## 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

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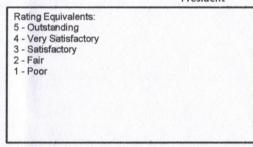
Director, ODAS

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	



NEUEL	OURCE GENES
DATE: FEB	VED 1 9 2021

ltems							Rating			
	Major Functions	Success Indicators	Unit/Persons Responsible	July to December 2020 Target	Actual Accomplishment	Q1	E2	тз	A4	REMARKS
OVPAF STO 1: ISO 9	001:2015 Aligned Documents	<b>!</b>								
ODAS STO 1:	ISO 9001:2015 aligned documens as	nd 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 Jeast 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; QI for alternative mode
PO MFO 1.3:	Implementation of administrative processes in accordance with existing approved quality	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; Qf for alternative mode
OVPAF MFO 6: PRO	CUREMENT SERVICES									
ODAS GASS 3:	Procurement Services						1			
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	2.10 PPMPs	5	5	5	5.00	includes supplemental PPMPs

N.	Major Functions	ons Success Indicators	Unit/Persons Responsible	July to December 2020 Target	Actual Accomplishment	R		Rating		
Items						Q1	E2	тз	A4	REMARKS
		PI 2: Number of PRs received, numbered, evaluated and monitored	J.Ecleo, A.Antofina, L.G.Layola	250 PR	531 PRs	5	5	5	5.00	
		PI 3. Number of suppliers/contractors/consultants' registry updated annually	J.Ecleo, L.G.Layola	1 registry	1 registry updated	5	5	5	5.00	
		PI 4. Percentage updating of APP & submitted for approval	J.Ecleo, L.G.Layola	100% updating of APP	100% APP updated	5	5	5	5.00	Updated APP as of Sep 2020 submitted to GPPB
PO MFO 3.2:	Support Services to the BAC	PI 1: Number of forwarded PRs consolidated by nature of items for procurement thru Public Bidding	J.Ecleo, D.Talisaysay, A.D.Gecong	250 PR	556 PRs	5	5	4	4.67	includes external campuses
		PI 2: Number of Procurement Activities in the APP scheduled and conducted through Public Bidding facilitated.	J.Ecleo, A.D.Gecong, L.Escala	20 procurement activities	36	5	5	5	5.00	32 for Goods, 4 for infrastructure
		PI 3: Number of forwarded PRs consolidated by nature of items for procurement through Alternative Mode of Procurement (AMP).	J.Ecleo, B. Rebuyas	250 PR consolidated per nature of item	480 PRs	5	5	4	4.67	no. of PRs forwarded to in- charge for alternative mode
		PI 4: Number of Procurement Activities in the APP scheduled and conducted through Alternative Mode of Procurement	J.Ecleo, B.Rebuyas, D.Talisaysay, L.Escala	130 procurement activities	542	5	5	4	4.67	counting is per RFQs prepared and processed
		PI 5: Number of Request for Quotations (RFQs) for AMP prepared, served, retrieved and monitored	J.Ecleo, B. Rebuyas	400 request for quotations	542 RFQs	5	5	4	4.67	
		PI 6: Number of Abstract of Quotations for AMP prepared and processed	J.Ecleo, D. Talisaysay	130 abstract for quotations	318	5	4	5	4.67	y farming the same and
		PI 7: Number of Purchase Orders (POs) for AMP prepared, processed and served	J.Ecleo, D. Talisaysay	250 Purchase Orders	478 POs	5	5	4	4.67	
		PI 8: Number of BAC meetings facilitated	J.Ecleo, M.Milleza	50 BAC meetings	100 meetings	5	5	5	5.00	sending of notices to BAC including observers, preparation of attendances sheets and ordering of snacks
PO MFO 3.3:	Contract Management	PI 1: Number of served POs/Contracts monitored	J.Ecleo, L.Escala	500 PO's monitored	859 POs	5	5	5	5.00	includes POs from public bidding & alternative modes
		PI 2: Number of completed POs/Contracts for payment endorsed/forwarded within the allowable period	J.Ecleo, E.Esguerra	500 completed POs forwarded for payment	584 vouchers	5	5	5	5.00	all vouchers prepared including refunds
		PI 3. Percentage of perfected procurement activities documents digitized for e-filing	J.Ecleo, P.Piamonte	100% digitized	100% of approved POs digitized	5	5	5	5.00	contracts/POs scanned for e- filling
		PI 4. Number of Suppliers/Contractors/Consultants in the registry with completed contracts evaluated annually	J.Ecleo, P.Piamonte	50 suppliers evaluated	51 suppliers evaluated	5	5	5	5.00	
OVPAF GASS 1: Adn	ninistrative and Support Services Man	agement								
ODAS GASS 1:	Administrative and Support Services Management	PI 1: Efficient and customer friendly services	J.Ecleo and all OHP Staff	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5.00	
		PI 2: Office, Staff Management and Maintenance	J.Ecleo and all OHP Staff	100%	100% office maintained & staff managed	5	5	5	5.00	
		PB3: Number of involvement in various university committees	J.Ecleo, L. Escala	2 committtes/boards	2 committees/ boards	5	5	5	5.00	1 BAC, 1 Disposal Committee
OVPAF STO 4: Innov	vations & Best Practices									

Ítems	Major Functions						Ra	ting		
		Success Indicators	Unit/Persons Responsible	July to December 2020 Target	Actual Accomplishment	01	E2	ТЗ	A4	REMARKŚ
ODAS STÓ 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	Ś	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	The second secon				, 1	Eddle:			

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Calibrated by:

Recommending Approval:

Approved by:

DANIEL LESLIE S. TAN

REMBERTO A PATINDOL Vice President

Pate: FEB 1 9 2021

1 - quality

2 - efficciency

4 - average