

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

Exhibit "A"

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 January to June 2021

MARIO LILIO VALENZONA

Ratee

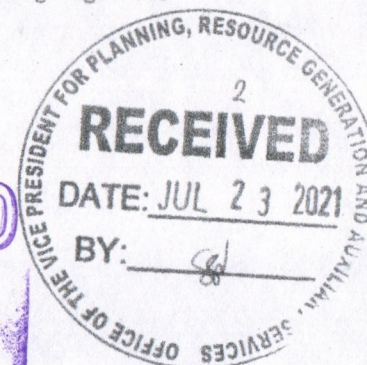
Approved:

REMBERTO A. PATINDOL

Vice Pres. For Admin. & Finance

RECEIVED

17 NOV 2021



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

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 Plant 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
Sub-TOTAL		33
Job Order	Adm. Aide I	24
Job Order	Clerk	1
Sub Total		25
TOTAL		58

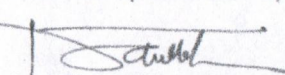
MFO/PAPs	Success Indicator	UNIT/Person s Responsible	Target						Details of Actual Accomplish ments	Percentage as of Jun. 30	Rating				Remarks
			Office of the Director for Physical Plant	Building & Housing Maintenance Unit	Motor Pool Services Unit	Power Plant & Electrical Unit	Ground & Landscape Unit	Instrumenta tion & Lab. Equip. Unit			Q ¹	E ²	T ³	A ⁴	
UMFOS: Support to Operations															
VPAF STO1: ISO 9001:2015 aligned documents															

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	PI 1. Number of quality procedures prepared/revised	MLP. Valenzona & all PPO, Units Heads	4						4	100%	5	5	5	5.00	
VPAF STO4: Innovations & Best Practices															
	PI 2. Number of innovative and revised policies/guidelines prepared	MLP. Valenzona & all PPO, Units	4						4	100%	5	5	5	5.00	
UMFO6: General Administrative and															
VPAF GASS 1: Administrative and Support Services Management															
	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	
VPAF GASS 4: Maintenance of Facilities and Equipment															
35	PI 7. Number of building and facilities inspected for preventive maintenance.	MLP. Valenzona, MG Burias & 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	

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			Office of the Director for Physical Plant	Building & Housing Maintenance Unit	Motor Pool Services Unit	Power Plant & Electrical Unit	Ground & Landscape Unit	Instrumenta tion & Lab. Equip. Unit			Q ¹	E ²	T ³	A ⁴	
10	PI 8. Number of building and facilities conducted repair and maintenance for corrective maintenance.	MLP. Valenzona, MG. Burtas & 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 inspected for preventive maintenance.	MLP. Valenzona, MG. Burtas	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. Burtas	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 Works	100% of scheduled well maintained Areas in the Campus Works	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	

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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 Maintenan ce Works	100% of scheduled for Outsource Maintenan ce Works	100% of scheduled for Outsource Maintenan ce Works	5	4	4	4.33	
VPAF GASS 7: Project Management &															
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	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. Maginay	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. Salientes	100% Complied						100% Complied	100% Complied	5	5	5	5.00	
Total Over-all Rating														84.00	
Average Rating														4.67	
Adjectival Rating														0	

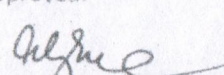
Received by Calibrated by:


DANIEL LESLIE S. TAN
 Planning Director, Office Office
 Date: JUL 23 2021


REMBERTO A. PATINDOL
 PMT Chairman
 Date: 7/21/21

Recommending Appr

REMBERTO A. PATINDOL
 Vice President for Admin. & Finance
 Date: 7/21/21

Approved:

EDGARDO E. TULIN
 President
 Date: _____