## 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 July to December, 2019.

MARIO LILIO VALENZONA Ratee

Approve	d: (	Q	The same	Man or F	
R	EMB	RT	OA. P	ATIN	IDOL
Vice	Pres.	For	Admi	n. &	Finance

Personnel Composition	Position Title/Designation	Number
Personnel Composition	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 Pint 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 (Plubing)	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	Drafstman 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

Rating Equivalents:

5 - Outstanding

4 - Very Satisfactory 3 - Satisfactory

2 - Fair

1 - Poor



		UNIT/Persons _		Details of Actual Accomplishments	Percentage as of Dec. 31	Rating				
MFO/PAPs	Success Indicator	Responsible	Target			Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	Remarks
UMFO5: Support to Operations (STO)										
VPAF STO1: ISO 9001:201	5 aligned documents								0.00	
	PI 1. Number of quality procedures prepared/revised	MLP. Valenzona & all GSD, Units Heads	4	4	100%	5	5	4	4.67	
VPAF STO4: Innovations 8	& Best Practices								0.00	

		UNIT/Persons D	Details of Actual	Percentage as of	f		ating			
MFO/PAPs	Success Indicator	Responsible	Target	Accomplishments	Dec. 31	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	Remarks
	PI 2. Number of innovative and revised policies/guidelines prepared and finally approved	MLP. Valenzona & all GSD, Units Heads	4	4	100%	5	5	4	4.67	
MFO6: General Adm	inistrative and Support Services (GASS)									
PAF GASS 1: Adminis	strative and Support Services Management								0.00	
	PI 3. Number of clients/personnel supervised for efficient office management and maintenance of rooms, facilities and documents	MLP. Valenzona & all GSD, Units Heads	58	58	100%	5	5	4	4.67	
	PI 4. Number of administrative services, equipment service requests and financial/administrative documents acted within time frame	MLP. Valenzona & all GSD, Units Heads	1000	1,200	120%	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 Heads	100%	100	100%	5	5	5	5.00	
PAF GASS 4: Mainter	nance of Facilties and Equipment								0.00	
	PI 6. Number of building and facilities inspected for preventive maintenance.	MLP. Valenzona, AM. Encierto, MG. Burlas & ME. Baliad	10	12	120%	5	5	4	4.67	
	PI 7. Number of building and facilities conducted repair and maintenance for corrective maintenance.	MLP. Valenzona, AM. Encierto, MG. Burlas & ME. Baliad	5	5	100%	5	5	4	4.67	And the second s
	PI 8. Number of equipment and vehicle inspective for preventive maintenance.	MLP. Valenzona, MG. Burlas & R.M. Sanico	15	17	113%	5	5	4	4.67	
	PI 9. Number of equipment and vehicle conducted repair and maintenance for corrective maintenance.	MLP. Valenzona, MG. Burlas & R.M. Sanico	10	12	120%	5	5	4	4.67	
	PI 10. Timely-solid waste collection and disposal.	MLP. Valenzona & ME. Baliad	100%	100	100%	5	5	5	5.00	
	PI 11. Well-maintained campus beautification and landscape	MLP. Valenzona & ME. Baliad	5	5	100%	5	5	4 .	4.67	
	PI 12. Number of laboratory instruments and equipment inspected for preventive maintenance.	MLP. Valenzona & L. B. Ramos	50	55	110%	5	4	4	4.33	
	PI 13. Number of laboratory instruments and equipment inspected for in-house calibration.	MLP. Valenzona & L. B. Ramos	25	20	80%	5	4	4	4.33	
	PI 14. Number of laboratory instruments and equipment inspected for outsource referral.	MLP. Valenzona & L. B. Ramos	5	5	100%	5	5	5	5.00	
PAF GASS 7: Project	Management & Implementation Services	***************************************							0.00	

\$450/pap-	Sussess Indiantes	UNIT/Persons	T	Details of Actual	Percentage as of	Rating				
MFO/PAPs	Success Indicator	Responsible	Target	Accomplishments	Dec. 31	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	Remarks
	PI 15. Effective monitoring and implementation of contracts and purchase orders	MLP. Valenzona	60	65	108%	4	5	4	4.33	
	<u>PI 16</u> . Percentage of billings and vouchers for payment of delivered goods, services and infrastructure processed	MLP. Valenzona & MC. Bantugan	750	800	107%	5	5	5	5.00	
	PI 17. Plans and Sketches, Cost estimates & Inspection	MLP. Valenzona & AR. Salentes	3	5	167%	5	5	5	5.00	
<b>Total Over-all Rating</b>									85.33	
Average Rating						4.94		4-39	4.74	
Adjectival Rating									0	

Average Rating			4.94 4.39 4.7
Adjectival Rating			
Received by:	Calibrated by:	Recommending Approval:	Approved:
Jerm	REMBERTO A. PATINDOL	REMBERTO A. PATINDOL	WEDGARDO E. TULIN
Planning Office	PMT Chairman	Vice President for Admin. &	President
Date:			