

OFFICE PERFORMANCE COMMITMENT AND REVIEW - FORM A

I/We, **LLOYD CHRISTOPHER A. LAO**, Head/s of the **PROCUREMENT SERVICE-PHIUGEPS** 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 2020

LLOYD CHRISTOPHER A. LAO
Undersecretary/OIC-Executive Director
Date: _____

With concurrence of:

ROSA MARIA M. CLEMENTE
Director for PhilGEPS

ATTY. WARREN REX H. LIONG
Director for Procurement

CHRISTINE MARIE L. SONTAY
Director for Admin and Finance

ENGR. ADRIANO I. PO, JR.
Director for Main and Regional Operations

SHARON Y. BAILE
Rank-and-File Representative, 2nd Level

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

MARIA GEMMA O. VILLANUEVA
P.F.I.M.E. Officer-Designate

STEPHANIE ALYSSA S. YOUNG
Alternate P.F.I.M.E. Officer

Reviewed by: **UNDERSECRETARY JANET B. ABUEL**
PMT Chairperson in behalf of the DBM PMT / Date

Approved by: **SECRETARY WENDEL E. AVSADO**
Secretary / Authorized Signatory / Date

Action/PAP (1)	Success Indicator (2)	Dim (3)	Responsible Division/Staff (4)	Allotted Budget (5)	Commitments for Year (Target)				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 of CSE sales from 2019 at the end of December 2020	Qn/T	Office of the Executive Director / Admin and Finance group / Regional and Main Operations Group / Procurement Group					20% Increase of CSE sales from 2019 at the end of 2020	Base target is the total sales at the end of the previous year, Total CSE Sales at the end of 2019. Php6.5 B
PAP 2:	Customer Satisfaction	100% of required services delivered within the prescribed period and 80% of the overall satisfaction was rated at least "Very Good"	Qn/T	PhilGEPS-Customer Service Section / Inspection Division / Quality Management System Section	100% of the required services delivered within the prescribed period	100% of the required services delivered within the prescribed period	100% of the required services delivered within the prescribed period	100% of the required services delivered within the prescribed period		Please refer to OPCR Form B Parameters and Assumptions
			Ql	PhilGEPS-Customer Service Section / Inspection Division / Quality Management System Section	80% of the overall satisfaction was rated at least "Very Good"	80% of the overall satisfaction was rated at least "Very Good"	80% of the overall satisfaction was rated at least "Very Good"	80% of the overall satisfaction was rated at least "Very Good"		

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Key PAP (1)	Success Indicator (2)	Qn (3)	Responsible Division/Staff (4)	Allocated Budget (5)	Actual Budget (6)	Actual Performance (7)	Actual Status (8)	Actual Date (9)	Actual Location (10)
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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)	100% implementation of Modernized Philippine Government Electronic Procurement System (mPhilGEPS) on the target date	Qn	PhilGEPS Group					100% implementation of Modernized Philippine Government Electronic Procurement System (mPhilGEPS)	Please refer to OPCR Form B Parameters and Assumptions	
			T						Implemented on the target date		
		100% of the Merchants and Identified Agencies adopted the use of Modernized Philippine Government Electronic Procurement System (mPhilGEPS) on the target date	Qn	PhilGEPS Group						100% of the Merchants and Identified Agencies adopted the use of Modernized Philippine Government Electronic Procurement System (mPhilGEPS)	Please refer to OPCR Form B Parameters and Assumptions
					T					Adopted 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 within two (2) presentations within the year	Qn/T	PS- Integrity Management Committee					Two (2) integrity assessment reports/templates submitted to and concurred by the oversight committee/s within the year	See attached "Annex A"
			QI						Approved within 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 provided with green provisions integrated in the technical specifications and approved after three (3) presentations within the year	Qn	Office of the Executive Director / Procurement Group / Operations Group					100% of the targeted number of inventory items provided with green provisions integrated in the technical specifications within the year	See attached "Annex B"
			QI						Approved after three (3) presentations	

