


Exhibit "A"

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 **JANUARY-JUNE 2021**


MARLON G. BULAS
Ratee

Approved:

MARIO LILIO VALENZONA
Director, PPO

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



MFO/PAPs	Success Indicator	UNIT/Persons Responsible	Target	Details of Actual Accomplishments	Percentage as of June 30	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
UMFO5: Support to Operations (STO)										
VPAF STO1: ISO 9001:2015 aligned documents										
	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: Innovations & Best Practices										
	PI 2. Number of innovative and revised policies/guidelines prepared and finally approved	Marlon G. Burlas and all motor pool staff	4	4	100%	5	5	5	5.00	
UMFO6: General Administrative and Support Services										
VPAF GASS 1: Administrative and Support Services Management										

						Rating				
	PI 3. Number of personnel supervised	Marlon 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	5	5.00	
	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	
VPAF GASS 4: Maintenance of Facilities and Equipment										
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	5	5.00	
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	PI 9. 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 repair and 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	5	5.00	
VPAF 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	5	5.00	

						Rating				
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	5	5.00	
Total Over-all Rating										60.00
Average Rating										5.00
Adjectival Rating										0

Received by:

Calibrated by:

Recommending Approval:

Approved:


DANIEL LESLIE S. TAN

Planning Director, Office

Date: AUG 6 2021


REMBERTO A. PATINDOL

PMT Chairman

Date: 7/27/21


REMBERTO A. PATINDOL

Vice President for Admin. & Finance

Date: 7/27/21


EDGARDO E. TULIN

President

Date: _____