

REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
GENERAL SOLANO ST., SAN MIGUEL, MANILA

*Jose*

DED 2 SEP '16 PM 4:50:40

September 1, 2016

**MEMORANDUM**

PLANN SEP 2 '16 PM 4:54

**FOR** : Atty. Jose Tomas C. Syquia  
Executive Director V, Procurement Service

**FROM** : The Director, Planning and Management Service

**SUBJECT** : **Approved FY 2016 Office Performance Commitment and Review (OPCR) Forms of the Procurement Service (PS)**

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- 1.0 Transmitting herewith is the Approved Office Performance Commitment and Review (OPCR) Forms of your office for FY 2016.
- 2.0 For your reference. Thank you.

Signature Redacted Signature Redacted Signature Redacted Signature Redacted Signature Redacted

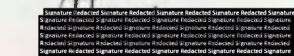
**MERCEDES P. NAVARRO**  
*mb*

**OFFICE PERFORMANCE COMMITMENT AND REVIEW - FORM A**


I, **ATTY. JOSE TOMAS C. SYQUIA**, Head 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 2016**.

  
**ATTY. JOSE TOMAS C. SYQUIA**  
 ATTC - Executive Director V  
 Date: \_\_\_\_\_

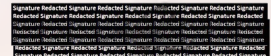
With concurrence of the Unit PMT:

  
**ROSA MARIA M. CLEMENTE**  
 Head - PhilGEPS

  
**FLERIDA G. ARIAS**  
 Head - Operations Group

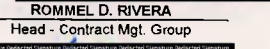
  
**ROMMEL D. RIVERA**  
 Head - Contract Mgt. Group

  
**JOELLE H. EAYTE**  
 Head - Administrative Group

  
**LAA M. I. TESTOR**  
 Head - FINANCIAL MGT. GROUP

  
**WEBSTER M. LAURENANA**  
 Rank-and-File Representative, 2nd Level

  
**MARGARITO R. VERANO, JR.**  
 Rank-and-File Representative, 1st Level

  
**SINTO A. ANTONIO, JR.**  
 P R M E Officer

  
**FRANCIS MARIE N. PALOMO**  
 Secretariat

Recommending Approval:

\_\_\_\_\_  
 Supervising Functional Group Head (Assistant Secretary)

Approved by:

  
**Janet B. Abuel**  
 Supervising Functional Group Head (Undersecretary)

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

**Part A: Strategic Performance Commitments (Source documents: GAA, DBM PIB, and other relevant planning and budgetary documents)**

A.2.1.C	Efficient government operations by complying with AO 17							
MFO 1	<b>Management of Agency Procurement Activities</b>							
	1. Sustainable procurement strategies	Increase in sales of Common Use Supplies (CUS) / PhilGEPS Fees by 20%	All Groups/ Divisions	Increase in sales of CUS / PhilGEPS Fees by 20%	Increase in sales of CUS / PhilGEPS Fees by 20%	Increase in sales of CUS / PhilGEPS Fees by 20%	Increase in sales of CUS / PhilGEPS Fees by 20%	Performance for Q1, to Q4 is measured collectively at the end of the year.  Target increase of 20% from 2015 actual sales based only on: - PhilGEPS Fees (PhilGEPS income from certification fees) and CUS since sales of Non-Common Use Supplies are not a core function, and is uncontrollable as these are dependent on whether other agencies have capacity to do their own procurement.
MFO 2	<b>Improved Access to Information</b>							
	2. Increased number of users accessing PS-PhilGEPS website	10% increase in the number of users accessing PS-PhilGEPS website	OG	10% increase in the number of users accessing PS-PhilGEPS website	10% increase in the number of users accessing PS-PhilGEPS website	10% increase in the number of users accessing PS-PhilGEPS website	10% increase in the number of users accessing PS-PhilGEPS website	Target increase = 10% of the Base; wherein the BASE = previous year's no. of users accessing the PS-PHILGEPS website

