

# OFFICE PERFORMANCE COMMITMENT AND REVIEW - FORM A

I, **BINGLE E. GUTIERREZ**, 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, 2017**.

**BINGLE E. GUTIERREZ**  
Executive Director V  
Date: \_\_\_\_\_

With concurrence of the Unit PMT:

**ROSA MARIA M. CLEMENTE**  
OIC - Deputy Executive Director V  
**WEBSTER M. LAURENANA**  
Rank-and-File Representative, 2nd Level

**FLERIDA G. ARIAS**  
OIC - Director IV, Operations Group  
**MARGARITO R. VERANO, JR.**  
Rank-and-File Representative, 1st Level

**ROMMEL D. RIVERA**  
OIC - Director IV, Contract Mgt. Group  
**SIXTO A. ANTONIO, JR.**  
P.R.I.M.E. Officer Designate

**JOELE R. BAYTE**  
OIC - Director IV, Administrative Group  
**FRANCIS MARIE N. PALOMO**  
Secretaria

**LAARNI U. TESTOR**  
OIC - Director IV, Financial Management Group

Recommending Approval:

Approved by:

Supervising Functional Group Head (Assistant Secretary)

Supervising Functional Group Head (Undersecretary)

Action/MFO/PAP (1)		Success Indicator (2)	Responsible Division/Staff (3)	Allotted Budget (4)	Performance Dimension (5)	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, PIE, and other relevant planning and budgetary documents)										
A.2.1.C	Efficient government operations by complying with AO 17									
MFO 1	Management of Agency Procurement Activities									
Profitability, Sustainability & Growth										
					Quantity	20% increase in sales of Common Use Supplies (CSE) / PhilGEPS Fees at the end of every quarter	20% increase in sales of Common Use Supplies (CSE) / PhilGEPS Fees at the end of every quarter	20% increase in sales of Common Use Supplies (CSE) / PhilGEPS Fees at the end of every quarter	20% increase in sales of Common Use Supplies (CSE) / PhilGEPS Fees at the end of every quarter	Target increase of 20% from 2016 actual quarterly sales based only on:  - PhilGEPS Fees (PhilGEPS income from certification fees)  and
	1. Sustainable procurement strategies	20% increase in sales of Common Use Supplies (CSE) / PhilGEPS Fees at the end of every quarter	All Groups/ Divisions		Timeliness	20% increase in sales of Common Use Supplies (CSE) / PhilGEPS Fees at the end of every quarter	20% increase in sales of Common Use Supplies (CSE) / PhilGEPS Fees at the end of every quarter	20% increase in sales of Common Use Supplies (CSE) / PhilGEPS Fees at the end of every quarter	20% increase in sales of Common Use Supplies (CSE) / PhilGEPS Fees at the end of every quarter	Sales of Common-Use Supplies & Equipment (CSE) only since sales from Non-Common Use not being a core function is uncontrollable, dependent upon agencies determination of its own expertise to undertake procurement.

