

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM
PROCUREMENT OFFICE

I, **Jessamine C. Ecleo**, Head of the **Procurement 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 2023**.


JESSAMINE C. ECLEO
Rdtee

7/10/23
Date


RYSAN C. GUINOCOR
Director, ASO

7/10/23
Date



Personnel Composition	Position Title/Designation	Number
Permanent	Information Systems Analyst I	1
	Admin. Aide VI	1
	Admin. Aide IV (Clerk)	2
Casual	Admin Aide III (Canvasser/Buyer)	1
Job Order	Admin Aide III (Clerk)	6
	Admin. Aide I (Utility/Messenger)	1
GRAND TOTAL		12

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

Items	Success Indicators	Unit/Persons Responsible	January to June 2023 Target	Actual Accomplishment	Rating				REMARKS
					Q1	E2	T3	A4	
UMFO 5: SUPPORT TO OPERATIONS									
VPAF STO 1: ISO aligned management and administrative support services									
ODAS STO 1: ISO 9001:2015 aligned documents and compliant processes									
OHP MFO 1.1: Clients served rated the services received at least very satisfactory	PI 1: Percentage of services on clients rated at least very satisfactory	All staff of OHP	95%	95%	5	5	5	5.00	
	PI 2: Number of Quality Procedures revised/updated & registered at ODQA	J.Ecleo, M.Milleza, K.Cayone	1	1	5	5	5	5.00	Procedure on Alternative Method of Procurement
OVPAF STO 3: ARTA aligned compliance and reporting requirements									
ODAS STO 3: ARTA aligned frontline services									
OHP MFO 2: ARTA aligned front	PI 1: Number of complaints from clients in relation to efficient and customer friendly services	J.Ecleo and all OHP Staff	Zero complaint from clients served	0 complaint	5	5	5	5.00	
OVPAF STO 4: Innovations & Best Practices									
ODAS STO 4:	PI 1: Number of new systems/innovations/proposals introduced and implemented	All OHP Staff	1 innovation/best practice	1	5	5	5	5.00	revised the procedure PM-SUP-01 (Alternative Method) and submitted to ODQA for review and registration

Items	Success Indicators	Unit/Persons Responsible	January to June 2023 Target	Actual Accomplishment	Rating				REMARKS
					Q1	E2	T3	A4	
OVPAF GASS 1: Administrative and Support Services Management									
ODAS GASS 1: Administrative and Support Services Management	PI 1: Number of involvement in various university committees/association	J.Ecleo, L.Escala, L.Pagalan, A.Flandez	1 committee	1	5	5	5	5.00	Bids and Awards Committee
	PI 2: Number of procurement-related documents posted in the Transparency Seal (APP, APCPI, PMR)	J.Ecleo	7 (1 APP, 3 Supplemental APPs, 2 PMRs, 1 APCPI)	33	5	5	5	5.00	3 APP (non-CSE), 1 APP CSE, 1 APCPI, 1 PMR, and including 27 ITBs
	PI 3: Number of procurement projects' perfected contract and supporting documents submitted to COA	J.Ecleo, A.Managbanag	25 procurement projects' contract and supporting docs	45	5	4	5	4.67	all documents of procurement projects conducted thru Competitive Bidding
UMFO 6: GENERAL ADMINISTRATION SUPPORT SERVICE									
VPAF MFO 6: PROCUREMENT SERVICES									
ODAS GASS 3: Procurement Services									
OHP MFO 3.1: Procurement Planning & Management	PI 1: Number of PPMPs, including supplemental and amendment, reviewed and accepted	J.Ecleo, A.Antofina	400 PPMPs	508	5	5	5	5.00	PPMPs submitted at the SPPMIS
	PI 2. Number of suppliers/contractors/consultants' registry updated	J.Ecleo, L.Layola, A.Timkang	1 registry	1	5	5	4	4.67	
	PI 3. Number of APP generated, duly updated as needed, forwarded to the HoPE for approval, and submitted to GPPB within the deadline	J.Ecleo	1 APP submitted on/before January 31, 2023	1	5	5	5	5.00	submitted to GPPB on January 28, 2023 and posted at the VSU Transparency Seal
	PI 4. Number of Supplemental APP generated and forwarded to the HoPE for approval	J.Ecleo	2 Supplemental APPs	2	5	5	5	5.00	posted at the VSU Transparency Seal
	PI 5. Number of Procurement Monitoring Report submitted to GPPB within the deadline	J.Ecleo, A.Antofina	1 PMR (for 2nd Sem 2022 submitted on/before 14 January)	1	5	5	5	5.00	submitted to GPPB on January 13, 2023 and posted at the VSU Transparency Seal
OHP MFO 3.2: Support Services to the BAC	PI 1: Number of PRs reviewed, accepted, consolidated by nature of items, and monitored	J.Ecleo, K.Cayone, A.Antofina	750 PRs	977	5	5	5	5.00	PRs submitted at the SPPMIS
	PI 2: Number of procurement projects undertaken through Competitive Bidding	J.Ecleo, L.Escala, L.Pagalan, M.Milleza, M.Managbanag, A.Timkang, L.Layola, A.Managbanag, A. Flandez	25 procurement projects	27	5	5	5	5.00	
	PI 3: Number of procurement projects undertaken through Alternative Method of Procurement	J.Ecleo, L.Layola, D.Talisaysay, L.Escala, M.Managbanag, K.Cayone, A.Timkang, A.Managbanag	200 procurement projects	526	5	4	5	4.67	based on the number of Abstract of Bids generated
	PI 4: Number of BAC meetings facilitated	J.Ecleo, L.Escala, L.Pagalan, M. Milleza, A.Flandez	50 meetings	58	5	5	5	5.00	
	PI 5. Percentage of the total amount of the Indicative APP 2023 undertaken early procurement	J.Ecleo, L.Escala, L.Pagalan, M.Milleza, M.Managbanag, L.Layola	at least 50% of the total amount	50.42% of the total amount of Indicative APP	5	5	5	5.00	certification of undertaking EPA submitted to GPPB on January 30, 2023 and posted the VSU Transparency Seal
OHP MFO 3.3: Contract Management	PI 1: Number of on-going Purchase Orders (POs)/Contracts for the current year monitored	J.Ecleo, L.Escala	325 POs/Contracts	614	5	5	5	5.00	
	PI 2: Number of on-going Purchase Orders (POs)/Contracts for the previous years monitored	J.Ecleo, L.Escala	100 POs/Contracts	377	5	5	5	5.00	

