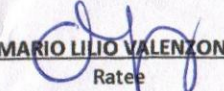



OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **Mario Lilio P. Valenzona**, Director of the **Physical Plant Office**, 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 2022**


MARIO LILIO VALENZONA
Ratee

Approved:


DANIEL LESLIE S. TAN
Vice President for Admin. & Finance




Personnel Composition	Position Title/Designation	Number
Head	Admin. Supervising Officer, Director	1
Regular staff	Unit Heads	3
Regular staff	Engineer III	1
Regular staff	Adm. Asst. III	1
Regular staff	Adm. Aide IV	2
Regular staff	Adm. Aide V	2
Regular staff	Admin Aide I	3
Regular staff	Admin Aide III	1
Regular staff	Admin Aide III (Driver)	4
Regular staff	Admin Aide IV (Driver)	3
Regular staff	Adm. Aide V	1
Regular staff	Adm. Aide V (Carpenter)	2
Regular staff	Adm. Aide V (Painter)	1
Regular staff	Adm. Aide V (Plumbing)	1
Regular staff	Adm. Aide VI (Mechanic)	2
Regular staff	Heavy Equip opr.	1
Regular staff	Welder I	1
Regular staff	Welder II	1
Regular staff	Draftsman III	1
Regular staff	Construction Foreman	1
Casual	Foreman	2
Casual	Admin Aide I	2
	Sub-TOTAL	37
Job Order	Engineer II	2
Job Order	Adm. Aide I	38
Job Order	Clerk	1
	Sub Total	39
	TOTAL	76

MFO/P APs	Success Indicator	UNIT/Persons Responsible	Target (January-June 2022)						Actual Accomplishment (January-June 2022)						Rating				Remarks				
			Office of the Director for Physical Plant	Building & Housing Maintenance Unit	Motor Pool Services Unit	Power Plant & Electrical Unit	Ground & Landscape Maintenance Unit	Instrumentati on & Lab. Equip. Unit	Office of the Director for Physical Plant	Building & Housing Maintenance Unit	Motor Pool Services Unit	Power Plant & Electrical Unit	Ground & Landscape Maintenance Unit	Instrumentati on & Lab. Equip. Unit	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	MLP. Valenzona & All PPO Units Heads	4						4						5	4	4	4.33					
VPAF STO4: Innovations & Best Practices																							
	PI 2. Number of innovative and revised policies/guidelines prepared and finally approved	MLP. Valenzona & All PPO Units Heads	4						4						5	4	5	4.67					
UMFO6: General Administrative and Support Services (GASS)																							
VPAF GASS 1: Administrative and Support Services																							
	PI 3. Number of personnel supervised	MLP. Valenzona & All PPO Units Heads	75	15	24	13	17	6	75	15	24	13	17	6	5	4	5	4.67					
	PI 4. Percentage of administrative services, equipment service requests and financial/administrative documents acted within time frame	MLP. Valenzona & All PPO Units Heads	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	5	4	4	4.33					
	PI 5. Number of offices and units directly supervised, monitored and coordinated	MLP. Valenzona & All PPO Units Heads	5						5						5	5	4	4.67					
	PI 5. Efficient & customer- friendly frontline service	MLP. Valenzona & All PPO Units Heads	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	5	4	4	4.33					
VPAF GASS 4: Maintenance of Facilities and Equipment																							
35	PI 6. Percentage of buildings and facilities inspected for maintenance relative to total number of buildings and facilities	MLP. Valenzona, & PPO personnel	80% of buildings and facilities						80% of buildings and facilities						5	5	4	4.67					
10	PI 7. Percentage of vehicles and heavy equipment inspected for maintenance relative to total number of vehicles and heavy equipment	MLP. Valenzona, MG. Burlas & RD. Troyo	80% of vehicles and heavy equipment inspected						90% of vehicles and heavy equipment inspected						5	4	5	4.67					

