

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM
OFFICE OF THE HEAD FOR PROCUREMENT

I, **Jessamine C. Ecleo**, Head of the **Office of the Head for Procurement (OHP)**, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **July to December 2022**.


JESSAMINE C. ECLEO 4/12/23
Ratee


RYSAN C. GUINOCOR
Director, ODAS

1/12/23
Date



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

Personnel Compositio	Position Title/Designation	Number
Permanent	Information Systems Analyst I	1
	Admin. Aide IV	1
	Admin. Aide III (Clerk)	2
Casual	Admin Aide III (Canvasser/Buyer)	1
Job Order	Admin Aide III (Clerk)	6
	Admin. Aide I (Utility/Messenger)	1
GRAND TOTAL		12

Items	Major Functions	Success Indicators	Unit/Persons Responsible	January to June 2022 Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
OVPAF STO 1: ISO 9001:2015 Aligned Documents										
ODAS STO 1: ISO 9001:2015 aligned documens and compliant processes										
OHP MFO 1:	Clients served rated the services received at least very satisfactory	PI 1: Percentage of services on procurement planning & management rated at least very satisfactory	J.Ecleo, A.Antofina	95%	95%	5	5	5	5.00	
		PI 2: Percentage of support services to the BAC rated at least very satisfactory	J.Ecleo, D.Talisaysay, L.Pagalan, L.Escala, M.Managbanag, M.Milleza, K.Cayone, A.Timkang, A.Antofina	95%	95%	5	5	5	5.00	
		PI 3: Percentage of contract management services rated at least very satisfactory	J.Ecleo, E.Esguerra, A.Timkang, L.Escala	95%	95%	5	5	5	5.00	

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						Q1	E2	T3	A4	
		PI 4: Number of QPs registered/revised	J.Ecleo, E.Esguerra	1	2 QPs	5	5	5	5.00	
		PI 5: Number of procurement process implemented according to QPs	All staff of OHP	2	2 procurement processes	5	5	5	5.00	
OVPAF STO 3: ARTA aligned compliance and reporting requirements										
ODAS STO 3:	ARTA aligned frontline services									
OHP MFO 2:	ARTA aligned frontline services	PI 1: Number of complaints from clients in relation to efficient and customer friendly services	J.Ecleo and all OHP Staff	Zero complaint from clients served	Zero complaint	5	5	5	5.00	
OVPAF STO 4: Innovations & Best Practices										
ODAS STO 4:	New Systems/ Innovations/Proposals introduced and implemented	PI 1: No. of new QPs drafted and forwarded to ODQA for registration	J.Ecleo, All OHP Staff	1 QP	2 QPs	5	5	5	5.00	Evaluation of Suppliers, Procurement Planning
OVPAF GASS 1: Administrative and Support Services Management										
ODAS GASS 1:	Administrative and Support Services Management	PI 1: Number of involvement in various university committees/association	J.Ecleo, L.Escala, L.Pagalan, E.Esguerra	2 committees/boards	2 committees	5	5	5	5.00	BAC, PBB Compliance
		PI 2: Number of procurement-related documents posted in the Transparency Seal (APP, APCPI, PMR)	J.Ecleo	6 (1 APP, 2 Supplemental APPs, 2 PMRs, 1 APCPI)	10 (7 APPs, 2 PMRs, 1 APCPI)	5	5	5	5.00	APPs: 4 Supplemental APPs, 2 Indicative APPs, 1 Updated APP
OVPAF MFO 6: PROCUREMENT SERVICES										
ODAS GASS	Procurement Services									
OHP MFO 3.1:	Procurement Planning & Management	PI 1: Number of PPMPs, including supplemental and amendment, reviewed, evaluated and accepted	J.Ecleo, A.Antofina	400 PPMPs	467 PPMPs	5	5	5	5.00	
		PI 2. Number of suppliers/contractors/consultants' registry updated annually	J.Ecleo, L.Layola	1 registry	1 registry	5	4	5	4.67	
		PI 3. Number of APP generated, duly updated as needed, forwarded to the HoPE for approval, and submitted to GPPB within the deadline	J.Ecleo, A.Antofina	1 APP submitted on/before January 31, 2022	1 APP (original)	5	5	5	5.00	
		PI 4. Number of Supplemental APP generated, forwarded to the HoPE for approval, and submitted to GPPB within the deadline	J.Ecleo, A.Antofina	2 Supplemental APPs	4 Supplemental APPs	5	5	5	5.00	