Items	Success Indicators	Unit/Persons Responsible	January to June 2023 Target	Actual Accomplishment	Rating				REMARKS
					Q1	E2	T3	A4	
	PI 3: Number of vouchers prepared for completed POs/contracts in the current year that are endorsed for payment	J.Ecleo, A.Flandez	225 vouchers	379	5	5	5	5.00	
	PI 4: Number of vouchers prepared for completed POs/contracts in the previous years that are endorsed for payment	J.Ecleo, A.Flandez	90 POs/Contracts	330	5	5	5	5.00	
	PI 5: Number of vouchers prepared for payment of refund of retention money/warranty, mobilization (for infra), and other payables	J.Ecleo, A.Flandez	25 vouchers	68	5	5	5	5.00	
	PI 6: Number of completed contracts of Suppliers/External Service Providers in the registry evaluated for performance	J.Ecleo, A.Timkang	200 completed contracts	217	5	5	5	5.00	
	PI 7: Number of Summary of Evaluation of Suppliers forwarded to the Bids and Awards Committee for their reference	J.Ecleo, A.Timkang	1 Summary of Suppliers' Performance Evaluation	1	4	5	5	4.67	Summary of Evaluation for the period July - December 2022 and provided a copy to the BAC
	PI 8: 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 2023	1 APCPI for FY 2022	5	5	5	5.00	submitted to GPPB on March 21, 2023 and posted at the VSU Transparency Seal
	PI 9: Number of reports for publicized projects prepared and submitted to COA within the deadline	J.Ecleo, L.Escala	2 reports submitted	2 reports (for 1st Qtr & 2nd Qtr of 2023)	5	5	5	5.00	submitted to COA every last week of the last month of the quarter
	Total Over-all Rating				129	128	129	128.67	
	Average Rating				4.96	4.92	4.96	4.95	
	Adjectival Rating			OUTSTANDING					

Received by:


TONI MARC L. DARGANTES
 Planning Office

Date: 7/10/2023

Calibrated by:


DANIEL LESLIE S. TAN
 PMT Chairman

Date: JUL 11 2023

Approved by:


EDGARDO E. TULIN
 President

Date: JULY 12, 2023

1 - quality

2 - efficiency

3 - timeless

4 - average