

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

I/We, **DENNIS S. SANTIAGO**, 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 2023**.

  
**DENNIS S. SANTIAGO**  
Executive Director V  
Date: **11 6 MAY 2023**

With concurrence of the Unit PMT:

 <b>MARIA TERESITA M. SEMANA</b> Director for PhilGEPS	 <b>ATTY. GENMARIES S. ENTREDICHO-CAONG</b> Director for Procurement Group	 <b>ATTY. PHILIP JOSE T. VERA CRUZ</b> Director for Operations Group	 <b>SAMANTHA GRACE E. MOSCOSO</b> OIC-Director for Admin and Finance Group	 <b>DAVE Y. VALDERRAMA</b> OIC-Director for Regional Operations Group / OIC-Chief Depot Management Division
 <b>ATTY. JIMMY H. CRUZ</b> Chief, Legal Division	 <b>JOSE RAFAEL M. MAGNO</b> OIC-Human Resource Development Division	 <b>OMAR O. BERNAL</b> Rank-and-File Representative, 2nd Level	 <b>EDGARDO T. LIM, JR.</b> Rank-and-File Representative, 1st Level	 <b>MA. JOANNA VICTORIA L. MAGLAY</b> P.R.I.M.E. Officer-Designate
	 <b>RENZO M. DE LEON</b> Alternate P.R.I.M.E./Secretariat			

Recommending Approval:

  
**ASSISTANT SECRETARY ACHILLES GERARD C. BRAVO**  
Liaison Official / Supervising Senior Official / Date

Approved by:

  
**AMENAH B. PANGANDAMAN**  
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**

<b>PAP 1:</b>	CSE Sales Improvement Program	100% attainment of committed sales target at the end of the year	Qn/T	Office of the Executive Director / Admin and Finance Group / Regional and Main Operations Group / Procurement Group / IT Services Division		N/A	N/A	N/A	100% attainment of committed sales target at the end of the year	Please refer to OPCR Form B for Parameters and Assumptions
<b>PAP 2:</b>	Improve Customer Satisfaction	100% external services are delivered with 80% of the stakeholders rated the external services as "Very Satisfactory"	Qn	PhilGEPS-Customer Service Section / Inspection Division / Marketing and Sales Division / Regional Depots		100% of the required services were delivered	100% of the required services were delivered	100% of the required services were delivered	100% of the required services were delivered	Please refer to OPCR Form B for Parameters and Assumptions
			Ql			80% of the total response were rated "Very Satisfied"	80% of the total response were rated "Very Satisfied"	80% of the total response were rated "Very Satisfied"	80% of the total response were rated "Very 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	
<b>Part A: Strategic Performance Commitments</b>										
PAP 3:	<b>Modernized Philippine Government Electronic Procurement System (mPhilGEPS)</b>	100% of the mPhilGEPS committed target are attained at the end of the year	Qn/T	PhilGEPS Group		N/A	N/A	N/A	100% of the mPhilGEPS committed target are attained at the end of the year	Please refer to OPCR Form B for Parameters and Assumptions
<b>Part B: Additional Performance Commitments</b>										
PAP 1:	<b>Sustainable and Green Public Procurement</b>	100% of the targeted number of CSE items have green provisions integrated in the technical specifications at the end of the year	Qn/T	Office of the Executive Director / Procurement Group		N/A	N/A	N/A	100% of the targeted number of CSE items have green provisions integrated in the technical specifications at the end of 2023	Please refer to OPCR Form B for Parameters and Assumptions
PAP 2:	<b>Sustainable Operations and Savings</b>	Increase in unrestricted cash by Php 1 billion from the previous year at the end of the year obtained from sales and service fees, including investment in High Yield Savings Account with BTr	Qn/T	Office of the Executive Director/ Planning and Budget Division/ Comptroller Division		N/A	N/A	N/A	Increase in unrestricted cash by Php 1 billion from the previous year at the end of the year obtained from sales and service fees, including investment in High Yield Savings Account with BTr	Please refer to OPCR Form B for Parameters and Assumptions
PAP 3:	<b>Human Resource Development and Capacity Building</b>	80% Implementation of Competency-based Training Plan for 2023.	Qn/T	Human Resource Development Division		N/A	N/A	N/A	80% Implementation of Competency-based Training Plan for 2023	Please refer to OPCR Form B for Parameters and Assumptions

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</b>									
PAP 4: 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 for Parameters and Assumptions
		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 5: 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 for Parameters and Assumptions
		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	

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

I/We, **DENNIS S. SANTIAGO**, 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 2023**.

