OFFICE REFFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, Mario Lilio P. Valenzona, Director of the Genral Services Division, 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 to December 2021.

MARIO ULIO VALENZONA

Personnel Composition	Position Title / Designation					
Personnel Composition	mposition Position Title/Designation					
Head	Admin. Sup. Officer, Director	1				
Regular staff	Unit Heads	4				
Regular staff	Adm. Asst. III	1				
Regular staff	Adm. Asst. III Power Pint Opr.	1				
Regular staff	Adm. Asst. III Electrician	1				
Regular staff	Adm. Aide VI Power Opr.	. 1				
Regular staff	Admin Aide I	2				
Regular staff	Admin Aide III	3				
Regular staff	Admin Aide III (Driver)	4				
Regular staff	Adm. Aide V (Carpenter)	, 2				
Regular staff	Adm. Aide V (Painter)	1				
Regular staff	Adm. Aide V (Plubing)	1				
Regular staff	Adm. Aide VI (Mechanic)	3				
Regular staff	Adm. Aide VI (Machines)	1				
Regular staff	Heavy Equip opr.	1				
Regular staff	Welder II	1				
Regular staff	Drafstman III	1				
Regular staff	Construction Foreman	. 1				
Casual	Foreman	2				
Casual	Admin Aide I	1				
	Sub-TOTAL	33				
Job Order	Adm. Aide I	24				
Job Order	Clerk	11				
-	Sub Total	25				
	TOTAL	58				

Rating Equivalents: 5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory

2 - Fair

Approved: DANIEL LESLIE S. TAN

Vice Pres. For Admin. & Finance

MFO/PAPs	Success Indicator		Target									Ra			
		UNIT/Person s Responsible	Office of the Director for Physical Plant	Building & Housing Maintenance Unit	Motor Pool Services Unit	& Electrical 1	Ground & Landscape Unit	Instrumenta tion & Lab. Equip. Unit	Details of Actual Accomplish ments	Percentag e as of Dec. 31	Q	E²	T ³ 1	A ⁴	Remarks
the size of the same the commence of the state of the same of the	oport to Operations (STC ISO 9001:2015 aligned o														

			Target:							1	P*************************************	R			
MFO/PAPs	Success Indicator	UNIT/Persor s Responsible	Office of the	Building & Housing Maintenance Unit	Motor Pool Services Unit	Power Plan & Electrical Unit		Instrumenta tion & Lab. Equip. Unit	Details of Actual Accomplish ments	Percentag e as of Dec. 31	qt	E ²	T ³)	A.4.	Remarks
	PI 1. Number of quality, procedures prepared/revised	MLP. Valenzona & all PPO, Units	4						4	100%	5:	5	5	5.00	
VPAF STO4	: Innovations & Best Pract							Secretary of the second							
		MLP. Valenzona & all PPO, Units	4						4	100%	5;	5;	5	5.00	
CONTRACT CHARGE INCOMPRESSION OF THE PERSON	eneral Administrative and														
VPAF GASS	1: Administrative and Sup		es Managemen	t											
	PIB. Number of clients/personnel supervised for efficient office management and maintenance of rooms, facilities and documents	MLP. Valenzona & all PPO, Units Heads	58						58	100%:	5 ï	5	5	5.00	
	PI 4. Number of administrative services, equipment service requests and financial/administrative documents acted within time frame	MLP. Valenzona & all PPO, Units Heads	1000						1,000	100%	5	5:	5	5.00	
	units directly supervised, monitored and coordinated	MLP. Valenzona & all PPO, Units Heads	5						5	100%	56	5)	5	5.00	
	PI 5. Efficient & customer- friendly frontline service	MLP. Välenzona & all PPO, Units	100%			Anna de la companya d			100%	100%	5:	5:	5	5.00	
VPAF GASS	4: Maintenance of Faciltie	s and Equip	ment				Telephone								
35	facilities inspected for preventive maintenance.	MLP. Valenzona, MG. Burlas & RD. Troyo	100% of scheduled Preventive Maintenance Works	100% of scheduled Preventive Maintenance Works		100% of scheduled Preventive Maintenance Norks	100% of scheduled Preventive Maintenance Works		Maintenance	100% of scheduled Preventive Maintenanc e Works	5;	4)	4	4.33	

