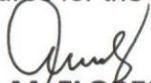


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OFFICE PERFORMANCE COMMITMENT & REVIEW FORM PROPERTY OFFICE


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 2018**.


ALICIA M. FLORES
Ratee


REMBERTO A. PATINDOL
VP for Admin & Finance

Date

Approved:


EDGARDO E. TULIN
President

UMFO 6 GENERAL ADMINISTRATION AND SUPPORT SERVICES

| Personnel Composition | Position Title/Designation | Number |
|-----------------------|-----------------------------------|--------|
| Head | Administrative Officer II | 1 |
| | Admin. Aide VI | 1 |
| | Admin Aide IV | 1 |
| | Admin Aide III | 5 |
| 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 |
| GRAND TOTAL | | 22 |

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

UMFO 6:

GENERAL ADMINISTRATION AND SUPPORT SERVICES

OVPF MFO-6:

PROCUREMENT SERVICES

OVPF MFO-7:

PROPERTY MANAGEMENT

| Items | Major Functions | Success Indicators | Unit/Persons Responsible | January to June 2018 Target | Actual Accomplishment | Rating | | | | REMARKS |
|---|--|--|--|--|--|--------|----|----|------|---------|
| | | | | | | Q1 | E2 | T3 | A4 | |
| SPPMO MFO1: | Administrative and Support Services Management | PI 1: 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 | |
| | | PI 2: Office, Staff Management and Maintenance | A.M. Flores | 21 | 21 | 5 | 5 | 5 | 5.00 | |
| | | PI 3: Involvement and Coordination of major university committees | A. M. Flores, T. Gofredo, D. Alba, E. Esguerra | 4 | 4 | 5 | 5 | 5 | 5.00 | |
| OVPF MFO 6: Procurement Services | | | | | | | | | | |
| PSMO MFO 6.1: | Procurement Planning | PI 1: Number of PR's, PPMP and other bidding documents prepared | A. M. Flores, T. Gofredo. D. Alba | 50 | 75 | 5 | 5 | 4 | 4.67 | |
| PSMO MFO 6.2: | Procurement Management | PI 1: Number of PR's received, evaluated, filed and processed | J. Cuevas | 700 | 897 | 5 | 5 | 4 | 4.67 | |
| | | PI 2: Number of procurement documents prepared (RFQ. AQ, PO, and DV) | D. Talisaysay, D. Alba, T. Gofredo, L. Layola, E. Esguerra | 3,000 | 3,307 | 5 | 5 | 4 | 4.67 | |
| | | PI 3: Number of administrative documents prepared (TO, TT, Transmittals, VAT Certificates) | D. Talisaysay, T. Gofredo, D. Alba | 50 | 80 | 5 | 5 | 4 | 4.67 | |
| | | PI 4: Number of PO with items turned over to Property Office | T. Gofredo, L. Layola, B. Rebuyas | 500 | 700 | 5 | 5 | 4 | 4.67 | |
| | | PI 5: Number of PO with items procured through VMO and VCO | V. Bontuyan, N. Pacada, B. Rebuyas, T. Gofredo | 20 | 30 | 5 | 5 | 4 | 4.67 | |
| | | PI 6: Number of Trips conducted for canvassing & to pick up items in Ormoc & Tacloban City | B. Rebuyas, L. Layola | 70 | 100 | 5 | 5 | 4 | 4.67 | |

| Items | Major Functions | Success Indicators | Unit/Persons Responsible | January to June 2018 Target | Actual Accomplishment | Rating | | | | REMARKS |
|---|---|---|--|-----------------------------|-----------------------|--------|----|----|------|---------|
| | | | | | | Q1 | E2 | T3 | A4 | |
| | | PI 7: 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 | 40 | 60 | 5 | 5 | 5 | 5.00 | |
| | | PI 8 : Number of RFQ's and PO's served and retrieved from suppliers | B. Rebuyas, L. Layola | 2000 | 3085 | 5 | 5 | 5 | 5.00 | |
| PSMO MFO 6.3: | Procurement Process Monitoring | PI1: Number of PR with data encoded for status monitoring of PO, deliveries and payment | E. Esguerra, J. Cuevas | 600 | 897 | 5 | 5 | 5 | 5.00 | |
| | | PI2: Number of procurement documents monitored (PO's, PR's, RFQ's & Vouchers) | E. Esguerra, J. Cuevas | 4,000 | 5,013 | 5 | 5 | 4 | 4.67 | |
| | | PI3: Number of RFQ's posted in the PhilGEPS | E. Esguerra, J. Cuevas | 30 | 77 | 5 | 5 | 5 | 5.00 | |
| OVPAF MFO-7: PROPERTY MANAGEMENT | | | | | | | | | | |
| PMO MFO 7.1 | Administrative and Support Services Management | PI 1: No. of Permits, Licenses, registration and insurance of buildings and Motor Vehicles filed, processed, and renewed | J.M. LAO, A. M. FLORES | 25 | 57 | 5 | 5 | 5 | 5.00 | |
| PMO MFO 7.2 | Storage and Warehousing Management | PI 1: Number of Office supplies, Construction materials and equipment received and checked. | J. Lumanta , T. Gofrdo M.P. Bandalan, S. Latras, J. Vega | 35,000 | 40,000 | 5 | 5 | 5 | 5.00 | |
| | | PI 2: Number of property documents prepared (IAR, SPS, etc) | E. Piamonte, L. Fernandez | 800 | 1,015 | 5 | 5 | 5 | 5.00 | |
| | | PI 3: No. of items facilitated for inspection by respective inspectors. | A.M. Flores , J. Lumanta, L. Fernandez, M.P. Bandalan | 17,000 | 25,000 | 5 | 5 | 4 | 4.67 | |
| | | PI 4: No. of Supplies, Materials and Equipment properly handled and stored. | J. Lumanta , T. Gofredo, M.P. Bandalan, S. Latras, J. Vega | 17,000 | 25,000 | 5 | 4 | 5 | 4.67 | |

