

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM
OFFICE OF THE HEAD FOR PROCUREMENT



I, **Jessamine C. Ecleo**, Head of the **Office of the Head for Procurement (OHP)**, 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 2022**.

JESSAMINE C. ECLEO

Ratee

7/6/22

RYSAN C. GUINOCOR

Director, ODAS

Date

Approved:

EDGARDO E. TULIN

oic President 7/6/22

Personnel Composition	Position Title/Designation	Number
Permanent	Information Systems Analyst I	1
	Admin. Aide IV	1
	Admin. Aide III (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	Major Functions	Success Indicators	Unit/Persons Responsible	January to June 2022 Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
OVPAF STO 1: ISO 9001:2015 Aligned Documents										
ODAS STO 1:	ISO 9001:2015 aligned documens and compliant processes									
OHP MFO 1:	Clients served rated the services received at least very satisfactory	PI 1: Percentage of services on procurement planning & management rated at least very satisfactory	J.Ecleo, A.Antofina	95%	95%	5	5	5	5.00	
		PI 2: Percentage of support services to the BAC rated at least very satisfactory	J.Ecleo, D.Talisaysay, L.Pagalan, L.Escala, M.Managbanag, M.Milleza, K.Cayone, A.Timkang, A.Antofina	95%	95%	5	5	5	5.00	
		PI 3: Percentage of contract management services rated at least very satisfactory	J.Ecleo, E.Esguerra, A.Timkang, L.Escala	95%	95%	5	5	5	5.00	

Items	Major Functions	Success Indicators	Unit/Persons Responsible	January to June 2022 Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
		PI 4: Number of QPs registered/revised	J.Ecleo, E.Esguerra	1	2	5	5	5	5.00	2 new QPs registered (Evaluation of Suppliers, Procurement Planning)
		PI 5: Number of procurement process implemented according to QPs	All staff of OHP	2	4	5	5	5	5.00	
<u>OVPAF STO 3: ARTA aligned compliance and reporting requirements</u>										
ODAS STO 3:	ARTA aligned frontline services									
OHP MFO 2:	ARTA aligned frontline services	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	
<u>OVPAF STO 4: Innovations & Best Practices</u>										
ODAS STO 4:	New Systems/Innovations/Proposals introduced and implemented	PI 1: No. of new QPs drafted and forwarded to ODQA for registration	J.Ecleo, All OHP Staff	1 QP	2 QPs	5	5	4	4.67	Evaluation of Suppliers, Procurement Planning
<u>OVPAF GASS 1: Administrative and Support Services Management</u>										
ODAS GASS 1:	Administrative and Support Services Management	PI 1: Number of involvement in various university committees/association	J.Ecleo, L.Escala, L.Pagalan, E.Esguerra	2 committees/boards	3	5	5	5	5.00	BAC, PBB Compliance, AdPA
		PI 2: Number of procurement-related documents posted in the Transparency Seal (APP, APCPI, PMR)	J.Ecleo	6 (1 APP, 2 Supplemental APPs, 2 PMRs, 1 APCPI)	39	5	5	5	5.00	includes 33 ITBs
<u>OVPAF MFO 6: PROCUREMENT SERVICES</u>										
ODAS GASS 3:	Procurement Services									
OHP MFO 3.1:	Procurement Planning & Management	PI 1: Number of PMPs, including supplemental and amendment, reviewed, evaluated and accepted	J.Ecleo, A.Antofina	400 PMPs	401	5	5	5	5.00	
		PI 2: Number of suppliers/contractors/consultants' registry updated annually	J.Ecleo, L.Layola	1 registry	1	5	4	5	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, A.Antofina	1 APP submitted on/before January 31, 2022	1	5	5	5	5.00	
		PI 4: Number of Supplemental APP generated, forwarded to the HoPE for approval, and submitted to GPPB within the deadline	J.Ecleo, A.Antofina	2 Supplemental APPs	3	5	5	5	5.00	

Items	Major Functions	Success Indicators	Unit/Persons Responsible	January to June 2022 Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
		PI 6. Number of completed contracts of Suppliers/External Service Providers in the registry evaluated for performance	J.Ecleo, A.Timkang	150 completed contracts	162	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	5	4	5	4.67	
		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 2022	1	5	5	5	5.00	
		PI 9: Number of reports for publicized projects prepared and submitted to COA within the deadline	J.Ecleo, L.Escala	2 reports submitted	2	5	5	5	5.00	1st, 2nd Qtr of 2022
	Total Over-all Rating					140	137	138	138.33	
	Average Rating					5.00	4.89	4.93	4.94	
	Adjectival Rating									

Received by:

Calibrated by:

Approved by:


TONI MARC L. DARGANTES
 Planning Office


DANIEL LESLIE S. TAN
 Chairman, PMT


EDGARDO E. TULIN
 University President

Date: 7/11/2022

Date: JUL 22 2022

Date: 7/15/22

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