

**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 **July to December 2020**.

JESSAMINE C. ECLEO

Ratee

LOURDES B. CANO

Director, ODAS

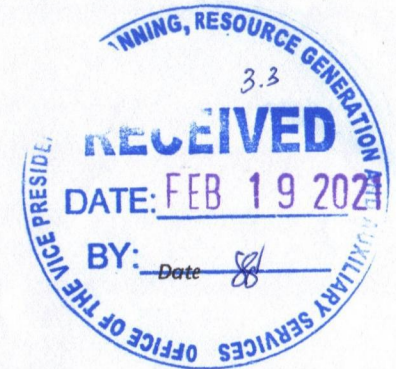
Approved:

EDGARDO E. TULIN

President

Personnel Composition	Position Title/Designation	Number
Permanent	Information Systems Analyst I	1
	Admin. Aide IV	1
	Admin. Aide III (Clerk)	2
	Admin Aide III (Canvasser/Buyer)	1
Job Order	Admin Aide III (Clerk)	5
	Admin. Aide I (Utility/Messenger)	1
GRAND TOTAL		11

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



Items	Major Functions		Success Indicators	Unit/Persons Responsible	July to December 2020 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										
PO MFO 1.1:	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, L.Layola	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, A.Gecong, L.Escala	95%	95%	5	5	5	5.00		
		PI 3: Percentage of contract management services rated at least very satisfactory	J.Ecleo, E.Esguerra, P.Piamonte, L.Escala	95%	95%	5	5	5	5.00		
PO MFO 1.2	Quality procedures revised/updated & registered at QAC	PI 1: Number of QPs revised and registered	J.Ecleo, E.Esguerra	2	1 QP forwarded to QAC for review, 1 QP ongoing revision	5	5	5	5.00	QP for competitive bidding; QP for alternative mode	
PO MFO 1.3:	Implementation of administrative processes in accordance with existing approved quality procedures	PI 1: Number of procurement process implemented according to QPs	All staff of OHP	2	2	5	5	5	5.00	QP for competitive bidding; QP for alternative mode	
OVPAF MFO 6: PROCUREMENT SERVICES											
ODAS GASS 3:	Procurement Services										
PO MFO 3.1:	Procurement Planning & Management	PI 1: Number of PPMPs received, evaluated and consolidated	J.Ecleo, A.Antofina, L.G.Layola	200 PPMP	210 PPMPs	5	5	5	5.00	includes supplemental PPMPs	

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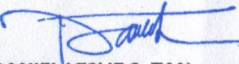
Items	Major Functions	Success Indicators	Unit/Persons Responsible	July to December 2020 Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
ODAS STO 4:	New Systems/ Innovations/Proposals introduced and Implemented	PI 1: No. of new sytems/innovations introduced	J.Ecleo, All OHP Staff	9 innovations (1 procurement calendar and 5 new quality procedures of 5 additional processes)	1 QP forwarded to QAC for review, 1 procurement calendar prepared and implemented; 3 draft new QPs, 1 draft Work	5	5	4	4.67	1 procurement calendar prepared; QP for procurement planning; QP for Contract Management (Monitoring of Deliveries of Goods); 1 QP for supplier's evaluation, 1 Work Instruction (Approval of PO)
PO MFO 4.1:		PI 2: No. of manuals prepared and submitted for approval	J.Ecleo, All OHP Staff	1 operations manual	draft operations manual prepared	5	5	4	4.67	operations manual for alternative mode of procurement
Total Over-all Rating						120	119	114	127.33	
Average Rating						4.62	4.58	4.38	4.90	
Adjectival Rating										


Received
by: _____

Calibrated by:

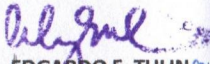
Recommending Approval:

Approved by:


DANIEL LESLIE S. TAN


REMBERTO A. PATINDOL
PMT


REMBERTO A. PATINDOL
Vice President


EDGARDO E. TULIN
President

Date: **FEB 19 2021**

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