Action/MFO/PAP (1)	Success Indicator (2)	Responsible Division/Staff (3)	Allotted Budget (4)	Performance Dimension	Commitments for Year (5)				Remarks (6)
					1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	
					Target	Target	Target	Target	
MFO 2	Improved Access to Information								
Use of Technology to Innovate				Quantity	10% increase in the number of users accessing the PS-PhilGEPS website	10% increase in the number of users accessing the PS-PhilGEPS website	10% increase in the number of users accessing the PS-PhilGEPS website	10% increase in the number of users accessing the PS-PhilGEPS website	Target increase is based on last year quarterly performance.
	2. Increase in number of users accessing the PS-PhilGEPS website	10% increase in the number of users accessing the PS-PhilGEPS website at the end of every quarter	OG/ITSD	Timeliness	10% increase at the end of every quarter	10% increase at the end of every quarter	10% increase at the end of every quarter	10% increase at the end of every quarter	As to means of verification, "Increase on the Number of Users Accessing the PhilGEPS Website" shall be attached to this report.
	3. Availability of PhilGEPS	100% of the PhilGEPS functionalities are available with 15 hours downtime per month	E-GP	Quantity	100% of the PhilGEPS functionalities are available	100% of the PhilGEPS functionalities are available	100% of the PhilGEPS functionalities are available	100% of the PhilGEPS functionalities are available	Major PhilGEPS Functionalities: 1. Central Registration Facility 2. Electronic Bulletin Board 3. Electronic Bidding 4. Dashboard/Pending Task 5. Site Administration
				Quality	PhilGEPS functionalities are available with 15 hours downtime per month	PhilGEPS functionalities are available with 15 hours downtime per month	PhilGEPS functionalities are available with 15 hours downtime per month	PhilGEPS functionalities are available with 15 hours downtime per month	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. Implementation of Human Resource and Information System (HRIS)	100% of the project milestone (HRIS) completed within 3 months	ITSD/AG	Quantity	100% of the project milestone completed	100% of the project milestone completed	100% of the project milestone completed	100% of the project milestone completed	Project Milestones: Q1 (Feb. 27 -May 31, 2017) - Project Initiation and Submission of Project Management Plan  Q2 (June 01 - Aug. 31, 2017) - Data Gathering (Systems Requirements Study) - Customization and Deployment of HRIS - Documentation Submission (Manuals)  Q3 (Sept. 01 - Nov. 30, 2017) - Data Migration - Knowledge Transfer
				Timeliness	Project milestone (HRIS) completed within 3 months	Project milestone (HRIS) completed within 3 months	Project milestone (HRIS) completed within 3 months	Project milestone (HRIS) completed within 3 months	Q4 (Dec. 01 to Dec. 31, 2017) - Implementation (Stabilization and Debugging)
	5. Procurement of Modernized PhilGEPS	100% of the activities are completed on time	E-GP/ITRP	Quantity	100% of the activities are completed	100% of the activities are completed	100% of the activities are completed	100% of the activities are completed	Activities refer to the following: Q1 (Jan. 2 - March 31, 2017) -Preparation and presentation of TOR -Conduct of market study  Q2 (April 1 - June 30, 2017) -Finalization of TOR -Preparation of Bidding Documents including Evaluation Criteria
Timeliness				100% of the activities are completed on time	100% of the activities are completed on time	100% of the activities are completed on time	100% of the activities are completed on time	Q3 (July 1 - Sept. 30, 2017) -Conduct of Bidding  Q4 (Oct. 1 - Dec. 31, 2017) -Award of Contract -Submission, Review and Approval of Project Plan	

