OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, Marlon G. Burlas, Motor pool Maintenance 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

Approved:

MARLONG, BURLAS

Ratee

| Personnel Composition | Position Title/Designation | Number |
|-----------------------|----------------------------|--------|
| Personnel Composition | Position Title/Designation | Number |
| Head | Engineer II | 1 |
| Regular staff | Admin Aide I | 1 |
| Regular staff | Admin Aide III (Driver II) | 2 |
| Regular staff | Admin Aide III (Driver I) | 4 |
| Regular staff | Adm. Aide V (Painter) | 1 |
| Regular staff | Adm. Aide VI (Mechanic) | 2 |
| Regular staff | Adm. Aide VI (Machines) | 1 |
| Regular staff | Heavy Equip opr. II | 1 |
| Regular staff | Welder II | 1 |
| Casual | Admin Aide I | 1 |
| | Sub-TOTAL | 15 |
| Job Order | Adm. Aide I | 8 |
| | Sub Total | 8 |
| | TOTAL | 23 |

MARIO LILIO VALENZONA
Director, PPO

RECEIVED TOWN AND BY:

| MFO/PAPs | Success Indicator | UNIT/Persons; Responsible | Target | Details of Actual Accomplishments | Percentage as of June:30 | Rating | | | | |
|--------------------|--|---|--------|--------------------------------------|--------------------------|----------------|----------------|----|----------------|---------|
| | | | | | | Q ¹ | E ² | T³ | A ⁴ | Remarks |
| UMFO5: Support to | Operations (STO) | | | | | | | | | |
| VPAF STO1: ISO 900 | 11:2015 aligned documents | | | | | | | | BALES MAN | |
| | PI 1. Number of quality procedures prepared/revised | Marlon G. Burlas and all motor pool staff | 4 | 4 | 100% | 5 | 5 | 5 | 5.00 | |
| VPAF STO4: Innovat | tions & Best Practices | | | | | | | | | |
| | PI 2: Number of innovative and revised policies/guidelines prepared and finally approved | | 4 | 4 | 100% | 5 | 5 | 5 | 5.00 | |
| UMFO6: General Ad | ministrative and Support Services | | | | | | | | | |
| VPAF GASS 1: Admi | nistrative and Support Services Ma | nagement | | | | | | | | |

| | | | T | 1 | T | | B | lating | |
|---------------|---|---|--|---|--|--------|---|--------|------|
| | DI 2º Nicolar de constantination | Maria C Paris | | - | | Rating | | | |
| | PI 3: Number of personnel supervised | Marion G. Burlas | 23 | 23 | 100% | 5 | 5 | 5 | 5.00 |
| | PI 4 Number of administrative services, equipment service requests and financial/administrative documents acted within time frame | Marlon Burlas and Motor pool staff | 800 | 800 | 100% | 5 | 5 | 4 | 4.67 |
| | PI 5: Number of offices and units directly supervised, monitored and coordinated | Marlon G. Burlas | 1 | 1 | 100% | 5 | 5 | 5 | 5.00 |
| | PI 6, Efficient & customer-friendly frontline service | Marlon Burlas and Motor pool staff | 100% | 100% | 100% | 5 | 5 | 5 | 5.00 |
| PAF GASS 4: I | Maintenance of Facilties and Equipment | | | | The state of the s | | | | |
| 35 | PI 7! Number of building and facilities inspected for preventive maintenance. | MLP. Valenzona, MG. Burlas | 100% of scheduled Preventive Maintenance Works | 100% of scheduled Preventive Maintenance Works | 100% of scheduled Preventive Maintenance Works | 5 | 5 | 4 | 4.67 |
| 10 | PI 8: Number of building and facilities conducted repair and maintenance for corrective maintenance. | MLP. Valenzona, MG. Burlas | 100% of scheduled Corrective Maintenance Works | 100% of scheduled Corrective Maintenance Works | 100% of scheduled Corrective Maintenance Works | 5 | 5 | 5 | 5.00 |
| 15 | <u>PI 9</u>) Number of equipment and vehicle inspective for preventive maintenance. | MLP. Valenzona, MG. Burlas & R.M. Sanico | 100% of scheduled Preventive Maintenance Works | 100% of scheduled Preventive Maintenance Works | 100% of scheduled Preventive Maintenance Works | 5 | 5 | 5 | 5.00 |
| 10 | PI 10. Number of equipment and vehicle conducted repainand maintenance for corrective maintenance. | MLP. Valenzona, MG. Burlas & R.M. Sanico | 100% of scheduled Corrective Maintenance Works | 100% of scheduled Corrective Maintenance Works | 100% of scheduled Corrective Maintenance Works | 5 | 5 | 4 | 4.67 |
| PAF GASS 7: | Project Management & Implementation | Services | | | | | | | |
| 13 | PI 11. Effective monitoring and implementation of Infra Projects | MLP. Valenzona | 100% of Well Monitored and Implemented Projects | 100% of Well Monitored and Implemented Projects | 100% of Well Monitored and Implemented Projects | 5 | 5 | 5 | 5.00 |
| 15 | PI 12. Number of billings and vouchers for payment of services and infrastructure processed | Marlon G. Burlas Vincent Asilom | 100% of Processed and Acted Payments | 100% of Processed and Acted Payments | 100% of Processed and Acted Payments | 5 | 5 | 4 | 4.67 |

Rating **Total Over-all Rating** 58.67 **Average Rating** 4.89 **Adjectival Rating** 0 Received by: Calibrated by: Recommending Approval: Approved: DANIEL LESLIE S. TAN **DILBERTO O. FERRAREN** DANIEL LESLIE S. TAN PMT Chairman
Date: Vice Presient for Admin. & Finance
Date: 3/12 Planning Director, Office

Date: MAR 0 3 2022 President | 3 | 22