

AAA 10003

10/29

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM PROPERTY OFFICE

I, **Alicia M. Flores**, Head of the **Supply Procurement & Property Management Office**, 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 2019**.


ALICIA M. FLORES
Ratee


REMBERTO A. PATINDOL
VP for Admin & Finance

Date

Approved:


EDGARDO E. TULIN
President

DUPLICATE

UMFO 6 GENERAL ADMINISTRATION AND SUPPORT SERVICES

Personnel Composition	Position Title/Designation	Number
Head	Administrative Officer II	1
	Admin. Aide VI	1
	Admin Aide IV	2
	Admin Aide III	3
Casual Staff	Admin. Aide III	1
Job Order	Admin. Aide III (Clerk)	6
	Assistant Warehouseman	1
	Computer Programmer	1
	Canvasser/Buyer	1
	Admin. Aide I (Clerk)	3
	Admin. Aide I (Utility Messenger)	1
GRAND TOTAL		21

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



Items	Major Functions	Success Indicators	Unit/Persons Responsible	January to June 2019 Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
SPPMO UMFO1:	Administrative and Support Services Management	PI 1: Efficient and customer friendly services	A.M. Flores and all SPPMO Personnel	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5.00	
		PI 2: Office, Staff Management and Maintenance	A.M. Flores and all SPPMO Personnel	100%	100%	5	5	5	5.00	
		PI 3: Involvement and Coordination of major university committees	A. M. Flores	100%	100%	5	5	5	5.00	
OVPAF MFO 6: PROCUREMENT AND BAC SECRETARIAT SERVICES										
PSMO MFO 6.1:	Procurement Planning	PI 1: Percentage of approved Project, Procurement and Management Plan (PPMP) received and consolidated into Annual Procurement Plan (APP).	A. M. Flores, T. Gofredo. D. Alba, Miraflor, E. S. Esguerra	100%	100%	5	5	5	5.00	
PSMO MFO 6.2:	Procurement Process and Monitoring Management (AMPs)	PI 1: Percentage of the items in the Purchase Request for procurement thru AMP controlled and monitored.	E.S. Esguerra	100%	100%	5	5	5	5.00	
		PI 2: Number of approved PR's received, evaluated, encoded for processing.	L. Layola, E. Esguerra, D. Alba, D. Talisaysay, B. Rebuyas	400 PR's	657 PR's received	5	5	4	4.67	
		PI 3: Number of RFQ's with an amount of Fifty Thousand and above posted in the PhilGEPS.	E.S. Esguerra	50	74 RFQ's posted from January to April 10, 2019	5	5	4	4.67	
PSMO MFO 6.3:	Procurement Process and Monitoring Management (Public Bidding)	PI 1: Percentage of items in the PPMP controlled and monitored.	BAC Secretariat	100%	100%	5	5	5	5.00	

Items	Major Functions	Success Indicators	Unit/Persons Responsible	January to June 2019 Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
		PI 2: Number of the approved PR's received, consolidated for BOQ and ITB for posting in the PhilGEPS	L. Layola, E. Esguerra, D. Alba, J. Ecleo	500 PR's	657 PR's received	5	5	4	4.67	
		PI 3: Percentage of Bidding documents prepared and processed.	BAC Secretariat	100%	100%	5	5	5	5.00	
PSMO MFO 6.4:	Reports preparation and submission	PI 1: Percentage of the reports submitted to BOR, COA, DBM, GPPB and other agencies/offices.	BAC Secretariat	100%	100%	5	5	5	5.00	
OVPAP MFO 7: Project Management & Implementation Services										
PSMO MFO 7.1:	Monitoring and implementation of contracts and purchase orders	PI 1: Percentage of the Contracts/P.O. for Goods and Services monitored.	PSMO personnel	100%	100%	5	5	5	5.00	
PSMO MFO 7.2:	Billing and Payment processing	PI 1: Percentage of payments for Goods and Services processed	E. Esguerra, T. Gofredo, D. Alba	100%	100%	5	5	5	5.00	
PSMO MFO 7.3:	Reports preparation and submission	PI 1: Number of reports submitted to COA, and other agencies/offices.	BAC Secretariat	1 report per quarter	1 Report (jan. To April 2019)	5	5	4	4.67	
OVPAP MFO-8: SUPPLY AND PROPERTY MANAGEMENT SERVICES										
SPPMO MFO 8.1	Receiving and Inspection of SME	PI 1: Number of Supplies, Materials and Equipment (SME's) received, checked and facilitated for inspection.	J. Lumanta , J. Adaza, M.P. Bandalan, S. Latras, J. Vega, T. Gofredo, J. Israel	1,800	2,500	5	5	5	5.00	
		PI 2: Number of documents prepared (IAR, SPS, PAR/ICS)	L. Fernandez, L. Escala, L. Terol	680	1,353	5	5	4	4.67	
SPPMO MFO 8.2	Storage and Warehousing Management	PI 1: Number of SMEs posted in the BIN and Stock cards (procured from Bidding and PS-DBM) and properly handled and stored	J. Lumanta , M.P. Bandalan, S. Latras, J. Vega, T. Gofredo, J. Adaza	1,800	2,500	5	5	5	5.00	
SPPMO MFO 8.3	Distribution Management	PI 1: Number of approved RIS and withdrawal slips received, recorded and served.	J. Lumanta, S. Latras, M. Bandalan, J. Vega, T. Gofredo	30	34	5	5	4	4.67	