Action/MFO/PAP (1)	Success Indicator (2)	Responsible Division/Staff (3)	Allotted Budget (4)	Commitments for Year (5)				Remarks (6)
				1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	
				Target	Target	Target	Target	
Use of Technology to Innovate	3. Availability of PhilGEPS	E-GP		100% of the functionalities are available with less than 15 hours downtime per month	100% of the functionalities are available with less than 15 hours downtime per month	100% of the functionalities are available with less than 15 hours downtime per month	100% of the functionalities are available with less than 15 hours downtime per month	Major PhilGEPS Functionalities: 1. Central Registration Facility 2. Electronic Bulletin Board 3. Electronic Bidding 4. Dashboard/Pending Task 5. Site Administration  Availability of functionalities means that the functionalities are present in the system.  Downtime refers to the time when the system is offline, except in cases of scheduled maintenance and deployment of fixes.
	4. Development of ICT Projects	PhilGEPS		100% of the project milestone completed on the deadline	100% of the project milestone completed on the deadline	100% of the project milestone completed on the deadline	100% of the project milestone completed on the deadline	1st Project 1st Qtr - Planning (Inception Report) 2nd Qtr - Data Gathering (Systems Requirements Study) 3rd Qtr - Training, Configuration and Testing (Training Manual/ System Configuration Manual / UAT plan) 4th Qtr - 1 ICT project developed  2nd Project 1st qtr - Planning (Inception Report) 2nd Qtr - Data Gathering (Systems requirements Study) 3rd Qtr - Training, Configuration and Testing (Training Manual, System Configuration Manual / UAT plan) 4th Qtr - 1 ICT project developed

**Part B: Additional Performance Commitments (Other regular function and special assignments not captured under Part A including GASS, STO, and external & internal reportorial requirements)**

5. Effective and efficient delivery of administrative support services	80-86% of responses/action documents accomplished within the prescribed period and approved on the 3rd presentation	AG		80-86% of responses/action documents accomplished within the prescribed period and approved on the 3rd presentation	80-86% of responses/action documents accomplished within the prescribed period and approved on the 3rd presentation	80-86% of responses/action documents accomplished within the prescribed period and approved on the 3rd presentation	80-86% of responses/action documents accomplished within the prescribed period and approved on the 3rd presentation	Accomplishments shall be measured using the performance dimensions guidelines as per P.R.I.M.E. Advisory No. 2016-03
6. Prepare and submit reports/inputs required by the DBM B/S/Os within the prescribed deadline	Required reports submitted to the DBM B/S/Os within the prescribed deadline	All Groups/Divisions		Required reports submitted to the DBM B/S/Os within the prescribed deadline	Required reports submitted to the DBM B/S/Os within the prescribed deadline	Required reports submitted to the DBM B/S/Os within the prescribed deadline	Required reports submitted to the DBM B/S/Os within the prescribed deadline	Accomplishments shall be measured using the performance dimensions guidelines as per P.R.I.M.E. Advisory No. 2016-03
7. Prepare and submit comments and other reports requested by external stakeholders	Reports and comments submitted within the prescribed period	All Groups/Divisions		Reports and comments submitted within the prescribed period	Reports and comments submitted within the prescribed period	Reports and comments submitted within the prescribed period	Reports and comments submitted within the prescribed period	Accomplishments shall be measured using the performance dimensions guidelines as per P.R.I.M.E. Advisory No. 2016-03

 JBA

## OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM B

I, JOSE TOMAS C. SYQUIA, Head 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 2016.

*[Signature]*  
**ATTY. JOSE TOMAS C. SYQUIA**

OLC - Executive Director V

Date: \_\_\_\_\_

Noted by: \_\_\_\_\_  
 Supervising Functional Group Head (Assistant Secretary)

Approved by: \_\_\_\_\_  
*[Signature]*  
**Jane B. Abuel**  
 Undersecretary  
 Supervising Functional Group Head (Undersecretary)

Success Indicator	Rating Matrix					Parameter and Assumption
	5	4	3	2	1	

**Part A: DBM PIB, Planning Tool Commitments, and Strategic Priorities**

A.2.1.C	Efficient government operations by complying with AO 17						
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**MFO 1 Management of Agency Procurement Activities**

