

9/10836  
10/19

## OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

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: **January to June 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	
	<b>Sub-TOTAL</b>	<b>11</b>	
Job Order	Draftsman/CAD operator	1	
	Clerk	1	
	Supply checker	1	
	<b>Sub Total</b>	<b>3</b>	
	<b>TOTAL</b>	<b>14</b>	

Rating Equivalents:

5 - Outstanding

4 - Very Satisfactory

3 - Satisfactory

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 <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
GSD MFO1: Infrastructure Development and Maintenance	PI 1.1 No. of Completed Projects	MLP VALENZONA ML. Valenzona & IDBMU personnel	4 projects @ 1 million cost per project	5 Projects. Total Cost of Project 49.5 million	125.00%	5	5	5	5	5 completed 4 on going
	PI-2.2, No. of Completed Repairs		15	20	133.33%	5	5	5	5	7 completed
	PI -2.3 No. of Completed Repairs		15	16	106.67%	5	4	4	4.333	

	PI- 2.4 No. of Completed Repairs		15	15	100.00%	4	5	5	4.667	
	PI -2.5 No. of Completed Repairs		15	17	113.33%	5	5	4	4.667	
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 Encierto & PESMU personnel A.	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		420	510	121.43%	5	5	4	4.667	510 repair jobs
GSD MFO3: Heavy Equipment and Light Vehicle Maintenance	PI 1. Administrative and Facilities Services	M. Burlas, R. Sanico & HELVMU Personnel	2000	2100	105.00%	5	5	4	4.667	2100 acted
	PI 2, No. of Ground improvement for new projects implemented within spicified time frame		15	18	120.00%	5	5	5	5	18
	PI 3, No. of Grounds maintained as per schedule		9	11	122.22%	5	5	5	5	11
	PI 4, Area of Farm/Land prepared/cleared and maintained as per schedule		116	185	159.48%	5	5	5	5	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	3	3	3.667	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	5	5	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 MFO5: Landscape and Waste Management	PI 1, No. of Landscapes on new buildings and infrastructures as per schedule	MLP VALENZONA Mario E. Baliad & LSWMU	5	5	100.00%	5	5	4	4.667	5
	PI 2, No. of landscapes maintained as per schedule		5	5	100.00%	5	5	4	4.667	5



	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		3,000	3000	100.00%	5	5	5	5
GSD FMO7:Administrative Support Management	PI 1, Administrative and support Services performed	MLP VALENZONA							
	*Office documents	MC. Bantugan	130	150	115.38%	5	5	5	5
	*Janitorial/Messengerial		135	150	111.11%	5	5	5	5
	PI 2, Engineering Works Monitored and coordinated:	MLP VALENZONA							
	*Plans and Sketches	A. SALENTES, M. Valenzona	25	30	120.00%	5	5	5	5
	*Cost estimates		25	32	128.00%	5	5	5	5
	*Inspection		280	310	110.71%	5	5	5	5
Efficient and Customer Friendly	Zero percent complaint from client served	MLP VALENZONA & GSD staff				5	5	5	5
Total:									
Average Rating:									4.792

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: \_\_\_\_\_