

ANNEX C

OFFICE PERFORMANCE COMMITMENT AND REVIEW - FORM A

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 July to December 2021

ATTY. JASONMER L. UAYAN
OIC-Executive Director
Date:

With concurrence of the Unit PMT:

CHRISTINE MARIE L. SUNTAY
Chairperson, Director for Admin and Finance Group

ATTY. JOLAS E. BRUTAS
Vice-Chairperson, Director for Main and Regional Operations Group

ATTY. EARVIN JAY V. ALPARAQUE
Member, OIC-Director for Procurement Group

JACKSON C. ERQUIZA
Member, OIC-Depot Operations Division

ABIGAIL ANN O. ALICDAN
Member, OIC-Human Resource Development Division

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

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

MARIA JOANNA VICTORIA L. MAGLAY
P.R.I.M.E. Officer-Designate

STEPHANIE ALYSSA S. YOUNG
Alternate P.R.I.M.E. Officer/Secretariat

Reviewed by:

06/11/2021
UNDERSECRETARY JANET B. ABUEL

Approved by:

06/23/2021
SECRETARY WENDEL E. AVISADO

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)
					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	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"	

	Action/PAP (1)	Success Indicator (2)	Dim (3)	Responsible Division/Staff (4)	Allotted Budget (5)	Commitments for Year (Targets) (6)		Remarks (7)
						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)	mPhilGEPS implemented to three (3) pilot agencies with atleast three (3) modules utilized on the target date	Qn	PhilGEPS Group			mPhilGEPS implemented to three (3) pilot agencies with atleast three (3) modules utilized	Please refer to OPCR Form B Parameters and Assumptions
			T				on the target date	
		Three (3) reports generated in mPhilGEPS' Reporting Tool on the target date	Qn				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 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"
			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 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"
			QI				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)
						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/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	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)
			Q1			Approved within three (3) presentations	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	External reports subject for monitoring and evaluation are as follows: for CSC - SALN (for newly-hired) - Reports of Appointment Issued (for newly-hired)
			Q1			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, **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 **July to December 2021**.

ATTY. JASONMER L. UAYAN

OIC-Executive Director

Date:

Reviewed by:

Digitally signed by

UBec-Janet B.

Abuel

06/11/2021

Approved by:

UNDERSECRETARY JANET B. ABUEL

PMT Chairperson in behalf of the DBM PMT / Date


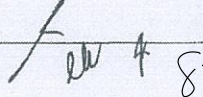
SECRETARY WENDEL E. AVISADO

06/23/2021

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 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	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 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 Depots: (1) Processing of APR for CSE via walk-in Formula for Customer Satisfaction: Total no. of "Excellent" + "Very Good" Satisfactory Rating / Overall total no. of surveys of the period * 100 = % Customer Satisfaction per responsible unit (% "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 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
		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"	

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:	mPhilGEPS implemented to three (3) pilot agencies with atleast three (3) modules utilized on the target date	Qn	mPhilGEPS implemented to three (3) pilot agencies with atleast five (5) modules utilized	mPhilGEPS implemented to three (3) pilot agencies with atleast four (4) modules utilized	mPhilGEPS implemented to three (3) pilot agencies with atleast three (3) modules utilized	mPhilGEPS implemented to three (3) pilot agencies with atleast two (2) modules utilized	mPhilGEPS implemented to three (3) pilot agencies with atleast one (1) module utilized	Pilot agencies refer to the following: 1. Procurement Service - DBM 2. Department of Budget and Management - Main 3. Government Procurement Policy Board - Technical Support Office Target: Pilot agencies utilized atleast 3 modules Modules include the following: 1. APP NCSE 2. Purchase Request (PR) 3. Bid Notice 4. Award Notice 5. AMP Award Notice 6. Purchase Order 7. Contract Management The readiness of mPhilGEPS modules and bug fixes depends on the delivery of the Service Provider and therefore is not controllable. Target date is on 29 December 2021
		T	mPhilGEPS implemented to three (3) pilot agencies with atleast three (3) modules utilized three (3) or more working days before the target date	mPhilGEPS implemented to three (3) pilot agencies with atleast three (3) modules utilized one to two (1-2) working days before the target date	mPhilGEPS implemented to three (3) pilot agencies with atleast three (3) modules utilized on the target date	mPhilGEPS implemented to three (3) pilot agencies with atleast three (3) modules utilized one to two (1-2) working days after the target date	mPhilGEPS implemented to three (3) pilot agencies with atleast three (3) modules utilized three (3) or more working days after the target date	
	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) report generated in mPhilGEPS' Reporting Tool	
		T	Three (3) reports generated in mPhilGEPS' Reporting Tool three (3) or more working days before the target date	Three (3) reports generated in mPhilGEPS' Reporting Tool one to two (1-2) working days before the target date	Three (3) reports generated in mPhilGEPS' Reporting Tool on the target date	Three (3) reports generated in mPhilGEPS' Reporting Tool one to two (1-2) working days after the target date	Three (3) reports generated in mPhilGEPS' Reporting Tool 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 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. See attached Annex "B"
		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	

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: 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	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. Reports which shall be deemed submitted once found complete, including supporting documents or attachments with the minimum requirements of relevant guidelines/issuance. 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: 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
	QI		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	External reports subject for monitoring and evaluation are as follows: for CSC - SALN (for newly-hired) - Reports of Appointment Issued (for newly-hired)
	QI		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	