Action/MFO/RAP (1)	Success Indicator (2)	Responsible Division/Staff (3)	Allotted Budget (4)	Performance Dimension	Commitments for Year (5)				Remarks (6)	
					1st Quarter Target	2nd Quarter Target	3rd Quarter Target	4th Quarter Target		
				Quantity	100% of the activities are completed	100% of the activities are completed	100% of the activities are completed	100% of the activities are completed	Activities refer to the following: Q1 (Feb - April 2017) -Preparation and presentation of TOR -Conduct of market study  Q2 (May - July 2017) -Finalization of TOR -Preparation of Bidding Documents including Evaluation Criteria	
6. Procurement of e-Catalogue	100% of the activities are completed on time	E-GP/ITRP		Timeliness	100% of the activities are completed on time	100% of the activities are completed on time	100% of the activities are completed on time	100% of the activities are completed on time	Q3 (July 1 - Sept. 30, 2017) -Conduct of Bidding  Q4 (Oct. 1 - Dec. 31, 2017) -Award of Contract -Submission, Review and Approval of Project Plan	
Part B: Additional Performance Commitments (Other regular function and special assignments not captured under Part A including GASS, STO, and external & internal reportorial requirements)										
7. Prepare and submit reports/inputs required by the DBM B/S/Os concerned	Required reports submitted to the DBM B/S/Os concerned on the prescribed deadline and approved after three (3) presentations	All Groups/Divisions		Timeliness	Required reports/inputs submitted on the prescribed deadline	Required reports/inputs submitted on the prescribed deadline	Required reports/inputs submitted on the prescribed deadline	Required reports/inputs submitted on the prescribed deadline	The reports which shall be subject for monitoring and evaluation under this SI are listed in Annex A of PRIME Advisory 2017-02.	
				Quality	Reports are approved after 3 presentations	Reports are approved after 3 presentations	Reports are approved after 3 presentations	Reports are approved after 3 presentations		
8. 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	All Groups/Divisions		Timeliness	Reports submitted on the deadline	Reports submitted on the deadline	Reports submitted on the deadline	Reports submitted on the deadline	External reports subject for monitoring and evaluation are as follows: for DBM-CO - List of Warmbodies/Personnel Complement for CSC - SALN (Hiring and Separation) for GSIS - Updating of Employees Records	
				Quality	Reports are approved after 3 presentations	Reports are approved after 3 presentations	Reports are approved after 3 presentations	Reports are approved after 3 presentations		
9. Submit comments and recommendations on legislative measures with cost impacts to DLO	92% of comments and recommendations on legislative measures are submitted to DLO within fifteen (15) working days from the receipt of the referral/ Memorandum	Legal Division		Quantity	92% of comments and recommendations are submitted to DLO within 15 working days	92% of comments and recommendations are submitted to DLO within 15 working days	92% of comments and recommendations are submitted to DLO within 15 working days	92% of comments and recommendations are submitted to DLO within 15 working days	Action and SI shall be accomplished upon receipt of request	
				Timeliness	Comments and recommendations are submitted to DLO within 15 working days from the receipt of the referral/ memorandum	Comments and recommendations are submitted to DLO within 15 working days from the receipt of the referral/ memorandum	Comments and recommendations are submitted to DLO within 15 working days from the receipt of the referral/ memorandum	Comments and recommendations are submitted to DLO within 15 working days from the receipt of the referral/ memorandum		
	92% of comments and recommendations on enrolled bills are submitted to DLO within four (4) calendar days from the receipt of the referral/ Memorandum			Quantity	92% of comments and recommendations are submitted to DLO within 4 calendar days	92% of comments and recommendations are submitted to DLO within 4 calendar days	92% of comments and recommendations are submitted to DLO within 4 calendar days	92% of comments and recommendations are submitted to DLO within 4 calendar days		
				Timeliness	Comments and recommendations are submitted to DLO within 4 calendar days from the receipt of the referral/ memorandum	Comments and recommendations are submitted to DLO within 4 calendar days from the receipt of the referral/ memorandum	Comments and recommendations are submitted to DLO within 4 calendar days from the receipt of the referral/ memorandum	Comments and recommendations are submitted to DLO within 4 calendar days from the receipt of the referral/ memorandum		

# OFFICE PERFORMANCE COMMITMENT AND REVIEW - FORM B

I, BINGLE B. GUTIERREZ, 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 2017.

BINGLE B. GUTIERREZ  
Executive Director V  
Date: \_\_\_\_\_

Noted by:

Approved by:

Supervising Functional Group Head (Assistant Secretary)

Supervising Functional Group Head (Undersecretary)

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

## Part A: DBM-RIB Planning Tool Commitments and Strategic Priorities

MFO 1 A.2.1.C Efficient government operations by complying with AO 17							
	Management of Agency Procurement Activities						
	1. 20% increase in sales of Common Use Supplies (CSE) / PhilGEPS Fees at the end of every quarter	Quantity	≥25%	21-24%	20%	16-19%	≤15%
Profitability, Sustainability & Growth							Target increase of 20% from 2016 actual quarterly sales based only on: - PhilGEPS Fees (PhilGEPS income from certification fees)
							and
		Timeliness	20% increase in sales of CSE / PhilGEPS Fees two (2) weeks or earlier before the end of every quarter	20% increase in sales of CSE / PhilGEPS Fees one (1) week before the end of every quarter	20% increase in sales of CSE / PhilGEPS Fees at the end of every quarter	20% increase in sales of CSE / PhilGEPS Fees one (1) week after the end of every quarter	20% increase in sales of CSE / PhilGEPS Fees two (2) weeks or later after the end of every quarter
							Sales of Common-Use Supplies & Equipment (CSE) only since sales from Non-Common Use not being a core function is uncontrollable, dependent upon agencies determination of its own expertise to undertake procurement.

