


OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **Marlon G. Burlas, Power Plant & Electrical Services Unit**, 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- DECEMBER 2021**


MARLON G. BURLAS
 Ratee

Approved:


MARIO LILIO VALENZONA
 Director, PPO

Personnel Composition	Position Title/Designation	Number
Head	Admin. Supervising Officer, Director	1
Regular staff	Adm. Asst. III	2
Regular staff	Adm. Aide VI Power Plant Operator.	1
	Sub-TOTAL	4
Job Order	Adm. Aide I	14
	Sub Total	14
	TOTAL	18



MFO/PAPs	Success Indicator	UNIT/Persons Responsible	Target	Details of Actual Accomplishments	Percentage as of Jun. 30	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
UMF05: Support to Operations (STO)										
VPAF STO1: ISO 9001:2015 aligned documents										
	PI 1. Number of quality procedures prepared/revised	Marlon G. Burlas & all PPES personnel	4	4	100%	5	5	5	5.00	
VPAF STO4: Innovations & Best Practices										
	PI 2. Number of innovative and revised policies/guidelines prepared and finally approved	MLP. Valenzona & all PPES personnel	4	4	100%	5	5	5	5.00	
UMF06: General Administrative and Support Services										
VPAF GASS 1: Administrative and Support Services Management										
	PI 3. Number of personnel supervised	Marlon G. Burlas & all PPES personnel	18	18	100%	5	5	5	5.00	
	PI 4. Number of administrative services, equipment service requests and financial/administrative documents acted within time frame	Marlon G. Burlas & all PPES personnel	800	800	100%	5	5	4	4.67	

						Rating				
	PI 5. Number of offices and units directly supervised, monitored and coordinated	Marlon G. Bulas & all PPES personnel	1	1	100%	5	5	4	4.67	
	PI 6. Efficient & customer-friendly frontline service	Marlon G. Bulas & all PPES personnel	100%	100%	100%	5	5	5	5.00	
VPAF GASS 4: Maintenance of Facilities and Equipment										
35	PI 7. Number of building and facilities inspected for preventive maintenance.	Marlon G. Bulas & all PPES personnel	100% of scheduled Preventive Maintenance Works	100% of scheduled Preventive Maintenance Works	100%	5	5	5	5.00	
10	PI 8. Number of building and facilities conducted repair and maintenance for corrective maintenance.	Marlon G. Bulas & all PPES personnel	100% of scheduled Corrective Maintenance Works	100% of scheduled Corrective Maintenance Works	100%	5	5	4	4.67	
VPAF GASS 7: Project Management & Implementation Services										
13	PI 9. Effective monitoring and implementation of Infra Projects	Marlon G. Bulas	100% of Well Monitored and Implemented Projects	100% of Well Monitored and Implemented Projects	100%	5	5	5	5.00	
Total Over-all Rating									44.00	
Average Rating									4.89	
Adjectival Rating									O	

Received by:

Calibrated by:

Recommending Approval:

Approved:



DILBERTO O. FERRAREN

Planning Director, Office

Date: MAR 03 2022



DANIEL LESLIE S. TAN

PMT Chairman

Date: 3/2/22



DANIEL LESLIE S. TAN

Vice President for Admin. &

Date: 3/2/22



EDGARDO E. TULIN

President

Date: 3/2/22