Items	Major Functions	Success Indicators	Unit/Persons Responsible	January to June 2019 Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
		PI 2: No. of Reports for Supplies and Materials Issued (RSMI) prepared, signed and submitted to Accounting Office	A.M. Flores , J. Lumanta,	8 reports for all funds per semester	8 reports for all funds	5	5	5	5.00	
SPPMO MFO 8.4	Inventory Management	PI 1:Percentage of the Property Acknowledgement Receipt (PAR) posted in the database	L. Escala, L. Terol	100 % upon receipt of PAR/ICS	100 % upon receipt of PAR/ICS	5	5	5	5.00	
		PI 2: No. of equipment property cards prepared, maintained and checked.	L. Escala, L. Terol	200 Property Cards	200 Property Cards	5	5	5	5.00	
		PI 3: No. of Physical Inventory for SME's and PPE's conducted	All Property Personnel	1 Physical inventory per sem for SME's and PPE's	1 Physical inventory conducted	5	5	5	5.00	
SPPMO MFO 8.5	Registration and Licensing	PI 1: Registration, Permit, Licensing and Insurance of Vehicles and Buildings	A. M. Flores, J. Lao	20 Vehicles 54 Buildings	22 Vehicles 54 Buildings	5	5	5	5.00	
SPPMO MFO 8. 6	Disposal Management	PI 1: No of reports and documents of Unserviceable Properties for disposal prepared and submitted	E. Piamonte, L. Escala, L. Fernandez, A. Flores	150	162	5	5	5	5.00	
		PI 2: Percentage of the request for the disposal (sale)/death of working animals and all other animals owned by the University acted and witnessed	A. M. Flores, J.M. Lao, E. Piamonte, L. Escala, L. Fernandez	100%	100%	5	5	5	5.00	
SPPMO MFO 8.7	Fuel Dispensing Management	PI 1: No. of approved RIS received, issued and processed	L. Jagonos, E. Abanera, A. M. Flores	1500	1708	5	5	5	5.00	
		PI 2: No. of fuel inventory conducted	E. R. Abanera, L. Jagonos	20	24	5	5	5	5.00	

Items	Major Functions	Success Indicators	Unit/Persons Responsible	January to June 2019 Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
OVPAF MFO-11: Innovations & Best Practices										
SPPMO MFO 11.1	Operations manuals and Quality Procedures prepared, developed and approved	PI 1: No. of SPPMO operations manuals prepared, developed and approved	A.M. Flores, D. Alba, E. Esguerra, L. Escala, J. Lao, L. Terol	2	on-going	5	5	5	5.00	
	New systems developed and implemented	PI 1: Online viewing of Individual Summary of PAR/ICS.	J. Israel, A.M. Flores, L. Escala	1 system	1 system	5	5	5	5.00	
		PI 2: Data-base for monitoring of Status of PRs.	J. Israel, A.M. Flores	1 system	on-going	5	5	5	5.00	
	Total Over-all Rating					150	150	144	148.00	
	Average Rating					5.56	5.56	5.33	4.93	
	Adjectival Rating					Outstanding				


5.00 5.00 4.8

Received
by: _____

Calibrated by:

Recommending Approval: Approved by:




REMBERTO A. PATINDOL
PMT


REMBERTO A. PATINDOL
Vice President


EDGARDO E. TULIN
President

Date:

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