Success Indicator		Performance Division	Rating Matrix					Parameter and Assumption
			5	4	3	2	1	
MFO 2	Improved Access to Information							
Use of Technology to Innovate	2. 10% increase in the number of users accessing the PS-PhilGEPS website at the end of every quarter	Quantity	≥15% increase in the number of users accessing the PS-PhilGEPS website	11-14% increase in the number of users accessing the PS-PhilGEPS website	10% increase in the number of users accessing the PS-PhilGEPS website	6-9% increase in the number of users accessing the PS-PhilGEPS website	≤5% increase in the number of users accessing the PS-PhilGEPS website	Target increase is based on last year quarterly performance.
		Timeliness	two (2) weeks or earlier before the end of every quarter	one (1) week before the end of every quarter	at the end of every quarter	one (1) week after the end of every quarter	two (2) weeks or later after the end of every quarter	As to means of verification, "Increase on the Number of Users Accessing the PhilGEPS Website" shall be attached to this report.
	3. 100% of the PhilGEPS functionalities are available with 15 hours downtime per month	Quantity	100% of the PhilGEPS functionalities are available	-	-	-	<100% of the PhilGEPS functionalities are available	Major PhilGEPS Functionalities: 1. Central Registration Facility 2. Electronic Bulletin Board 3. Electronic Bidding 4. Dashboard/Pending Task 5. Site Administration
		Quality	PhilGEPS functionalities are available with 10 hours or less downtime per month	PhilGEPS functionalities are available with 11-14 hours downtime per month	PhilGEPS functionalities are available with 15 hours downtime per month	PhilGEPS functionalities are available with 16-19 hours downtime per month	PhilGEPS functionalities are available with 20 hours or more downtime per month	Availability of functionalities means that the functionalities are present in the system.  Downtime refers the time when the system is offline, except in cases of scheduled maintenance and deployment of fixes.
	4. 100% of project milestone (HRIS) completed within three (3) months	Quantity	100% of the project milestone completed	-	-	-	<100% of the project milestone completed	Project Milestones: Q1 (Feb. 27 -May 31, 2017) - Project Initiation and Submission of Project Management Plan  Q2 (June 01 -Aug. 31, 2017) - Data Gathering (Systems Requirements Study) - Customization and Deployment of HRIS - Documentation Submission (Manuals)
		Timeliness	Project milestone (HRIS) completed within 1 month	Project milestone (HRIS) completed within 2 months	Project milestone (HRIS) completed within 3 months	Project milestone (HRIS) completed within 4 months	Project milestone (HRIS) completed within ≤5 months	Q3 (Sept. 01 - Nov. 30, 2017) - Data Migration - Knowledge Transfer  Q4 (Dec. 01 to Dec. 31, 2017) - Implementation (Stabilization and Debugging)
	5. 100% of the activities are completed on time	Quantity	100% of the activities are completed	-	-	-	<100% of the activities are completed	PhilGEPS Modernization activities refer to the following: Q1 (Jan. 2 - March 31, 2017) -Preparation and presentation of TOR -Conduct of market study  Q2 (April 1 - June 30, 2017) -Finalization of TOR -Preparation of Bidding Documents including Evaluation Criteria
		Timeliness	100% of the activities are completed 2 months before the deadline	100% of the activities are completed 1 month before the deadline	100% of the activities are completed on time	100% of the activities are completed 1-2 months after the deadline	100% of the activities are completed more than 2 months after the deadline	Q3 (July 1 - Sept. 30, 2017) -Conduct of Bidding  Q4 (Oct. 1 - Dec. 31, 2017) -Award of Contract -Submission, Review and Approval of Project Plan

Success Indicator	Performance Dimension	Rating Matrix					Parameter and Assumption
		5	4	3	2	1	
6. 100% of the activities are completed on time	Quantity	100% of the activities are completed	-	-	-	<100% of the activities are completed	Activities refer to the following: Q1 (Feb. - April 2017) -Preparation and presentation of TOR -Conduct of market study  Q2 (May - July 2017) -Finalization of TOR -Preparation of Bidding Documents including Evaluation Criteria
	Timeliness	100% of the activities are completed 2 months before the deadline	100% of the activities are completed 1 month before the deadline	100% of the activities are completed on time	100% of the activities are completed 1-2 months after the deadline	100% of the activities are completed more than 2 months after the deadline	Q3 (July 1 - Sept. 30, 2017) -Conduct of Bidding  Q4 (Oct. 1 - Dec. 31, 2017) -Award of Contract -Submission, Review and Approval of Project Plan