| Items | Major Functions | Success Indicators | Unit/Persons Responsible | January to June 2018 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 , M.P. Bandalan, S. Latras, | 17,000 | 25,000 | 5 | 5 | 5 | 5.00 | |
| | | PI 6: No. of bin cards and stock cards maintained, monitored and reconciled with stocks on hand | M.P. Bandalan, S. Latras, J. N. Lumanta | 1,500 | 2,600 | 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, T. Bandalan, M.P. Bandalan, S. Latras, | 40 | 53 | 5 | 5 | 5 | 5.00 | |
| | | PI 2: No. of supplies, materials and equipment segregated, issued and/or delivered to respective end users | T. Gofredo, M.P. Bandalan, S. Latras, J. Lumanta | 17,000 | 25,000 | 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 | 400 | 641 | 5 | 5 | 5 | 5.00 | |
| | | 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 | 6,907 | 5 | 5 | 5 | 5.00 | |
| PMO MFO 7.4 | Inventory Management | PI 1: No. of equipment property cards prepared, maintained and cheked. | L. Escala | 125 | 178 | 5 | 5 | 5 | 5.00 | |
| | | 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 | 5 | 5.00 | |
| | | PI 3: No. of Physical Inventory for Supplies, Materials, Buildings, Properties, and Equipment conducted | All Property Personnel | 2 | 5 | 5 | 5 | 4 | 4.67 | |

| Items | Major Functions | Success Indicators | Unit/Persons Responsible | January to June 2018 Target | Actual Accomplishment | Rating | | | | REMARKS |
|-------------|---------------------|--|---|-----------------------------|-----------------------|--------|----|----|------|---------|
| | | | | | | Q1 | E2 | T3 | A4 | |
| | | PI 4: 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 | |
| | | PI 6: No. of staff inventoried and records updated | L. Terol, J.M. Lao, L. Escala, L. Coronado, L. Fernandez, | 100 | 296 | 5 | 5 | 4 | 4.67 | |
| PMO MFO 7.5 | Disposal Management | PI 1: No of items received, collected as Waste Materials & Unserviceable Properties | E. Piamonte, L. Escala, L. Fernandez | 400 | 500 | 5 | 5 | 5 | 5.00 | |
| | | PI 2: 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, L. Escala | 150 | 183 | 5 | 5 | 5 | 5.00 | |
| | | PI 3: No. of waste materials/ unserviceable properties, sorted, segregated and inspected. | E. Piamonte, L. Escala, Disposal Committee | 400 | 600 | 5 | 5 | 5 | 5.00 | |
| | | PI 4: No. of unserviceable properties for public auction inspected, evaluated and appraised | A,M. Flores, E. Piamonte, Disposal Committee | 400 | 600 | 5 | 5 | 5 | 5.00 | |
| | | PI 8: 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, L. Escala | 15 | 25 | 5 | 5 | 5 | 5.00 | |

| Items | Major Functions | Success Indicators | Unit/Persons Responsible | January to June 2018 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 | 108 | 5 | 5 | 5 | 5.00 | |
| | | PI 2: No. of approved RIS received and issued | L. Jagonos, E. Abanera, A. M. Flores | 800 | 1,974 | 5 | 5 | 5 | 5.00 | |
| | | PI 3: No. of reports prepared, checked and processed | A. M. Flores, L. Jagonos | 6 | 6 | 5 | 5 | 5 | 5.00 | |
| | | PI 4: Gas tending services | E. R. Abanera, T. Gofredo | 800 | 1,974 | 5 | 5 | 5 | 5.00 | |
| | Total Over-all Rating | | | | | 200 | 199 | 188 | 195.67 | |
| | Average Rating | | | | | 5.00 | 4.98 | 4.70 | 4.89 | |
| | Adjectival Rating | | | | | Outstanding | | | | |


Received
by: _____

Calibrated by:

Recommending Approval: Approved by:

MERIAM DE LA TORRE


REMBERTO A. PATINDOL
PMT


REMBERTO A. PATINDOL
Vice President


EDGARDO E. TULIN
President

Date:

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