

OFFICE PERFORMANCE COMMITMENT AND REVIEW - FORM A

Approved Copy

I/We, **ATTY. JASONMER L. UAYAN**, Head/s of the **PROCUREMENT SERVICE-PHILGEPS**  
commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures  
for the period **January to December 2022**.

**ATTY. JASONMER L. UAYAN**  
OIC-Executive Director V  
Date: 16 JUN 2022

Office	PS - DBM
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With concurrence of the Unit PMT:

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Alternate P.R.I.M.E./Secretariat

Recommending Approval:

Digitally signed by  
**ACHILLES GERARD C. BRAVO**  
ASSISTANT SECRETARY

Approved by:

**TINA ROSE MARIE L. CANDA**

Liaison Official / Supervising Senior Official / Date

OIC-Secretary / Authorized Signatory / Date

Action/PAP (1)	Success Indicator (2)	Dim (3)	Responsible Division/Staff (4)	Allotted Budget (5)	Commitments for Year (Targets) (6)				Remarks (7)
					1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	

**Part A: Strategic Performance Commitments including other mandated functions/activities** (Source documents: GAA, DBM PIB, B/S/O Functional Statements and other relevant planning and budgetary documents)

PAP 1:	CSE Sales Improvement Program	20% Increase on CY 2021 Actual Regular CSE Sales by the end of CY 2022	Qn/T	Office of the Executive Director / Admin and Finance Group / Regional and Main Operations Group / Procurement Group / IT Services Division					20% Increase on CY 2021 Actual Regular CSE Sales by the end of CY 2022	Proposed CSE Sales target for CY 2022: PHP5.2B PS Main: PHP3.7B Regional Depots: PHP1.5B (Excluding Covid items)
PAP 2:	Customer Satisfaction	100% of required services were delivered within the prescribed period and 95% of the overall satisfaction were rated at least "Satisfied"	Qn/T	PhilGEPS-Customer Service Section / Inspection Division / Marketing and Sales Division / Regional Depots / Quality Management System Section	100% of the required services were delivered within the prescribed period	100% of the required services were delivered within the prescribed period	100% of the required services were delivered within the prescribed period	100% of the required services were delivered within the prescribed period		Please refer to OPCR Form B Parameters and Assumptions
			QI		95% of the overall satisfaction were rated at least "Satisfied"	95% of the overall satisfaction were rated at least "Satisfied"	95% of the overall satisfaction were rated at least "Satisfied"	95% of the overall satisfaction were rated at least "Satisfied"		



	.Action/PAP (1)	Success Indicator (2)	Dim (3)	Responsible Division/Staff (4)	Allotted Budget (5)	Commitments for Year (Targets) (6)				Remarks (7)			
						1st Quarter	2nd Quarter	3rd Quarter	4th Quarter				
Part A: Strategic Performance Commitments including other mandated functions/activities (Source documents: GAA, DBM PIB, B/S/O Functional Statements and other relevant planning and budgetary documents)													
PAP 3:	Modernized Philippine Government Electronic Procurement System (mPhilGEPS)	90% of identified Pilot agencies utilized the Modernized PhilGEPS on the target date	Qn	PhilGEPS					90% of identified Pilot agencies utilized the Modernized PhilGEPS	Please refer to OPCR Form B Parameters and Assumptions			
			T						on the target date				
		90% of the pilot agencies are trained in the Modernized PhilGEPS on the target date	Qn	PhilGEPS					90% of the pilot Agencies are trained in the Modernized PhilGEPS				
			T						on the target date				
		Additional three (3) reports generated in mPhilGEPS Reporting Tool on the target date	Qn	PhilGEPS					Additional three (3) reports generated in mPhilGEPS Reporting Tool				
			T						on the target date				
		Part B: Additional Performance Commitments (Administrative/support functions and special assignments not captured under Part A and external & internal reportorial requirements)											
		PAP 1:	Integrity Management Program and Organization	Two (2) Integrity Assessment Reports/Templates submitted to and concurred by the oversight committee/s and approved after two (2) presentations at the end of 2022	Qn/T	PS- Integrity Management Committee						Two (2) Integrity Assessment Reports/Templates submitted to and concurred by the oversight committee/s at the end of 2022	See attached "Annex A"
QI									Approved after two (2) presentations				
PAP 2:	Support Green Public Procurement Program as specified in the Philippine Republic Procurement Road Map (2017-2022)	100% of the targeted number of inventory items have green provisions integrated in the technical specifications and were approved after two (2) presentations at the end of 2022	Qn/T	Office of the Executive Director / Procurement Group / Operations Group					100% of the targeted number of inventory items have green provisions integrated in the technical specifications at the end of 2022	See attached "Annex B"			
			QI						Approved after two (2) presentations				