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

7. Required reports submitted to the DBM B/S/Os concerned on the prescribed deadline and approved after three (3) presentations	Timeliness	Reports submitted three (3) or more working days before the prescribed deadline	Reports submitted one to two (1 to 2) working days before the prescribed deadline	Reports submitted on the deadline	Reports submitted one to two (1 to 2) working days after the deadline	Reports submitted three (3) or more working days after the deadline	Reports shall be deemed submitted once found complete, including supporting documents or attachments with the minimum requirements of relevant guidelines/issuances.  N.B. Refer to P.R.I.M.E. Advisory No. 2017-02
	Quality	Reports are approved after one (1) presentation/ with no revision	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	Performance shall be measured in terms of the number of presentations made before the reports are approved/accepted by the receiving B/S/O. Additional presentations may be required in the case of major revisions. Major revisions refer to corrections or enhancements related to policy or concept recommendations.
8. Reports and comments submitted within the prescribed period and approved after three (3) presentations	Timeliness	Reports submitted three (3) or more working days before the prescribed deadline	Reports submitted one to two (1 to 2) working days before the prescribed deadline	Reports submitted on the deadline	Reports submitted one to two (1 to 2) working days after the deadline	Reports submitted three (3) or more working days after the deadline	External reports subject for monitoring and evaluation are as follows:  for DBM-CO - List of Warmbodies/Personnel Complement
	Quality	Reports are approved after one (1) presentation/ with no revision	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	for CSC - SALN (Hiring and Separation)  for GSIS - Updating of Employees Records
9-A. 92% of comments and recommendations on legislative measures are submitted to DLO within fifteen (15) working days from the receipt of the referral/ memorandum	Quality	97-100% of the comments and recommendations are submitted to DLO within 15 working days	93-96% of the comments and recommendations are submitted to DLO within 15 working days	92% of the comments and recommendations are submitted to DLO within 15 working days	88-91% of the comments and recommendations are submitted to DLO within 15 working days	<88% of the comments and recommendations are submitted to DLO within 15 working days	Counted from the day the referrals are received from DLO.  In counting the number of days, weekends and holidays are excluded.

Success Indicator	Performance Dimension	Rating Matrix					Parameter and Assumption
		5	4	3	2	1	
	Timeliness	Comments and recommendations are submitted within one to seven (1-7) working days from the receipt of the referral/ memorandum	Comments and recommendations are submitted within eight to fourteen (8-14) working days from the receipt of the referral/ memorandum	Comments and recommendations are submitted within fifteen (15) working days from the receipt of the referral/ memorandum	Comments and recommendations are submitted within sixteen to twenty-two (16-22) working days from the receipt of the referral/ memorandum	Comments and recommendations are submitted within twenty three (23) or more working days from the receipt of the referral/ memorandum	
9-B. 92% of comments and recommendations on enrolled bills are submitted to DLO within four (4) calendar days from the receipt of the referral/ memorandum	Quality	97-100% of the comments and recommendations are submitted to DLO within 4 calendar days	93-96% of the comments and recommendations are submitted to DLO within 4 calendar days	92% of the comments and recommendations are submitted to DLO within 4 calendar days	88-91% of the comments and recommendations are submitted to DLO within 4 calendar days	<88% of the comments and recommendations are submitted to DLO within 4 calendar days	Counted from the day the referrals are received from DLO.
	Timeliness	Comments and recommendations submitted within one (1) calendar day the referral/ memorandum was received	Comments and recommendations submitted within two (2) to three (3) calendar days from the receipt of the referral/ memorandum	Comments and recommendations submitted within four (4) calendar days from the receipt of the referral/ memorandum	Comments and recommendations submitted within five (5) calendar days from the receipt of the referral/ memorandum	Comments and recommendations submitted within six (6) or more calendar days from the receipt of the referral/ memorandum	