


**OFFICE PERFORMANCE COMMITMENT & REVIEW FORM**  
**PROPERTY 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 **January to June 2017**.

  
**ALICIA M. FLORES**  
*Ratee*

  
**REMBERTO A. PATINDOL**  
*VP for Admin & Finance*

*Date*

Approved:

  
**EDGARDO E. TULIN**  
*President*

**UMFO 6**      **GENERAL ADMINISTRATION AND SUPPORT SERVICES**

<i>Personnel Composition</i>	<i>Position Title/Designation</i>	<i>Number</i>
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
<b>GRAND TOTAL</b>		<b>22</b>

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

UMFO 6: GENERAL ADMINISTRATION AND SUPPORT SERVICES

OVPAF MFO-6: PROCUREMENT SERVICES

OVPAF MFO-7: PROPERTY MANAGEMENT

Items	Major Functions	Success Indicators	Unit/Persons Responsible	January to June 2017 Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
<b>SPPMO MFO1:</b>	<b>Administrative and Support Services Management</b>	<b>PI 1:</b> 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	5.00	
		<b>PI 2:</b> Office, Staff Management and Maintenance	A.M. Flores	21	21	5	5	5	5.00	
		<b>PI 3:</b> Involvement and Coordination of major university committees	A. M. Flores, T. Gofredo, D. Alba	3	3	5	5	5	5.00	
<b>OVPAF MFO 6: Procurement Services</b>										
<b>PSMO MFO 6.1:</b>	<b>Procurement Planning</b>	<b>PI 1:</b> Number of PR's, PPMP and other bidding documents prepared	A. M. Flores, T. Gofredo. D. Alba	50	75	5	5	4	4.67	
<b>PSMO MFO 6.2:</b>	<b>Procurement Management</b>	<b>PI 1:</b> Number of PR's received, evaluated, filed and processed	E. Esguerra	700	938	5	5	5	5.00	
		<b>PI 2:</b> Number of procurement documents prepared (RFQ, AQ, PO, and DV)	D. Talisaysay, D. Alba, T. Gofredo, L. Layola	3,000	3,696	5	5	4	4.67	
		<b>PI 3:</b> Number of administrative documents prepared (TO, TT, Transmittals, VAT Certificates)	D. Talisaysay, T. Gofredo, D. Alba	50	80	5	5	4	4.67	
		<b>PI 4:</b> Number of PO with items turned over to Property Office	T. Gofredo, F. Macariola, B. Rebuyas	300	500	5	5	5	5.00	
		<b>PI 5:</b> Number of PO with items procured through VMO and VCO	V. Bontuyan, N. Pacada, M.. Macariola, T. Gofredo	20	30	5	5	5	5.00	
		<b>PI 6:</b> Number of Trips conducted for canvassing & to pick up items in Ormoc & Tacloban City	F. Macariola	70	100	5	5	4	4.67	



Items	Major Functions	Success Indicators	Unit/Persons Responsible	January to June 2017 Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
		<b>PI 7:</b> Number of Trips conducted to pick up cargoes at Baybay Wharf & to pick up S/M/E at local suppliers at Baybay City	B. Rebuyas, L. Layola	75	106	5	5	5	5.00	
		<b>PI 8 :</b> Number of RFQ's and PO's served and retrieved from suppliers	F. Macariola, B. Rebuyas, L. Layola	1800	2390	5	5	5	5.00	
<b>PSMO MFO 6.3:</b>	<b>Procurement Process Monitoring</b>	<b>PI1:</b> Number of PR with data encoded for status monitoring of PO, deliveries and payment	E. Esguerra, J. Cuevas	600	938	5	5	5	5.00	
		<b>PI2:</b> Number of procurement documents monitored (PO's, PR's, RFQ's & Vouchers)	E. Esguerra, J. Cuevas	3,000	3,785	5	5	5	5.00	
		<b>PI3:</b> Number of RFQ's posted in the PhilGEPS	E. Esguerra, J. Cuevas	30	53	5	5	5	5.00	
<b>OVPAF MFO-7: PROPERTY MANAGEMENT</b>										
<b>PMO MFO 7.1</b>	<b>Administrative and Support Services Management</b>	<b>PI 1:</b> No. of Permits, Licenses, registration and insurance of buildings and Motor Vehicles filed, processed, and renewed	J.M. LAO, A. M. FLORES	25	58	5	5	5	5.00	
<b>PMO MFO 7.2</b>	<b>Storage and Warehousing Management</b>	<b>PI 1:</b> Number of Office supplies, Construction materials and equipment received and checked.	J. Lumanta , E.C. Igot, M.P. Bandalan, S. Latras, J. Vega	35,000	40,000	5	5	5	5.00	
		<b>PI 2:</b> Number of property documents prepared (IAR, SPS, etc)	E. Piamonte, A. Bisco	800	1,007	5	5	5	5.00	
		<b>PI 3:</b> No. of items facilitated for inspection by respective inspectors.	A.M. Flores , J. Lumanta E.C. Igot , M.P. Bandalan	17,000	20,000	5	5	5	5.00	
		<b>PI 4:</b> No. of Supplies, Materials and Equipment properly handled and stored.	J. Lumanta , E.C. Igot , M.P. Bandalan, S. Latras, J. Vega	17,000	20,000	5	5	5	5.00	