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		PI 5. Number of Procurement Monitoring Report submitted to GPPB within the deadline	J.Ecleo, A.Antofina	1 PMRs (1 for 2nd Sem 2021 submitted on/before 14 July)	2 PMRs (1 PMR for 2nd Sem of 2021, 1 PMR for 1st Sem of 2022)	5	5	5	5.00	
OHP MFO 3.2:	Support Services to the BAC	PI 1: Number of PRs reviewed, accepted, consolidated by nature of items, and monitored	J.Ecleo, K.Cayone, A.Antofina	750 PRs	995 PRs	5	5	5	5.00	
		PI 2: Number of procurement projects undertaken through Competitive Bidding	J.Ecleo, L.Escala, L.Pagalan, M.Milleza, M.Managbanag, A.Timkang, L.Layola	25 procurement projects	33 procurement projects	5	5	5	5.00	
		PI 3: Number of procurement projects undertaken through Alternative Method of Procurement	J.Ecleo, L.Layola, D.Talisaysay, L.Escala, M.Managbanag, K.Cayone, A.Timkang	200 procurement projects	706 procurement projects	5	5	5	5.00	
		PI 4: Number of BAC meetings facilitated	J.Ecleo, L.Escala, L.Pagalan, M.Milleza	60 meetings	96 BAC meetings	5	5	5	5.00	
		PI 5. Percentage of the total amount of the Indicative APP 2022 undertaken early procurement	J.Ecleo, L.Escala, L.Pagalan, M.Milleza, M.Managbanag, L.Layola	at least 50% of the total amount	42.27% of the total amount of NEP	5	4	4	4.33	EPA depends on the total PPMPs submitted by end-users
OHP MFO 3.3:	Contract Management	PI 1: Number of on-going Purchase Orders (POs)/Contracts for the current year monitored	J.Ecleo, L.Escala	325 POs/Contracts	808	5	5	5	5.00	
		PI 2: Number of on-going Purchase Orders (POs)/Contracts for the previous years monitored	J.Ecleo, L.Escala	90 POs/Contracts	153	5	5	5	5.00	
		PI 3: Number of vouchers prepared for completed POs/contracts in the current year that are endorsed for payment	J.Ecleo, E.Esguerra	300 vouchers	452	5	5	5	5.00	a portion of the PI 1 only. Not all prepared PO will be completely delivered
		PI 4: Number of vouchers prepared for completed POs/contracts in the previous year that are endorsed for payment	J.Ecleo, E.Esguerra	65 POs/Contracts	65	5	5	5	5.00	
		PI 5. Number of vouchers prepared for payment of refund of retention money/warranty, mobilization (for infra), and other payables	J.Ecleo, E.Esguerra	14 vouchers	55	5	5	5	5.00	
		PI 6. Number of completed contracts of Suppliers/External Service Providers in the registry evaluated for performance	J.Ecleo, A.Timkang	250 completed contracts	249 contracts	5	5	5	5.00	

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		PI 7: Number of Summary of Evaluation of Suppliers forwarded to the Bids and Awards Committee for their reference	J.Ecleo, A.Timkang	1 Summary of Suppliers' Performance Evaluation	1	5	4	5	4.67	
		PI 8: Number of Agency Procurement Compliance and Performance Indicator Report (APCPI) prepared and submitted to GPPB within the deadline	J. Ecleo	1 APCPI submitted to GPPB on or before March 2022	1 APCPI (for 2021 procurement activities)	5	5	5	5.00	
		PI 9: Number of reports for publicized projects prepared and submitted to COA within the deadline	J.Ecleo, L.Escala	2 reports submitted	2 reports (3rd Qtr & 4th Qtr)	5	5	5	5.00	1st, 2nd Qtr of 2022
	Total Over-all Rating					140	137	139	138.67	
	Average Rating					5.00	4.89	4.96	4.95	
	Adjectival Rating									

Received

Calibrated by:

Approved by:


TONI MARC L. DARGANTES
 Planning

Date: 1/12/2023


DANIEL LESLIE S. TAN
 Chairman, PMT

Date: 1/12/23


EDGARDO E. TULIN
 University President

Date: 1/13/23

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