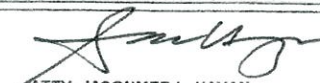
	Action/FAP (1)	Success Indicator (2)	Dim (3)	Responsible Division/Staff (4)	Allotted Budget (5)	Commitments for Year (Targets) (6)				Remarks (7)
						1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	
Part B: Additional Performance Commitments (Administrative/support functions and special assignments not captured under Part A and external & internal reportorial requirements)										
PAP 3:	Prepare and submit reports/inputs required by the DBM B/S/Os concerned	100% of the required reports submitted to the DBM B/S/Os concerned on the prescribed deadline	Qn	Planning Section		100% of the required reports submitted to the DBM B/S/Os concerned	100% of the required reports submitted to the DBM B/S/Os concerned	100% of the required reports submitted to the DBM B/S/Os concerned	100% of the required reports submitted to the DBM B/S/Os concerned	Please refer to OPCR Form B Parameters and Assumption
			T			Required reports submitted to the DBM B/S/Os concerned within the prescribed deadline	Required reports submitted to the DBM B/S/Os concerned within the prescribed deadline	Required reports submitted to the DBM B/S/Os concerned within the prescribed deadline	Required reports submitted to the DBM B/S/Os concerned within the prescribed deadline	
PAP 4:	Prepare and submit reports/comments required/requested by external stakeholders	100% of the required/requested reports and comments submitted to the external stakeholders on the prescribed deadline	Qn	Human Resource Development Division		100% of the required/requested reports and comments submitted to the external stakeholders	100% of the required/requested reports and comments submitted to the external stakeholders	100% of the required/requested reports and comments submitted to the external stakeholders	100% of the required/requested reports and comments submitted to the external stakeholders	Please refer to OPCR Form B Parameters and Assumption
			T			Required/requested reports and comments submitted to the external stakeholders on the prescribed deadline	Required/requested reports and comments submitted to the external stakeholders on the prescribed deadline	Required/requested reports and comments submitted to the external stakeholders on the prescribed deadline	Required/requested reports and comments submitted to the external stakeholders on the prescribed deadline	


Note: Prime Advisory 2022-01

1.1 Desk Manual - Not Applicable to PS-DBM but only for DBM BSOs. Got a clarification from DBM CPMS.

OFFICE PERFORMANCE COMMITMENT AND REVIEW - FORM B

I/We, **ATTY. JASONMER L. UAYAN**, Head/s of the PROCUREMENT SERVICE-DBM  
commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures  
for the period **January to December 2022**.