**DENNIS S. SANTIAGO**  
Executive Director V  
Date: **15 MAY 2023**

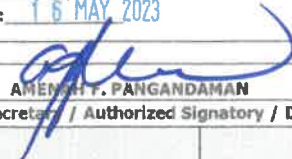


Recommending Approval:

**ASSISTANT SECRETARY ACHILLES GERARD C. BRAVO**  
Liaison Official / Supervising Senior Official / Date

Approved by:

**AMENNY T. PANGANDAMAN**  
DBM-Secretary / Authorized Signatory / Date



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

**Part A: Strategic Performance Commitments**

<b>PAP 1:</b>	100% attainment of committed sales target at the end of the year	Qn/T	Above 8 Billion CSE Sales at the end of the year	8 Billion CSE Sales at the end of the year	7 Billion CSE Sales at the end of the year	6 Billion CSE Sales at the end of the year	Below 6 Billion CSE Sales at the end of the year	FY 2023 Sales Target: Php 7 Billion
<b>PAP 2:</b>	100% external services are delivered with 80% of the stakeholders rated the external services as "Very Satisfactory"	Qn	100% external services are delivered	N/A	N/A	N/A	Less than 100% external services are delivered	<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 <i>Restriction of the required services:</i> (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 Depot Operations:</b></p> <p>(1) Processing of APR for CSE via walk-in</p> <p><b>Formula for Customer Satisfaction:</b> Total no. of "Very 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</p> <p>A response rate of at least 70% of the targeted respondents shall be required to consider the results of the CCSS valid for purposes of accomplishment reporting.</p>
		QI	91-100% of the stakeholders rated the external services as "Very Satisfactory"	81-90% of the stakeholders rated the external services as "Very Satisfactory"	80% of the stakeholders rated the external services as "Very Satisfactory"	79-70% of the stakeholders rated the external services as "Very Satisfactory"	Below 70% of the stakeholders rated the external services as "Very Satisfactory"	