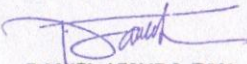
MFO/P APs	Success Indicator	UNIT/Persons Responsible	Target (January-June 2022)						Actual Accomplishment (January-June 2022)						Rating				Remarks
			Office of the Director for Physical Plant	Building & Housing Maintenance Unit	Motor Pool Services Unit	Power Plant & Electrical Unit	Ground & Landscape Maintenance Unit	Instrumentati on & Lab. Equip. Unit	Office of the Director for Physical Plant	Building & Housing Maintenance Unit	Motor Pool Services Unit	Power Plant & Electrical Unit	Ground & Landscape Maintenance Unit	Instrumentati on & Lab. Equip. Unit	Q ¹	E ²	T ³	A ⁴	
15	PI.8. Number of instructional laboratory instruments and equipment inspected and calibrated	MLP. Valenzona, LB Ramos, MG Burias	250 laboratory instruments and equipment inspected and calibrated						200 laboratory instruments and equipment inspected and calibrated						5	4	4	4.33	
10	PI.9. Number of electrical distribution lines inspected	MLP. Valenzona, MG. Burias & Power Plant and Electrical Services Personnel	4 electrical distribution line inspected						4 electrical distribution line inspected						5	5	5	5.00	
	PI.10. Frequency of garbage collection and proper disposal per area coverage	MLP. Valenzona, RD. Troyo & GLM personnel	once a week						once a week						5	4	5	4.67	
5	PI.11. Percentage of the priority areas for repair is addressed based on the allotted budget for repair and maintenance given by the administration for the year 2022.	MLP. Valenzona, & PPO personnel	50% of priority areas repaired						70% of priority areas repaired						4	4	4	4.00	
25	PI.12. Percentage of the filed service/job requests acted for the year 2022.	MLP. Valenzona, PPO Unit Heads and PPO Personnel	50% of filed service/job request						90% of filed service/job request						4	4	3	3.67	
5	PI.13. Timeliness of responding to the filed service/job requests (feedbacking of the job requests to the requesting party)	MLP. Valenzona, dDRCs, foreman and PPO Personnel	100% of filed service/job request responded						90% of filed service/job request responded						4	3	4	3.67	
VPAF GASS 7: Project Management & Implementation Services																			
13	PI.15. Timely completion of funded and implemented infrastructure projects	MLP. Valenzona & PD Galupo	100% infrastructure projects completed on time						100% infrastructure projects completed						5	4	4	4.33	
15	PI.16. Number of billings and vouchers for payment of services and infrastructure prepared	MLP. Valenzona & MC. Bantugan, AF. Marinay	40 vouchers prepared						60 vouchers prepared						5	5	4	4.67	
13	PI.17. Percentage of implemented projects monitored and inspected	MLP. Valenzona & PD Galupo	100% monitored and inspected						100% monitored and inspected						5	5	4	4.67	

MFO/P APs	Success Indicator	UNIT/Persons Responsible	Target (January-December2022)						Actual Accomplishment (January-December2022)						Rating				Remarks
			Office of the Director for Physical Plant	Building & Housing Maintenance Unit	Motor Pool Services Unit	Power Plant & Electrical Unit	Ground & Landscape Maintenance Unit	Instrumentati on & Lab. Equip. Unit	Office of the Director for Physical Plant	Building & Housing Maintenance Unit	Motor Pool Services Unit	Power Plant & Electrical Unit	Ground & Landscape Maintenance Unit	Instrumentati on & Lab. Equip. Unit	Q ¹	E ²	T ³	A ⁴	
	PI 18. Number of plans and cost estimates for repair prepared	MLP. Valenzona & AR Salentes	10 plans and cost estimates prepared						8 plans and cost estimates prepared						5	5	5	5.00	
Total Over-all Rating									80.33										
Average Rating									4.46										
Adjectival Rating																			

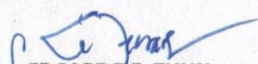
Received by:


TONI MARC L. DARGANTES
 Planning Office
 Date: 7/19/2022

Calibrated by:


DANIEL LESLIE S. TAN
 PMT Chairman
 Date: JUL 22 2022

Approved by:


EDGARDO E. TULIN
 President
 Date: 7/19/2022