

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

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03 FEB 2022

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 2021**.

JESSAMINE C. ECLEO

Ratee

RYSAN C. GUINOCOR

OIC-Director, ODAS

Date

Approved:

EDGARDO E. TULIN

President 1/24/22

Personnel Composition	Position Title/Designation	Number
Permanent	Information Systems Analyst I	1
	Admin. Aide IV	1
	Admin. Aide III (Clerk)	1
Job Order	Admin Aide III (Canvasser/Buyer)	1
	Admin Aide III (Clerk)	5
	Admin. Aide I (Utility/Messenger)	1
GRAND TOTAL		10

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



Items	Major Functions	Success Indicators	Unit/Persons Responsible	July to December 2021 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 1.1:	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, L.Escala	95%	95%	5	5	5	5.00	

Items	Major Functions	Success Indicators	Unit/Persons Responsible	July to December 2021 Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
		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	
OHP MFO 1.2	Quality procedures revised/updated & registered at QAC	PI 1: Number of QPs registered	J.Ecleo, E.Esguerra	2	2 QPs revised and forwarded to ODQA for registration	5	5	5	5.00	
OHP 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 (1 process for Alternative Method and 1 process for Competitive Bidding)	5	5	5	5.00	
OVPAF MFO 6: PROCUREMENT SERVICES										
ODAS GASS 3:	Procurement Services									
OHP MFO 3.1:	Procurement Planning & Management	PI 1: Number of PPMPs received, evaluated and consolidated	J.Ecleo, A.Antofina, L.G.Layola	300 PPMPs	502 PPMPs	5	5	5	5.00	
		PI 2: Number of PRs received, numbered, evaluated and monitored	J.Ecleo, A.Antofina, L.G.Layola	325 PRs	1,091 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 (hardcopy)	5	5	5	5.00	
		PI 4: Number of APP prepared, duly updated as needed, forwarded to the HoPE for approval, and submitted to GPPB within the deadline	J.Ecleo, L.G.Layola	1 APP	2 Supplemental APPs	5	5	5	5.00	
		PI 5: Conduct of early procurement activities of projects for 2022	J.Ecleo, All OHP Staff	at least 50% of NEP	53.43% of NEP procured based on ABC	5	5	4	4.67	
		PI 6: Number of Procurement Monitoring Report submitted to GPPB within the deadline	J.Ecleo, A. Antofina	1 PMR for 1st Semester	1 PMR for 1st Sem of 2021 submitted to GPPB within the deadline	5	5	5	5.00	
OHP MFO 3.2:	Support Services to the BAC	PI 1: Number PRs segregated, consolidated by nature of items and procured thru Public Bidding/Alternative Method of Procurement	J.Ecleo, D.Talisaysay, A. Antofina, L.Escala, L. Layola	325 PRs	1,091 PRs	5	4	4	4.33	
		PI 2: Number of Request for Quotations (RFQs) prepared, served, retrieved and monitored	J.Ecleo, L.G. Layola	300 RFQs	337 RFQs (305 system generated, 32 manual)	5	5	5	5.00	
		PI 3: Number of Abstract of Bids prepared and Processed	J.Ecleo, D.Talisaysay	150 Abstract of Bids	263 Abstract of Bids	5	5	5	5.00	
		PI 4: Number of Purchase Orders (POs)/Contracts prepared, processed and served	J.Ecleo, D.Talisaysay, L.Escala	325 POs	648 POs/Contracts (446 AMP, 202 Bidding)	5	5	5	5.00	

Items	Major Functions	Success Indicators	Unit/Persons Responsible	July to December 2021 Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
		PI 5: Number of BAC meetings facilitated	J.Ecleo, M. Milleza	85 meetings	102 meetings	5	5	5	5.00	
		PI 6: 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 2021	1 APCPI for 2020 submitted to GPPB within the deadline	5	5	5	5.00	
OHP MFO 3.3:	Contract Management	PI 1: Number of served POs/Contracts monitored	J.Ecleo, L.Escala	325 POs	648 POs/Contracts monitored for deliveries	5	5	5	5.00	
		PI 2: Number of completed POs/Contracts for payment endorsed/forwarded within the allowable period	J.Ecleo, E.Esguerra	300 vouchers prepared	534 vouchers prepared	5	5	5	5.00	
		PI 3: Number of Suppliers/External Service Providers in the registry with completed contracts evaluated and result analyzed	J.Ecleo, A. Timkang	60 suppliers/ external service providers	282 completed POs of suppliers evaluated	5	4	5	4.67	
		PI 4: Number of POs/Contracts with supporting documents digitized for e-filing	J.Ecleo, M. Milleza, K. Cayone	325 POs	648 POs/ Contracts with supporting documents	5	5	5	5.00	
		PI 5: Number of POs/Contracts forwarded to COA for acknowledgement	J.Ecleo, A. Timkang	325 POs	648 POs/Contracts	5	5	5	5.00	
OVPAF GASS 1: Administrative and Support Services Management										
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 complaint	5	5	5	5.00	
		PI 2: Office, Staff Management and Maintenance	J.Ecleo and all OHP Staff	100%	100% of staff managed and office maintained	5	5	5	5.00	
		PI 3: Number of involvement in various university committees	J.Ecleo, L. Escala	2 committees/ boards	3 committees/ association (Bids and Awards Committee, AdPA, and Disposal Committee)	5	5	5	5.00	
OVPAF STO 4: Innovations & Best Practices										
ODAS STO 4:	New Systems/ Innovations/Proposals introduced and implemented	PI 1: No. of new sytems/innovations introduced	J.Ecleo, All OHP Staff	1 innovation	2 innovations (50% of procurement process automated through the adoption of the SPPMIS, and color-coding of bid docs folders for improved document filing)	4	5	5	4.67	

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OHP MFO 4.1:		PI 2: No. of new QPs drafted and submitted to QAC for review	J.Ecleo, All OHP Staff	2 QPs	2 QPs (QP on Supplier's Performance Evaluation, and Procurement Planning) submitted to ODQA for review	5	5	5	5.00	
	Total Over-all Rating					129	128	128	133.33	
	Average Rating					4.96	4.92	4.92	4.94	
	Adjectival Rating				OUTSTANDING					

Received by:

Calibrated by:

Recommending
Approval:

Approved by:

DILBERTO O. FERRAREN

DANIEL LESLIE S. TAN

PMT

1/18/22

DANIEL LESLIE S. TAN

Vice President

1/18/22

EDGARDO E. TULIN

President 1/24/22

Date: 15 Jan 2022

1 - quality

2 - efficiency

3 - timeless

4 - average