filed repair and maintenance requests acted upon for this year	MLP Valenzona, Unit heads, dDRCs, foreman and PPO Personnel	60%		37%	4	4	3	3.67	
	PI 17. Frequency of garbage collection and proper disposal per area coverage	MLP Valenzona, RD Troyo, GLMU personnel	once a week per area		once a week per area	5	4	5	4.67	
VPAF GASS 7: Project Management & Implementation Services										
	PI 17. Percentage of funded infrastructure projects implemented and completed on time, within budget, and in accordance to the plan and specifications	MLP Valenzona & PD Galupo	100%		100%	5	5	5	5.00	

MFO/ PAPs	Success Indicator	UNIT/Persons Responsible	Target	Details of Actual Accomplishments	Accomplishment as of June 30	Rating				Remarks
						Q	E	T	A	
	PI 18. Percentage of funded infrastructure projects monitored and inspected	MLP Valenzona & PD Galupo	100%		100%	5	5	5	5.00	
	PI 19. Number of billings and vouchers for infrastructure projects prepared and submitted	MLP Valenzona & PD Galupo	6		6	5	5	5	5.00	
	PI 20. Number of buildings approved for building permit	MLP Valenzona & PD Galupo	3		0				0.00	
	PI 21. Number of buildings approved for occupancy permit	MLP Valenzona & PD Galupo	3		0				0.00	
Total Over-all Rating					91.00					
Average Rating					4.1363636					
Adjectival Rating										

Received by:


TONI MARC L. DARGANTES

Planning Office


 Date: JUL 12 2024

Calibrated by:


ELWIN JAY V. YU
 Chairman, PMT

Date: _____

Recommending Approval:


PROSE IVY G. YEPES
 President

 Date: 09/04/24