MFO/PAPs		UNIT/Persor		Building &	Targe	t			Details of	Percentag		Rating			
	Success Indicator	s Responsible	Office of the Director for Physical Plant	Housing Maintenance	Motor Pool Services Unit	Power Plant & Electrical Unit	Ground & Landscape Unit	Instrument tion & Lab. Equip. Unit	Accomplis		Q ¹	E2	T ^a	A ⁴	Remarks
10	facilities conducted repair and maintenance for corrective maintenance.	MLP. Valenzona, MG. Burlas & RD. Troyo	200% of scheduled Corrective Maintenance Works	100% of scheduled Corrective Maintenance Works	K M	100% of scheduled Corrective Maintenance Works	100% of scheduled Corrective Maintenance Works		100% of scheduled Corrective Maintenance Works	100% of scheduled Corrective Maintenanc e Works	5	4	4	4.33	
15	and vehicle inspective for preventive maintenance:	MLP. Valenzona, MG. Burlas	200% of scheduled Preventive Maintenance Works		100% of scheduled: Preventive Maintenance on Motor pool Works				100% of scheduled Preventive Maintenance on Motor pool Werks	100% of scheduled Preventive Maintenanc e on Motor	5	4	4	4.33	
10	and vehicle conducted repair and maintenance for corrective maintenance.	MLP. Valenzona, MG. Burlas	200% of scheduled Corrective Maintenance Works		100% of scheduled Corrective Maintenance Works				100% of scheduled Corrective	pool Works 100% of scheduled Corrective Maintenanc e Works	S	4	4	4.33	
	collection and disposal.	MILP. Valenzona, MIE. Baliad	100% Collected and Disposed				100% Collected and Disposed		100% Collected and	100% Collected and	5	4	4	4.33	
5	i i i i i i i i i i i i i i i i i i i	Valenzona & VIE. Baliad	100% of scheduled well maintained Areas in the Campus Works		1 Maria		100% of scheduled well! maintained Areas in the Campus		100% of scheduled well maintained	Disposed 100% of scheduled well maintained Areas in the	5	4	4	4.33	
	Inspected for preventive maintenance.	ALP. Falenzona & I B. Ramos	100% of scheduled Preventive Maintenance Works				Works	100% of scheduled Preventive Maintenance	100% of scheduled Preventive Maintenance	Campus 100% of scheduled Preventive Maintenanc Works	5	4	4	4.33	
	inspected for in-house	ALP. alenzona & l . B. Ramos	1,00% of scheduled in House Maintenance Vorks					100% of scheduled sin house if Maintenan in	100% of scheduled son house in Maintenan	LOO% of scheduled in house Maintenan	5	4	4	4.33	•

MFO/PAPs		LIMIT /Dagger	Target :									Ra	T		
	Success Indicator	UNIT/Person s Responsible	Office of the Director for Physical Plant	Building & Housing Maintenance Unit	Motor Pool Services Unit	Power Plant & Electrical Unit	Ground & Landscape Unit	Instrumenta tion & Lab. Equip. Unit	Details of Actual Accomplish merits	Percentag e as of Dec. 31	Q ¹	E ²	T ³ 1	A ⁴	Remarks
5	PI 15. Number of laboratory instruments and equipment inspected for outsource referral.	L. B. Ramos	100% of scheduled for Outsource Maintenance Works					100% of scheduled for Outsource Maintenan ce Works	100% of scheduled for Outsource Maintenan ce Works	100% of scheduled for Outsource Maintenan ce Works	5	41	4	4.33	
VPAF GASS	7: Project Management 8	k		150											
13:	Pi 16. Effective monitoring and implementation of contracts: and purchase orders	Valenzona	100% of well monitored and Implemented Projects	100% of well monitored and Implemented Projects					1.00% of well monitored and	100% of well monitored and	5.	5:	5	5.00	
			100% of Processed and Acted Payments						Implement 100% of Processed and Acted Payments	implement 100% of Processed and Acted Payments	51	5.	5	5.00	2406
13	PI 18. Plans and Sketches, Cost estimates & Inspection		100% Complied						100% Complied	100% Complied	5;	5:	5	5.00	
Total Over-a	all Rating	<u> </u>					Markon Markania (Markania Markania)							94.00	
Average Rat	ting		and the second s				Constitution of the second party.						_	84.00	
Adjectival R			and the second s			-								4.67	
-wjectival K	artiig													0	

Received by Calibrated by:

DILBERTO O. FERRAREN

Planning Director, Office Office Date: MAR 0 3 2022

DANIEL LESLIE S. TAN

PMT Chairman

Date; 3/2/2

Recommending Appr

DANIEL LESLIE S. TAN
Vice President for Admin. & Finance

3/2/22 Date:

Approved:

EDGARDO E. TULINAL

President

Date: