

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

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 2021**.

*Lloyd Christopher A. Lao*  
**LLOYD CHRISTOPHER A. LAO**  
 Undersecretary/OIC-Executive Director  
 Date:

With concurrence of the Unit PMT:

*Christine Marie L. Suntay*  
**CHRISTINE MARIE L. SUNTAY**  
 Chairperson, Director for Admin and Finance Group

*Atty. Jolas E. Brutas*  
**ATTY. JOLAS E. BRUTAS**  
 Vice-Chairperson, Director for Regional Operations Group

*Atty. Jasonmer L. Uayan*  
**ATTY. JASONMER L. UAYAN**  
 Member, Director for Procurement Group

*Engr. Adriano I. Po, Jr.*  
**ENGR. ADRIANO I. PO, JR.**  
 Member, Director for Operations Group

*Atty. Edwin Jay R. Alparauza*  
**ATTY. EDWIN JAY R. ALPARAUZA**  
 Member, Chief-Legal Division

*Jaysan C. Erquiza*  
**JAYSON C. ERQUIZA**  
 Member, Chief Depot Operations Division

*Abigail Ann O. Alicdan*  
**ABIGAIL ANN O. ALICDAN**  
 Member, OIC-Human Resource Development Division

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

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

*Maria Gemma D. Villanueva*  
**MARIA GEMMA D. VILLANUEVA**  
 P.R.I.M.E. Officer-Designate

*Stephanie Alyssa S. Young*  
**STEPHANIE ALYSSA S. YOUNG**  
 Alternate P.R.I.M.E. Officer/Secretariat

Reviewed by:

*Janet B. Abuel*  
**UNDERSECRETARY JANET B. ABUEL**

Approved by:

*Wenel E. Avisado*  
**SECRETARY WENDEL E. AVISADO** February 18, 2021

PMT Chairperson in behalf of the DBM PMT / Date

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	

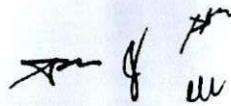
**Part A: Strategic Performance Commitments including other mandated functions/activities (Source documents: GAA, DBM PIB, B/S/O Functional Statements and other relevant planning and budgetary documents)**

PAP 1:	CSE Sales Improvement Program	20% Increase of CSE target sales from FY 2020 to the end of FY 2021	Qn/T	Office of the Executive Director / Admin and Finance Group / Regional and Main Operations Group / Procurement Group / IT Services Division					20% Increase of CSE target sales from FY 2020 to the end of FY 2021	Indicated CSE Sales target of 2020 based on SPMR: PHP7.8B Indicated CSE Sales target of 2021 based on SPMR: PHP9.4B
PAP 2:	Customer Satisfaction	100% of required services were delivered within the prescribed period and 85% of the overall satisfaction were rated at least "Very Good"	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		85% of the overall satisfaction were rated at least "Very Good"	85% of the overall satisfaction were rated at least "Very Good"	85% of the overall satisfaction were rated at least "Very Good"	85% of the overall satisfaction were rated at least "Very Good"		

	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	
<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>										
PAP 3:	Modernized Philippine Government Electronic Procurement System (mPhilGEPS)	100% of the Merchants and Identified Agencies adopted the use of Modernized Philippine Government Electronic Procurement System (mPhilGEPS) on December 29, 2021	Qn	PhilGEPS Group					100% of the Merchants and Identified Agencies adopted the use of mPhilGEPS	Please refer to OPCR Form B Parameters and Assumptions
			T						Targeted percentage of the Merchants and Identified Agencies adopted the use of mPhilGEPS on December 29, 2021	
<b>Part B: Additional Performance Commitments (Administrative/support functions and special assignments not captured under Part A and external &amp; internal reportorial requirements)</b>										
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 2021	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 2021	See attached "Annex A"
			Ql						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 have green provisions integrated in the technical specifications and were approved after three (3) presentations at the end of 2021	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 2021	See attached "Annex B"
			Ql						Approved after three (3) presentations	

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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	
<b>Part B: Additional Performance Commitments (Administrative/support functions and special assignments not captured under Part A and external &amp; internal reportorial requirements)</b>									
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	All Functional Group		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/O's commitments pertinent to administrative/support functions and special assignments included in Part A, and external and internal reportorial requirements. (Please refer to Call for Submission of CY 2021 OPCR Forms which is the Updated List of Internal Reportorial Requirements as of Dec 2020)
		QI			Approved within three (3) presentations				
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	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
		QI			Reports and comments were approved after three (3) presentations	Reports and comments were approved after three (3) presentations	Reports and comments were approved after three (3) presentations	Reports and comments were approved after three (3) presentations	

  
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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 2021**.

*Chop*  
**LLOYD CHRISTOPHER A. LAO**  
 Undersecretary/OIC-Executive Director  
 Date: \_\_\_\_\_

Reviewed by: *Janet*  
 Digitally signed by Janet B. Abuel  
 Date: 2021.02.11 11:09:20 +0800  
**UNDERSECRETARY JANET B. ABUEL**  
 PMT Chairperson in behalf of the DBM PMT / Date

Approved by: *Wendel*  
**SECRETARY WENDEL E. AVISADO** February 18, 2021  
 Secretary / Authorized Signatory / Date

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	Success Indicator	Dim	5	4	3	2	1	Parameter and Assumption
PAP 1:	20% increase of CSE target sales from FY 2020 to the end of FY 2021	Qn/T	Above 25% Increase of CSE target sales from FY 2020 to the end of FY 2021	21-25% Increase of CSE target sales from FY 2020 to the end of FY 2021	20% Increase of CSE target sales from FY 2020 to the end of FY 2021	15-19% Increase of CSE target sales from FY 2020 to the end of FY 2021	Below 15% Increase of CSE target sales from FY 2020 to the end of FY 2021	Indicated CSE Sales target of 2020 based on SPMR: PHP7.8B Indicated CSE Sales target of 2021 based on SPMR: PHP9.4B
PAP 2:	100% of required services were delivered within the prescribed period and 85% of the overall satisfaction were rated at least "Very Good"	Qn/T	100% of required services were delivered within the prescribed period	N/A	N/A	N/A	Less than 100% of required services were delivered within the prescribed period	<p><b>Services covered by PhilGEPS-CS:</b></p> <p>(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</p> <p><b>Services covered by Inspection Division:</b></p> <p>(1) Inspection of CSE and NCSE                      (2) Pre-delivery Inspection and Evaluation of CSE                      (3) Joint Inspection and Evaluation of NCSE</p> <p>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</p> <p><b>Services covered by Marketing and Sales Division:</b></p> <p>(1) Processing of APR for CSE via walk-in                      (2) Processing of APR for CSE via Virtual Store facility</p> <p><b>Services covered by Regional Depots:</b></p> <p>(1) Processing of APR for CSE via walk-in</p> <p><b>Formula for Customer Satisfaction:</b>                      Total no. of "Excellent" + "Very Good" Satisfactory Rating / Overall total no. of surveys of the period * 100 = % of Customer Satisfaction per responsible unit</p> <p>(% "Excellent" + "Very Good" of PhilGEPS-CS) + (% "Excellent" + "Very Good" of Inspection Division) + (% "Excellent" + "Very Good" of Marketing and Sales Division) + (% "Excellent" + "Very Good" of Regional Depots) / 4 = Average % of Customer Satisfaction</p> <p><b>Target respondents of survey forms for PhilGEPS-CS:</b></p> <p>(1) walk-in clients only</p> <p><b>Target respondents of survey forms for Inspection Division:</b></p> <p>(1) suppliers                      (2) agencies                      (3) PS personnel (in-house)</p> <p><b>Target respondents of survey forms for Marketing and Sales Division</b></p> <p>(1) walk-in clients with Procurement Requests for CSEs</p> <p><b>Target respondents of survey forms for Regional Depots</b></p> <p>(1) walk-in clients with Procurement Requests for CSEs</p>
		QI	Above 90% of the overall satisfaction were rated at least "Very Good"	86-90% of the overall satisfaction were rated at least "Very Good"	85% of the overall satisfaction were rated at least "Very Good"	80-84% of the overall satisfaction were rated at least "Very Good"	Below 80% of the overall satisfaction were rated at least "Very Good"	

*Janet* *Wendel*

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>							
PAP 3: 100% of the Merchants and Identified Agencies adopted the use of Modernized Philippine Government Electronic Procurement System (mPhilGEPS) on December 29, 2021	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 Merchants and Identified Agencies adopted the use of Modernized Philippine Government Electronic Procurement System (mPhilGEPS)	For Merchants Target is: - 75% of identified merchants utilized at least three (3) modules  Modules include the ff: 1. Platinum Membership 2. Organization Profile 3. Bid Notice (Download of Bidding Documents/RFQs, Add to My Opportunities) 4. e-Bid Submission 5. Bid Match 6. Award Notice (Acceptance of NOA/NTP) 7. AMP Award Notice (Acceptance of NOA/NTP)
	T	Targeted percentage of the Merchants and Identified Agencies adopted the use of Modernized Philippine Government Electronic Procurement System (mPhilGEPS) more than three (3) working days before December 29, 2021	Targeted percentage of the Merchants and Identified Agencies adopted the use of Modernized Philippine Government Electronic Procurement System (mPhilGEPS) three (3) working days before December 29, 2021	Targeted percentage of the Merchants and Identified Agencies adopted the use of Modernized Philippine Government Electronic Procurement System (mPhilGEPS) on December 29, 2021	Targeted percentage of the Merchants and Identified Agencies adopted the use of Modernized Philippine Government Electronic Procurement System (mPhilGEPS) three (3) working days after December 29, 2021	Targeted percentage of the Merchants and Identified Agencies adopted the use of Modernized Philippine Government Electronic Procurement System (mPhilGEPS) more than three (3) working days after December 29, 2021	Identified agencies refer to NGAs, SUCs and GOCCs/GFIs from NCR that uploaded APP-CSE FY 2021 and APP FY 2021 as of 30 June 2021  For Agencies Target is: - 75% of identified agencies utilized at least five (5) modules  Modules includes the ff: 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, 2021
<b>Part B: Additional Performance Commitments (Administrative/support functions and special assignments not captured under Part A and external &amp; internal reporting requirements)</b>							
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 2021	Qn/T	Two (2) Integrity Assessment Reports/Templates submitted to and concurred by the oversight committee/s are approved at the end of 2021	N/A	N/A	N/A	No Integrity Assessment Reports/Templates were submitted to and concurred by the oversight committee/s are approved at the end of 2021	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 have green provisions integrated in the technical specifications and were approved after three (3) presentations at the end of 2021	Qn/T	100% of the targeted number of inventory items have green provisions integrated in the technical specifications at the end of 2021	N/A	N/A	N/A	Less than 100% of the targeted number of inventory items have green provisions integrated in the technical specifications at the end of 2021	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 2021 is 3.
	QI	Reports were approved after one (1) presentation	Reports were approved after two (2) presentations	Reports were approved after three (3) presentations	Reports were approved after four (4) presentations	Reports were approved after five (5) presentations	See attached Annex "B"

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Success Indicator	Dim	Rating Matrix					Parameter and Assumption
		5	4	3	2	1	
<b>Part B: Additional Performance Commitments</b> (Administrative/support functions and special assignments not captured under Part A and external & internal reportorial requirements)							
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 Call for Submission of CY 2021 OPCR Forms which is the Updated List of Internal Reportorial Requirements as of Dec 2020.</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>
	CI	Reports were approved within one (1) presentation	Reports were approved within two (2) presentations	Reports were approved within three (3) presentations	Reports were approved within four (4) presentations	Reports were approved within five (5) or more presentations	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.
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>
	CI	Reports were approved within one (1) presentation	Reports were approved after two (2) presentations	Reports were approved after three (3) presentations	Reports were approved after four (4) presentations	Reports were approved after five (5) or more presentations	

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