Profitability, Sustainability & Growth	1. Increase in sales of Common Use Supplies (CUS) / PhilGEPS Fees by 20%	22% and above	21%	20%	19%	18% and below	Performance for Q1 to Q4 is measured collectively at the end of the year.  Target increase of 20% from 2015 actual sales based only on:  - PhilGEPS Fees (PhilGEPS income from certification fees)  and  CUS since sales of Non-Common Use Supplies are not a core function, and is uncontrollable as these are dependent on whether other agencies have capacity to do their own procurement.
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Success Indicator		Rating Matrix					Parameter and Assumption
		5	4	3	2	1	
MFO 2	<b>Improved Access to Information</b>						
Use of Technology to Innovate	2. 10% increase in the number of users accessing PS-PhilGEPS website	21% and above	11-20%	10%	4%-9%	3% and below	Target increase = 10% of the Base; wherein the BASE = previous year's no. of users accessing the PS-PHILGEPS website
	3. 100% of the PhilGEPS functionalities are available with less than 15 hours downtime per month	100% of the functionalities are available with no downtime		100% of the functionalities are available with less than 15 hours downtime per month		100% of the functionalities are available with 15 hours or more downtime per month	Major PhilGEPS Functionalities: 1. Central Registration Facility 2. Electronic Bulletin Board 3. Electronic Bidding 4. Dashboard/Pending Task 5. Site Administration  Availability of functionalities means that the functionalities are present in the system.  Downtime refers to the time when the system is offline, except in cases of scheduled maintenance and deployment of fixes.
	4. 100% of projects milestone completed on the deadline	100% project milestone completed 2 months before the deadline	100% project milestone completed 1 month before the deadline	100% of the project milestone completed on the deadline	100% of the project milestone completed 1-2 months after the deadline	100% of the project milestone completed more than 2 months after the deadline	1st Project 1st Qtr - Planning (Inception Report) 2nd Qtr - Data Gathering (Systems Requirements Study) 3rd Qtr - Training, Configuration and Testing (Training Manual/ System Configuration Manual / UAT plan) 4th Qtr - 1 ICT project developed  2nd Project 1st qtr - Planning (Inception Report) 2nd Qtr - Data Gathering (Systems requirements Study) 3rd Qtr - Training, Configuration and Testing (Training Manual, System Configuration Manual / UAT plan) 4th Qtr - 1 ICT project developed
<b>Part B: Additional Performance Commitments (Other regular function and special assignments not captured under Part A including GASS, STO, and external &amp; internal reportorial requirements)</b>							
5. 80-86% of responses/action documents accomplished within the prescribed period and approved on the 3rd presentation	94-100% of requests acted upon within the prescribed deadline	87-93% of requests acted upon within the prescribed deadline	80-86% of requests acted upon within the prescribed deadline	73-79% of requests acted upon within the prescribed deadline	Less than 73% of requests acted upon within the prescribed deadline	Accomplishments shall be measured using the performance dimensions guidelines as per P.R.I.M.E. Advisory No. 2016-03	
	Average response time of 4 or more days earlier than the deadline	Average response time of 1-3 days earlier than the deadline	Average response time within the deadline	Average response time within 1-3 days after the deadline	Average response time of 4 or more days after the deadline		

Success Indicator		Rating Matrix					Parameter and Assumption
		5	4	3	2	1	
		80-86% of draft approved on the 1 <sup>st</sup> presentation	80-86% of draft approved on the 2 <sup>nd</sup> presentation	80-86% of draft approved on the 3 <sup>rd</sup> presentation	80-86% of draft approved on the 4 <sup>th</sup> presentation	80-86% of draft approved on the 5 <sup>th</sup> presentation	
	6. Required reports submitted to the DBM B/S/Os within the prescribed deadline	Required reports submitted to the DBM B/S/Os more than five (5) working days earlier than the prescribed deadline	Required reports submitted to the DBM B/S/Os one to five (1-5) working days earlier than the prescribed deadline	<b>Required reports submitted to the DBM B/S/Os within the prescribed deadline</b>	Required reports submitted to the DBM B/S/Os one to five (1-5) working days after the prescribed deadline	Required reports submitted to the DBM B/S/Os more than five (5) working days after the prescribed deadline	Accomplishments shall be measured using the performance dimensions guidelines as per P.R.I.M.E. Advisory No. 2016-03
	7. Reports and comments submitted within the prescribed period	Reports and comments submitted more than five (5) working days earlier than the prescribed deadline	Reports and comments submitted one to five (1-5) working days earlier than the prescribed deadline	<b>Reports and comments submitted within the prescribed period</b>	Reports and comments submitted one to five (1-5) working days after the prescribed deadline	Reports and comments submitted more than five (5) working days after the prescribed deadline	Accomplishments shall be measured using the performance dimensions guidelines as per P.R.I.M.E. Advisory No. 2016-03

  
**JBA**