Success Indicator		Dim	Rating Matrix					Parameter and Assumption
			5	4	3	2	1	
<b>Part A: Strategic Performance Commitments</b>								
<b>PAP 3:</b>	100% of the mPhilGEPS committed target are attained at the end of the year	Qn/ T	100% of the mPhilGEPS committed target are attained at the end of the year	N/A	N/A	N/A	Below 100% of the mPhilGEPS committed target are attained at the end of the year	mPhilGEPS Committed Targets: 1. 99.00% Availability of the mPhilGEPS at the end of the year 2. 100.00% of Identified Pioneer Agencies are Capacitated in using the Modernized PhilGEPS (mPhilGEPS) at the end of the year - 20 Pioneer Agencies in the eBidding Guidelines
<b>Part B: Additional Performance Commitments</b>								
<b>PAP 1:</b>	100% of the targeted number of CSE items have green provisions integrated in the technical specifications at the end of the year	Qn/ T	More than 13 CSE items have green provisions integrated in the technical specifications at the end of the year	13 CSE items have green provisions integrated in the technical specifications at the end of the year	12 CSE items have green provisions integrated in the technical specifications at the end of the year	11 CSE items have green provisions integrated in the technical specifications at the end of the year	Less than 11 CSE items have green provisions integrated in the technical specifications at the end of the year	The GPP Roadmap provides ten (10) CSE items with green specifications. PS-DBM has incorporated green specifications for these ten (10) items and intends to add two (2) more items, resulting to a target of <b>twelve (12) CSE items</b> with green specifications for 2023.
<b>PAP 2:</b>	Increase in unrestricted cash by Php 1 billion from the previous year at the end of the year obtained from sales and service fees, including investment in High Yield Savings Account with BTr	Qn/ T	Increase in the unrestricted cash by Php 2 billion and above from the previous year at the end of the year obtained from sales and service fees, including investment in High Yield Savings Account with BTr	Increase in the unrestricted cash by Php 1.5 billion from the previous year at the end of the year obtained from sales and service fees, including investment in High Yield Savings Account with BTr	Increase in the unrestricted cash by Php 1 billion from the previous year at the end of the year obtained from sales and service fees, including investment in High Yield Savings Account with BTr	Increase in the unrestricted cash by Php 500 million from the previous year at the end of the year obtained from sales and service fees, including investment in High Yield Savings Account with BTr	Increase in the unrestricted cash by below Php 500 million from the previous year at the end of the year obtained from sales and service fees, including investment in High Yield Savings Account with BTr	Unrestricted Cash is equal to Accumulated Surplus less Non-cash Asset (Receivables, Inventory, Other Assess and Property, Plant & Equipment)
<b>PAP 3:</b>	80% Implementation of Competency-based Training Plan for 2023	Qn/ T	91-100% Implementation of Competency-based Training Plan for 2023.	81-90% Implementation of Competency-based Training Plan for 2023.	80% Implementation of Competency-based Training Plan for 2023.	70-79% Implementation of Competency-based Training Plan for 2023.	Below 70% Implementation of Competency-based Training Plan for 2023.	<ul style="list-style-type: none"> <li>• Only includes personnel who have fully complied with the required documents and whose participation has been approved by the appropriate authorities;</li> <li>• Training availability at the time of the request;</li> <li>• Availability of the participants on the activity dates;</li> <li>• Approval/Disapproval of the training request; and</li> <li>• Training Requests not included in the L&amp;D Plan.</li> </ul>

Success Indicator	Dim	Rating Matrix					Parameter and Assumption
		5	4	3	2	1	
<b>Part B: Additional Performance Commitments:</b>							
<b>PAP 4:</b> 100% of the required reports submitted to the DBM B/S/Os concerned on the prescribed deadline	Qn	100% of the required reports submitted to the DBM B/S/Os concerned	N/A	N/A	N/A	Less than 100% of the required reports submitted to the DBM B/S/Os concerned	<p>Reports to be submitted are listed in Annex A of PRIME Advisory No. 2023-1. For purposes of reporting accomplishments, the universe for the Qn dimension shall only include the reports which were required to be submitted by the respective B/S/Os, i.e., reports which are indicated in the attached list but were not requested/required and/or applicable to be submitted shall not be included in the computation of rating for the Qn dimension.</p> <p>Reports shall be deemed submitted once found complete, including supporting documents or attachments with the minimum requirements of the relevant guidelines/issuances.</p>
	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>For the submission of internal reports, the following assumption shall be considered as process downtime for the B/S/Os, i.e., prescribed deadline is deemed impossible to be met due to unforeseen events and/or intervening activities, such as hearings, meetings, briefings, and series of trainings and special assignments, among others.</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 prescribed deadline, the reckoning date and ratings shall be as follows:</p> <p>5 - report submitted on the same day or one (1) working day after receipt of the request; 4 - report submitted two (2) working days after the receipt of 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>
<b>PAP 5:</b> 100% of the required/requested reports and comments submitted to the external stakeholders on the prescribed deadline	Qn	100% of the required/requested reports and comments submitted to the external stakeholders on the prescribed deadline	N/A	N/A	N/A	Less than 100% of the required/requested reports and comments submitted to the external stakeholders on the prescribed deadline	<p>External reports subject for monitoring and evaluation are as follows:</p>
	T	Required/requested reports and comments submitted to the external stakeholders three (3) or more working days before the prescribed deadline	Required/requested reports and comments submitted to the external stakeholders one to two (1-2) working days before 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 one to two (1-2) working days after the prescribed deadline	Required/requested reports and comments submitted to the external stakeholders three (3) or more working days after the prescribed deadline	<p>for CSC</p> <ul style="list-style-type: none"> <li>- SALN (for newly-hired)</li> <li>- Reports of Appointment Issued (for newly-hired)</li> </ul>