  
**ATTY. JASONMER L. UAYAN**  
OIC-Executive Director  
Date: **16 JUNE 2022**

Recommending Approval:  Digitally signed by Achilles Gerard Bravo <b>ASSISTANT SECRETARY ACHILLES GERARD C. BRAVO</b> Liaison Official / Supervising Senior Official / Date	Approved by:  <b>TINA ROSE MARIE L. CANINA</b> OIC-Secretary / Authorized Signatory / Date
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Success Indicator		Dim	Rating Matrix					Parameter and Assumption
			5	4	3	2	1	
<b>Part A: Strategic Performance Commitments including other mandated functions/activities (Source documents: GAA, DBM PIB, B/S/O, Functional Statements and other relevant planning and budgetary documents)</b>								
<b>PAP 1:</b>	20% Increase on CY 2021 Actual Regular CSE Sales by the end of CY 2022	Qn/T	Above 25% Increase on CY 2021 Actual Regular CSE Sales by the end of CY 2022	21-25% Increase on CY 2021 Actual Regular CSE Sales by the end of CY 2022	20% Increase on CY 2021 Actual Regular CSE Sales by the end of CY 2022	15-19% Increase on CY 2021 Actual Regular CSE Sales by the end of CY 2022	Below 15% Increase on CY 2021 Actual Regular CSE Sales by the end of CY 2022	Proposed CSE Sales target for CY 2022: PHP5.2B PS Main: PHP3.7B Regional Depots: PHP1.5B (Excluding Covid items)
		Qn/T	100% of required services were delivered within the prescribed period	-	-	-	Less than 100% of required services were delivered within the prescribed period	Services covered by PhilGEPS-CS: (1) Buyer and Merchant: Account/System/Registration related concerns: a. Reset password b. System error c. Registration steps (2) Merchant only: Platinum Membership Upgrade / Platinum Membership related concerns: a. Uploading through kiosk b. Inquiry only  Services covered by Inspection Division: (1) Inspection of CSE and NCSE (2) Pre-delivery Inspection and Evaluation of CSE (3) Joint Inspection and Evaluation of NCSE Restriction of the required services: (1) All deliveries within 8:00AM-3:00PM shall be inspected within the day, any delivery beyond 3:00PM will be inspected the next day
<b>PAP 2:</b>	100% of required services were delivered within the prescribed period and 95% of the overall satisfaction were rated at least "Satisfied"	QI	100% of the overall satisfaction were rated at least "Satisfied"	96-99% of the overall satisfaction were rated at least "Satisfied"	95% of the overall satisfaction were rated at least "Satisfied"	90-94% of the overall satisfaction were rated at least "Satisfied"	Below 90% of the overall satisfaction were rated at least "Satisfied"	Services covered by Marketing and Sales Division: (1) Processing of APR for CSE via walk-in (2) Processing of APR for CSE via Virtual Store facility  Services covered by Regional Depot Operations: (1) Processing of APR for CSE via walk-in  Formula for Customer Satisfaction: Total no. of "Very Satisfied" + "Satisfied" Rating / Overall total no. of surveys of the period * 100 = % of Customer Satisfaction per responsible unit (Total % Customer Satisfaction of PhilGEPS-CS) + (Total % Customer Satisfaction of Inspection Division) + (Total % Customer Satisfaction of Marketing and Sales) + (Total % Customer Satisfaction of Regional Depots) / 4 = Average % of Customer Satisfaction  Target respondents of survey forms for PhilGEPS-CS: (1) walk-in clients only Target respondents of survey forms for Inspection Division: (1) suppliers (2) agencies (3) PS personnel (in-house) Target respondents of survey forms for Marketing and Sales Division (1) walk-in clients with Procurement Requests for CSEs Target respondents of survey forms for Regional Depots (1) walk-in clients with Procurement Requests for CSEs



Success Indicator		Dim	Rating Matrix					Parameter and Assumption
			5	4	3	2	1	
Part A: Strategic Performance Commitments including other mandated functions/activities (Source documents: GAA, DBM PIB, B/S/O Functional Statements and other relevant planning and budgetary documents)								
PAP 3:	90% of identified Pilot agencies utilized the Modernized PhilGEPS on the target date	Qn	96-100% of the identified Pilot agencies utilized the Modernized PhilGEPS	91-95% of the identified Pilot agencies utilized the Modernized PhilGEPS	90% of the identified pilot Agencies utilized the Modernized PhilGEPS	81-89% of the identified pilot agencies utilized the Modernized PhilGEPS	80% and below of the identified pilot agencies utilized the Modernized PhilGEPS	Pilot Agencies: 1. DBM, 2. GPPB-TSO, 3. PS, 4. DPWH, 5. PUP, 6. City of Pasig 7. Municipality of Bayambang, Pangasinan)
		T	Three (3) or more working days before the target date	One to two (1-2) working days before the target date	On the target date	One to two (1-2) working days after the target date	Three (3) or more working days after the target date	
	90% of the pilot agencies are trained in the Modernized PhilGEPS on the target date	Qn	96%-100% of the pilot Agencies are trained in the Modernized PhilGEPS	91%-95% of the pilot Agencies are trained in the Modernized PhilGEPS	90% of the pilot Agencies are trained in the Modernized PhilGEPS	81%-89% of the pilot Agencies are trained in the Modernized PhilGEPS	80% and below of the pilot Agencies are trained in the Modernized PhilGEPS	90% of the responsive pilot agencies will be considered in the attached final report.  Target date is on 29 December 2022
		T	Three (3) or more working days before the target date	One to two (1-2) working days before the target date	On the target date	One to two (1-2) working days after the target date	Three (3) or more working days after the target date	
	Additional three (3) reports generated in mPhilGEPS' Reporting Tool on the target date	Qn	Five (5) reports generated in mPhilGEPS Reporting Tool	Four (4) reports generated in mPhilGEPS Reporting Tool	Three (3) reports generated in mPhilGEPS Reporting Tool	Two (2) reports generated in mPhilGEPS Reporting Tool	One (1) reports generated in mPhilGEPS Reporting Tool	These pilot agencies utilized at least five (5) modules that includes the following:  1. APP-CSE 2. Virtual Store 3. APP 4. Purchase Request (PR) 5. Bid Notice 6. Award Notice 7. AMP Award Notice 8. Purchase Order (PO) 9. Contract Management  Cumulative target to be rated on December 29, 2022
		T	Three (3) or more working days before the target date	One to two (1-2) working days before the target date	On the target date	One to two (1-2) working days after the target date	Three (3) or more working days after the target date	
Part B: Additional Performance Commitments (Administrative/support functions and special assignments not captured under Part A and external & internal reportorial requirements)								
PAP 1:	Two (2) Integrity Assessment Reports/Templates submitted to and concurred by the oversight committee/s and approved after two (2) presentations at the end of 2022	Qn/T	Two (2) Integrity Assessment Reports/Templates submitted to and concurred by the oversight committee/s are approved at the end of 2022	-	-	-	Only one (1) or no Integrity Assessment Reports/Templates were submitted to and concurred by the oversight committee/s are approved at the end of 2022	The IMP related reports are comprised of templates, process flow, and other reports prescribed by the Integrity Management Committee (IMC) from the Office of the Ombudsman, ODESLA and other stakeholders involved and interested in the DBM-PS IMP;  Assumption/s: The progress of IMP undertakings are relative to the availability, approval and directives of IMC-OMB & ODESLA
		QI	Reports are approved after two (2) presentations	-	-	-	Reports are approved after more than two (2) presentations	
PAP 2:	100% of the targeted number of inventory items have green provisions integrated in the technical specifications and were approved after two (2) presentations at the end of 2022	Qn/T	100% of the targeted number of inventory items have green provisions integrated in the technical specifications at the end of 2022	-	-	-	Less than 100% of the targeted number of inventory items have green provisions integrated in the technical specifications at the end of 2022	The targeted no. of inventory items that have green provisions integrated in the technical specifications are specified in the DBM SPMR 2020-2022 and Philippine Republic Procurement Road Map (2017-2022). The targeted no. of inventory items for 2022 is 5.
		QI	Reports were approved after two (2) presentations	-	-	-	Reports were approved after more than two (2) presentations	