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	Action/PAP (1)	Success Indicator (2)	Dim (3)	Responsible Division/Staff (4)	Allocated Budget (5)					
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/outputs required by the DBM B/S/Os concerned	Required reports submitted to the DBM B/S/Os concerned within the prescribed deadline and approved after three (3) presentations	T QI	Planning Section		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	This section shall include the performance targets not covered in Part A, referring to the B/S/Os commitments pertinent to administrative/support functions and special assignments of included in Part A, and external and internal reportorial requirements (Please refer to PRIME Advisory No. 2019-02)
PAP 4:	Prepare and submit comments and other reports requested by external stakeholders	Reports and comments submitted within the prescribed period and approved after three (3) presentations	T QI	Human Resource Development Division		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	External reports subject for monitoring and evaluation are as follows for CSC - SALN (for newly-hired) - Reports of Appointment Issued (for newly-hired) for GSIS - Updates on Employees Records

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OFFICE PERFORMANCE COMMITMENT AND REVIEW - FORM B

I/We, **LLOYD CHRISTOPHER A. LAO**, 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 2020.

Lloyd Christopher A. Lao
 Digitally signed by Lloyd Christopher A. Lao
 Date: 2020.09.04 15:23:25 +0800

LLOYD CHRISTOPHER A. LAO
 Undersecretary/OIG-Executive Director
 Date: _____

Wendel E. Avisado
SECRETARY WENDEL E. AVISADO
 Secretary / Authorized Signatory / Date: _____

Reviewed by: *Janet B. Abuel*
UNDERSECRETARY JANET B. ABUEL
 PMT Chairperson in behalf of the DBM PMT / Date

Approved by: _____

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

NOTE: Strategic Performance Commitments including other mandated functions/activities (Source documents: GAA, DBM, PIA, B/SO Functions, Statements and other relevant planning and budgetary documents)

PAP 1:	20% increase of CSE sales from 2019 at the end 2020	Qn/T	Above 25% increase of CSE sales from 2019	21%-25% increase of CSE sales from 2019	20% increase of CSE sales from 2019	15%-19% increase of CSE sales from 2019	Less than 15% increase of CSE sales from 2019	Base target is the total sales at the end of the previous year. Total sales at the end of 2019 - Php6.5B. Total sales at the end of 2020 should be at Php7.8 B to reach the target
PAP 2:	100% of required services delivered within the prescribed period and 80% of the overall satisfaction was rated at least "Very Good"	Qn/T	Above 100% of the required services delivered within the prescribed period	N/A	N/A	N/A	Less than 100% of the required services 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
		QI	Above 85% of the overall satisfaction was rated at least "Very Good"	81-85% of the overall satisfaction was rated at least "Very Good"	80% of the overall satisfaction was rated at least "Very Good"	75-79% of the overall satisfaction was rated at least "Very Good"	Below 75% of the overall satisfaction was rated at least "Very Good"	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. Formula for Customer Satisfaction Total no. of Excellent Satisfactory Rating / Overall total no. of surveys of the month * 100 = % of excellence % excellence of PhilGEPS-CS + % excellence of Inspection Division = Total % of excellence 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)

