

**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 **January to June 2021**.

  
**JESSAMINE C. ECLEO**

Ratee

  
**RYSAN C. GUINOCOR**

OIC-Director, ODAS

Approved:

  
**EDGARDO E. TULIN**

President



Personnel Composition	Position Title/Designation	Number
Permanent	Information Systems Analyst I	1
	Admin. Aide IV	1
	Admin. Aide III (Clerk)	2
	Admin Aide III (Canvasser/Buyer)	1
Job Order	Admin Aide III (Clerk)	5
	Admin. Aide I (Utility/Messenger)	1
GRAND TOTAL		11

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

Items	Major Functions	Success Indicators	Unit/Persons Responsible	January to June 2021 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 1.1:	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, K.Cayone, L.Layola	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, A.Antofina, L.Escala	95%	95%	5	5	5	5.00	
		PI 3: Percentage of contract management services rated at least very satisfactory	J.Ecleo, E.Esguerra, P.Piamonte, L.Escala	95%	95%	5	5	5	5.00	
OHP MFO 1.2	Quality procedures revised/updated & registered at QAC	PI 1: Number of QPs registered	J.Ecleo, E.Esguerra	2	2	5	5	5	5.00	2 QPs (Suppliers' Evaluation, Procurement Planning) forwarded to QAC for review but not yet returned

Items	Major Functions	Success Indicators	Unit/Persons Responsible	January to June 2021 Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
OHP MFO 1.3:	Implementation of administrative processes in accordance with existing approved quality procedures	PI 1: Number of procurement process implemented according to QPs	All staff of OHP	2	2	5	5	5	5.00	
<b>OVPAF MFO 6: PROCUREMENT SERVICES</b>										
ODAS GASS 3:	Procurement Services									
OHP MFO 3.1:	Procurement Planning & Management	PI 1: Number of PPMPs received, evaluated and consolidated	J.Ecleo, K.Cayone, L.G.Layola	300 PPMPs	501	5	5	5	5.00	
		PI 2: Number of PRs received, numbered, evaluated and monitored	J.Ecleo, K.Cayone, L.G.Layola	325 PRs	1052	5	5	5	5.00	
		PI 3: Number of suppliers/contractors/consultants' registry updated annually	J.Ecleo, L.G.Layola	1 registry	1	4	5	5	4.67	
		PI 4: Number of APP prepared, duly updated as needed, forwarded to the HoPE for approval, and submitted to GPPB within the deadline	J.Ecleo, L.G.Layola	1 APP	3	5	5	5	5.00	1 APP, 2 Supplemental APP
		PI 5: Conduct of early procurement activities of projects for 2022	J.Ecleo, All OHP Staff	at least 50% of NEP	55.63%	5	5	5	5.00	55.63% EPA for 2021 projects
		PI 6: Number of Procurement Monitoring Report submitted to GPPB within the deadline	J.Ecleo, A. Antofina	1 PMR for 1st Semester	1	5	5	5	5.00	1 PMR for January-June 2021 prepared & reviewed
OHP MFO 3.2:	Support Services to the BAC	PI 1: Number PRs segregated, consolidated by nature of items and procured thru Public Bidding/Alternative Method of Procurement	J.Ecleo, D.Talisaysay, A. Antofina, L.Escala, L. Layola, R. Rebuyas	325 PRs	1052	5	4	5	4.67	
		PI 2: Number of Request for Quotations (RFQs) prepared, served, retrieved and monitored	J.Ecleo, B. Rebuyas, L.G. Layola	300 RFQs	304	5	5	5	5.00	
		PI 3: Number of Abstract of Bids prepared and processed	J.Ecleo, D.Talisaysay	150 Abstract of Bids	188	5	5	4	4.67	
		PI 4: Number of Purchase Orders (POs)/Contracts prepared, processed and served	J.Ecleo, D. Talisaysay, B. Rebuyas	325 POs	405	5	5	4	4.67	318 PO (AMPs), 82 PO (Bidding), 5 Contracts (Infra)
		PI 5: Number of BAC meetings facilitated	J.Ecleo, M. Milleza	65	68	5	5	5	5.00	
		PI 6: 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 2021	1	5	5	5	5.00	VSU APCPI for 2020 submitted on March 30, 2021
OHP MFO 3.3:	Contract Management	PI 1: Number of served POs/Contracts monitored	J.Ecleo, L.Escala	325 POs	534	4	5	5	4.67	
		PI 2: Number of completed POs/Contracts for payment endorsed/forwarded within the allowable period	J.Ecleo, E.Esguerra	300 vouchers prepared	625	5	5	4	4.67	includes refund of performance bond, retention money, & cash advance



Items	Major Functions	Success Indicators	Unit/Persons Responsible	January to June 2021 Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
		PI 3. Number of Suppliers/External Service Providers in the registry with completed contracts evaluated and result analyzed	J.Ecleo, P.Piamonte, B.Talisaysay	60 suppliers/external service providers	78	5	4	5	4.67	
		PI 4. Number of POs/Contracts with supporting documents digitized for e-filing	J.Ecleo, P.Piamonte, K.Cayone, M.Milleza	325 POs	601	5	5	5	5.00	
		PI 5. Number of POs/Contracts forwarded to COA for acknowledgement	J.Ecleo, P.Piamonte, M.Managbanag	325 POs	601	5	5	5	5.00	
<b>OVPAF GASS 1: Administrative and Support Services Management</b>										
ODAS GASS 1:	Administrative and Support Services Management	PI 1: Efficient and customer friendly services	J.Ecleo and all OHP Staff	Zero percent complaint from clients served	0% complaint filed	5	5	5	5.00	
		PI 2: Office, Staff Management and Maintenance	J.Ecleo and all OHP Staff	100%	100% managed & maintained	5	5	5	5.00	
		PI 3: Number of involvement in various university committees	J.Ecleo, L. Escala	committees/boards	2	5	5	5	5.00	BAC & Disposal Committee
<b>OVPAF STO 4: Innovations &amp; Best Practices</b>										
ODAS STO 4:	New Systems/Innovations/Proposals introduced and implemented	PI 1: No. of new systems/innovations introduced	J.Ecleo, All OHP Staff	1 innovation	1	4	5	5	4.67	30% of procurement process automated through the adoption of the SPPMIS
		PI 2: No. of new QPs drafted and submitted to QAC for review	J.Ecleo, All OHP Staff	2 QPs	2	5	5	5	5.00	Supplier's Evaluation, Procurement Planning
	Total Over-all Rating					122	123	122	132.33	
	Average Rating					4.69	4.73	4.69	4.90	
	Adjectival Rating									

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

  
DANIEL LESLIE S. TAN

Date: AUG 03 2021


Calibrated by:

  
REMBERTO A. PATINDOL  
PMT

Recommending  
Approval:

  
REMBERTO A. PATINDOL  
Vice President

Approved by:

  
EDGARDO E. TULIN  
President

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