Success Indicator		Dim	Rating Matrix					Parameter and Assumption
			5	4	3	2	1	
Part B: Additional Performance Commitments (Administrative/support functions and special assignments not captured under Part A and external & internal reportorial requirements)								
PAP 3:	100% of the required reports submitted to the DBM B/S/Os concerned on the prescribed deadline	T	Reports were submitted three (3) or more working days before the prescribed deadline	Reports were submitted one to two (1-2) working days before the prescribed deadline	Reports were submitted on the prescribed deadline	Reports were submitted one to two (1-2) working days after the prescribed deadline	Reports were submitted three (3) or more working days after the prescribed deadline	<p>Reports to be submitted are listed in Annex A of the Prime Advisory dated 10 January 2022, entitled, Updated List of Internal and Administrative Reportorial Requirements.</p> <p>Reports which shall be deemed submitted once found complete, including supporting documents or attachments with the minimum requirements of relevant guidelines/issuance.</p> <p>For reports with a prescribed deadline of two (2) working days or three (3) calendar days or less, the following rating matrix shall be applied:</p> <p>5 - report submitted on the prescribed deadline; 1- report submitted beyond the prescribed deadline</p> <p>In cases when the instruction/request from the B/S/O was received less than three (3) working days before the deadline or for request without prescribed deadline indicated, the reckoning date and ratings will be adjusted as follows:</p> <p>5 - report submitted on the same day the request was received; 4 - report submitted 1 to 2 days after the receipt of the request 3 - report submitted 3 working days after the receipt of the request; 2 - report submitted 4 working days after the receipt of the request; 1 - report submitted 5 or more working days after the receipt of the request</p>
		Qn	100% of the required reports submitted to the DBM B/S/Os concerned	-	-	-	-	Less than 100% of the required reports submitted to the DBM B/S/Os concerned
PAP 4:	100% of the required/requested reports and comments submitted to the external stakeholders on the prescribed deadline	T	Reports were submitted three (3) or more working days before the prescribed period	Reports were submitted one to two (1-2) working days before the prescribed period	Reports were submitted on the prescribed period	Reports were submitted one to two (1-2) working days after the prescribed period	Reports were submitted three (3) or more working days after the prescribed period	External reports subject for monitoring and evaluation are as follows:  for CSC - SALN (for newly-hired) - Reports of Appointment Issued (for newly-hired)
		Qn	100% of the required/requested reports and comments submitted to the external stakeholders	-	-	-	-	