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Success Indicator	Qn	Rating Matrix					Parameter and Assumption
		5	4	3	2	1	
100% implementation of Modernized Philippine Government Electronic Procurement System (mPhilGEPS) on the target date	Qn	100% of Modernized Philippine Government Electronic Procurement System (mPhilGEPS) is implemented	N/A	N/A	N/A	Less than 100% Modernized Philippine Government Electronic Procurement System (mPhilGEPS) is implemented	20% Remaining Activities from CY2019: -Deployment of Phase 1A/1B to Production Environment -Conduct of User Acceptance Test of Phase 2&3 -Deployment of Phase 2&3 to Production Environment CY2020 Quarter 1: Phase 1a/b of the mPhilGEPS is deployed in the Production Environment Quarter 4: Phases 2 & 3 of the mPhilGEPS are deployed in the Production Environment Target date of implementation: December 29, 2020
	T	Modernized Philippine Government Electronic Procurement System (mPhilGEPS) is implemented more than three (3) working days earlier than the target date	Modernized Philippine Government Electronic Procurement System (mPhilGEPS) is implemented three (3) working days earlier than the target date	Modernized Philippine Government Electronic Procurement System (mPhilGEPS) is implemented on the target date	Modernized Philippine Government Electronic Procurement System (mPhilGEPS) is implemented three (3) working days after the target date	Modernized Philippine Government Electronic Procurement System (mPhilGEPS) is implemented more than three (3) working days after the target date	
PAP 3: 100% of the Merchants and Identified Agencies adopted the use of Modernized Philippine Government Electronic Procurement System (mPhilGEPS) on the target date	Qn	100% of the Merchants and Identified Agencies adopted the use of Modernized Philippine Government Electronic Procurement System (mPhilGEPS)	N/A	N/A	N/A	Below 100% of the Platinum Merchants and Identified Agencies adopted the use of Modernized Philippine Government Electronic Procurement System (mPhilGEPS)	The basis of the identified merchants are the migrated merchants from PhilGEPS 1.5 to Modernized PhilGEPS that updated their registration For Merchants Target is - 50% Utilization of at least (1) modules Modules includes the ff: 1. Platinum Membership 2. Organization Profile The basis of the identified agency are the NGAs from NCR, RIV-A and B that submitted APP-CSE FY 2020 For Agencies Target is: - 50% Utilization of at least (1) modules Modules includes the ff. 1. APP-CSE 2. Virtual Store
	T	Merchants and Identified Agencies adopted the use of Modernized Philippine Government Electronic Procurement System (mPhilGEPS) more than three (3) working days earlier than the target date	Merchants and Identified Agencies adopted the use of Modernized Philippine Government Electronic Procurement System (mPhilGEPS) three (3) working days earlier than the target date	Merchants and Identified Agencies adopted the use of Modernized Philippine Government Electronic Procurement System (mPhilGEPS) on the target date	Merchants and Identified Agencies adopted the use of Modernized Philippine Government Electronic Procurement System (mPhilGEPS) three (3) working days after the target date	Merchants and Identified Agencies adopted the use of Modernized Philippine Government Electronic Procurement System (mPhilGEPS) more than three (3) working days after the target date	1st Qtr: 112 NGAs 2nd Qtr: 168 NGAs 3rd Qtr: 224 NGAs 4th Qtr: 280 NGAs Target date of adoption: December 29, 2020 Cumulative target to be rated at the end of the year. Quarterly targets are for monitoring purposes only

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Success Indicator	Dim	Rating Matrix					Parameter and Assumption
		5	4	3	2	1	
PAP 1: Two (2) Integrity Assessment Reports/Templates submitted to and concurred by the oversight committee/s and approved within two (2) presentations within the year	Qn/T	Two (2) Integrity Assessment Reports/Templates submitted to and concurred by the oversight committee/s are approved	N/A	N/A	N/A	No Integrity Assessment Reports/Templates were submitted to and concurred by the oversight committee/s are approved	See attached Annex "A"
	QI	Reports are approved within two (2) presentations	N/A	N/A	N/A	Reports are approved after more than two (2) presentations	
PAP 2: 100% of the targeted number of inventory items provided with green provisions integrated in the technical specifications and approved after three (3) presentations	Qn	100% of the targeted number of inventory items provided with green provisions integrated in the technical specifications	N/A	N/A	N/A	Less than 100% of the targeted number of inventory items provided with green provisions integrated in the technical specifications	Targeted no. of items provided with green provisions integrated in the technical specifications as specified in the Philippine Republic Procurement Road Map (2017-2022): 3 items See attached Annex "B"
	QI	Reports are approved after one (1) presentation	Reports are approved after two (2) presentations	Reports are approved after three (3) presentations	Reports are approved after four (4) presentations	Reports are approved after five (5) presentations	

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Success Indicator	Dim	Rating Matrix					Parameter and Assumption
		5	4	3	2	1	
PAP 3: Required reports submitted to the DBM B/S/Os concerned on the prescribed deadline and approved within three (3) presentations	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 PRIME Advisory No. 2019-02</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>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>
	QI	Reports are approved within one (1) presentation	Reports are approved within two (2) presentations	Reports are approved within three (3) presentations	Reports are approved within four (4) presentations	Reports are approved within five (5) or more presentations	<p>Performance shall be measured in terms of number of presentations made before the reports are approved/accepted by the receiving B/S/O. Additional presentations may be required in case of major revision. Major revisions refer to corrections or enhancements related to policy or concept recommendations.</p>
PAP 4: Reports and comments submitted within the prescribed period and approved after three (3) presentations	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	<p>External reports subject for monitoring and evaluation are as follows:</p> <p>for CSC - SALN (for newly-hired) - Reports of Appointment Issued (for newly-hired)</p> <p>for GSIS - Updates on Employees Records</p>
	QI	Reports are approved within one (1) presentation	Reports are approved after two (2) presentations	Reports are approved after three (3) presentations	Reports are approved after four (4) presentations	Reports are approved after five (5) or more presentations	

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