

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

JAN 29 2019

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 in accordance with the indicated measures for the period: **July to December 2018**

MARIO LILIO P. VALENZONA

Ratee

Recommending Approval:

REMBERTO A. PATINDOL

Vice President

Personnel Composition	Position Title/Designation	Number	
Head	Director	1	
Regular staff	Unit Heads	6	
	Admin Aide III	2	
	Draftsman III	1	
	Admin Aide I	1	
Casual Staff	None	0	
	Sub-TOTAL	11	
Job Order	Draftsman/CAD operator	1	Rating Equivalents:
	Clerk	1	5 - Outstanding
	Supply checker	1	4 - Very Satisfactory
	Sub Total	3	3 - Satisfactory
	TOTAL	14	2 - Fair
			1 - Poor

UMFO 6: General Administration and Support (GASS)

OVPAF MFO 4: Physical Facilities Development and Maintenance

MFOs/PAPS	Success Indicators	Persons Responsible	Target	Actual Accomplishment	% as of Dec. 31	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
GSD MFO1: Infrastructure Development and Maintenance	PI 1, No. of new and major repair/renovation projects implemented within spicified time frame	MLP VALENZONA ML Valenzona & IDBMU personnel	4	6	150.00%	5	5	4	4.667	6 completed 3 on going
	PI 2, No. of regular repair and maintenance of Buildings implemented within spicified time frame		8	9	112.50%	5	5	4	4.667	9 completed

GSD MFO2: Power and Electricity Services Maintenance	PI 1, No. of electrical systems for new and major repair /renovation projects implemented within spicified time frame	MLP VALENZONA A. Encierto & PESMU personnel	7	10	142.86%	5	5	4	4.667	10 completed
	PI 2, No. of Electrical systems improvement and maintenance inside the building implemented within spicified time frame		50	58	116.00%	5	5	4	4.667	58 JR acted
	PI 3, No. of Electrical distribution systems repair and maintenance implemented outside of buildings within spicified time frame		315	330	104.76%	5	5	4	4.667	330 repair jobs
GSD MFO3: Heavy Equipment and Light Vehicle Maintenance	PI 1, Administrative and Facilities Services	M. Burlas, R. Sanico & HELVMU Personnel	1000	1100	110.00%	5	5	4	4.667	1100 acted
	PI 2, No. of Ground improvement for new projects implemented within spicified time frame		15	18	120.00%	5	5	4	4.667	18
	PI 3, No. of Grounds maintained as per schedule		9	11	122.22%	5	5	4	4.667	11
	PI 4, Area of Farm/Land prepared/cleared and maintained as per schedule		116	185	159.48%	5	5	4	4.667	185 JR'S served
	PI 5, No. of Heavy equipment and Light vehicles Repaired and maintained as per schedule		250	300	120.00%	5	5	4	4.667	300 served
	PI 6, No. of Operations and vehicle maintenance rendered	M. Burlas R. SANICO & HELVMU Personnel	300	320	106.67%	5	4	4	4.333	320 served
GSD MFO4: Water and Sewerage System Maintenance	PI 1, No. of Water distribution systems for new and major repair/renovation projects implemented within spicified time frame	A. Burlas & WSSMU personnel	7	9	128.57%	5	5	4	4.667	9 served
	PI 2, No. of plumbing systems improvement and maintenance inside the buildings implemented as per schedule		110	190	172.73%	5	5	4	4.667	190 JR served
	PI 3, No. of water distribution system repair and maintenance outside buildings implemented as per schedule		15	20	133.33%	5	5	4	4.667	20 repair jobs done

GSD MF05: Landscape and Waste Management	PI 1, No. of Landscapes on new buildings and infrastructures as per schedule	MLP VALENZONA Mario E. Baliad & LSWMU Personnel	5	5	100.00%	5	5	4	4.667	
	PI 2, No. of landscapes maintained as per schedule		5	5	100.00%	5	5	4	4.667	
	PI 3, No. of Grounds maintained as per schedule		5	5	100.00%	5	5	4	4.667	
	PI 4, Volume of waste collected disposed and managed as per schedule		2,000	2400	120.00%	5	5	4	4.667	2400 cu m disposed
GSD FMO7: Administrative Support Management	PI 1, Administrative and support Services performed	MLP VALENZONA MC. Bantugan								
	*Office documents		130	150	115.38%	5	5	4	4.667	150
	*Janitorial/Messengerial		135	150	111.11%	5	5	4	4.667	150
	PI 2, Engineering Works Monitored and coordinated:	MLP VALENZONA A. SALENTES, M. Valenzona								
	*Plans and Sketches		25	30	120.00%	5	5	4	4.667	30
	*Cost estimates		25	32	128.00%	5	5	4	4.667	32
	*Inspection		280	310	110.71%	5	5	4	4.667	310
Efficient and Customer Friendly	Zero percent complaint from client served	MLP VALENZONA & GSD staff				5	5	4	4.667	
Total:									111.7	
Average Rating:									4.654	
Ajectival Rating										

Received by:

Calibrated by:

Recommending Approval:

Approved by:

REMBERTO A. PATINDOL

PMT

REMBERTO A. PATINDOL

Vice President

EDGARDO E. TULIN

President

Planning Office

Date: _____

1 - Quality

2 - Efficiency

Date: _____

3 - Timeliness

Date: _____

4 - Average

Date: _____