Items	Major Functions	Success Indicators	Unit/Persons Responsible	January to June 2017 Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
		PI 5: No. of supplies, materials and equipment recorded in the bin cards and stock cards.	J.Lumanta , E.C. Igot , M.P. Bandalan, S. Latras,	17,000	20,000	5	5	5	5.00	
		PI 6: No. of bin cards and stock cards maintained, monitored and reconciled with stocks on hand	E.C. Igot , M.P. Bandalan, S. Latras, J. N. Lumanta	1,500	2,353	5	5	5	5.00	
PMO MFO 7.3	Distribution Management	PI 1: No. of approved RIS and withdrawal slips received, served, recorded and filed	J. Lumanta, E.C. Igot , M.P. Bandalan, S. Latras,	60	89	5	5	4	4.67	
		PI 2: No. of supplies, materials and equipment segregated, issued and/or delivered to respective end users	E.C. Igot, M.P. Bandalan, S. Latras, J. Lumanta	4,500	6,000	5	5	5	5.00	
		PI 3: No. of PAR/ICS, prepared, cheked, printed, distributed, retrieved, signed and attached to voucher and RSMI.	A.M. Flores , S. Suyom, J.M. Lao	800	1,272	5	5	4	4.67	
		PI 4: No. of items in the RIS encoded as basis in the preparation of Reports for Supplies and Materials Issued (RSMI)	A.M. Flores , J. Lumanta,	6,000	8,000	5	5	4	4.67	
PMO MFO 7.4	Inventory Management	PI 1: No. of equipment property cards prepared, maintained and cheked.	S. Suyom	125	257	5	5	4	4.67	
		PI 2: No. of entries in the Inventory Books of Buildings, Properties and Equipment updated and reconciled with Accounting Division books of accounts.	A.M. Flores, J.M. Lao	125	125	5	5	4	4.67	
		PI 3: No. of Physical Inventory for Supplies, Materials, Buildings, Properties, and Equipment conducted	All Property Personnel	2	5	5	5	5	5.00	



Items	Major Functions	Success Indicators	Unit/Persons Responsible	January to June 2017 Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
		<b>PI 4:</b> No. of items inventoried, stickered, returned or collected from staff employees and staff who are separated due to retirement, transfer, resignation, death, sabbatical leave, study leave	A.M. Flores, S. Suyom, J.M. Lao, L. Coronado, J. N. Lumanta, M. Valenzona	400	600	5	5	4	4.67	
		<b>PI 6:</b> No. of staff inventoried and records updated	M. Valenzona, J.M. Lao, L. Coronado, A.G. Bisco J. N. Lumanta	100	120	5	5	4	4.67	
<b>PMO MFO 7.5</b>	<b>Disposal Management</b>	<b>PI 1:</b> No. of items received, collected as Waste Materials & Unserviceable Properties	E. Piamonte, M. Valenzona	400	500	5	5	5	5.00	
		<b>PI 2:</b> No. of Waste Materials Report (WMR) and Inventory and Inspection Report (I & I Report) prepared, checked and signed	A. M. Flores, J.M. Lao, E. Piamonte, M. Valenzona	150	207	5	5	5	5.00	
		<b>PI 3:</b> No. of waste materials/ unserviceable properties, sorted, segregated and inspected.	E. Piamonte, M. Valenzona, Disposal Committee	900	1205	5	5	5	5.00	
		<b>PI 4:</b> No. of unserviceable properties for public auction inspected, evaluated and appraised	A.M. Flores, E. Piamonte, Disposal Committee	900	1205	5	5	5	5.00	
		<b>PI 8:</b> No. 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, M. Valenzona	15	52	5	5	5	5.00	

Items	Major Functions	Success Indicators	Unit/Persons Responsible	January to June 2017 Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
PMO MFO 7.6	Fuel Procurement and Dispensing Management	PI 1: No. of documents prepared, checked, signed and processed	A. M. Flores, L. Jagonos	100	120	5	5	5	5.00	
		PI 2: No. of approved RIS received and issued	L. Jagonos, E. Abanera, A. M. Flores	800	1,630	5	5	5	5.00	
		PI 3: No. of reports prepared, checked and processed	A. M. Flores, L. Jagonos	6	6	5	5	4	4.67	
		PI 4: Gas tending services	E. R. Abanera, T. Gofredo	800	1,630	5	5	5	5.00	
	Total Over-all Rating					200	200	188	196.00	
	Average Rating					5.00	5.00	4.70	4.90	
	Adjectival Rating					Outstanding				

Received  
by: \_\_\_\_\_

Calibrated by:

Recommending Approval:

Approved by:

  
**REMBERTO A. PATINDOL**  
PMT

  
**REMBERTO A. PATINDOL**  
Vice President

  
**EDGARDO E. TULIN**  
President

Date:

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