

OFFICE PERFORMANCE COMMITMENT AND REVIEW - FORM A

I/we, **BINGLE B. GUTIERREZ**, 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 2018**.

ANNEX C

Approved Copy

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ROSA MARIA CLEMENTE
Deputy Executive Director
Date: 7/1/18

BINGLE B. GUTIERREZ
Executive Director
Date: _____

With concurrence of the Unit PMT:

JULIETA M. LOZANO
OIC Director,
Date: _____

ALLAN RAUL M. CATALAN
OIC Director, Admin and Finance
Date: _____

MARIA JOANA VICTORIA L. MAGDAY
Rank-and-File Representative, 2nd Level
Date: _____

MARGARITO VERANO, JR.
Rank-and-File Representative, 1st Level
Date: _____

SIXTO V. ANTONIO, JR.
P.R.I.M.E. Officer-Designate
Date: _____

FRANCIS MARIE PALOMO
Unit PMT Secretariat
Date: _____

Recommending Approval:

Reviewed by:

Approved by:

Supervising Functional Group Head (Assistant Secretary / Undersecretary) / Date

ASSISTANT SECRETARY MYRNA S. CHUA
PMT Chairperson in behalf of the DBM PMT / Date

UNDER SECRETARY RENEE JOYCE S. BRILLER
Secretary / Authorized Signatory / Date

Department / Division / Office / Date					Secretary / Authorized Signatory / Date				
Action/MFO /RAP (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 PIG, B/S/O Functional Statements and other relevant planning and budgetary documents)									
Customer Service	(a) 97% of Common Supplies and Equipment delivered within the prescribed period and accepted satisfactorily by agencies.	CI	Operations Group		97% of deliveries are accepted satisfactorily by agencies	97% of deliveries are accepted satisfactorily by agencies.	97% of deliveries are accepted satisfactorily by agencies.	97% of deliveries are accepted satisfactorily by agencies.	"Accepted satisfactorily" refer to deliveries for Common Supplies and Equipment on account of Delivery Receipts Where: Acceptance Rate = 100% - % Returns = ≥97% Where: Percentage of Returns = # of Sales Returns / # of DRs
		T			97% of Common Supplies and Equipment delivered within the prescribed period	97% of Common Supplies and Equipment delivered within the prescribed period	97% of Common Supplies and Equipment delivered within the prescribed period	97% of Common Supplies and Equipment delivered within the prescribed period	No of DRs within the prescribed Period / Total DRs - Seven (7) Working Days for NCR and Luzon - Twelve (12) Working Days for Visayas and Mindanao
									No of DRs / No of Request to Deliver
		Qn		97% of delivery requests completed at the end of the quarter	97% of delivery requests completed at the end of the quarter	97% of delivery requests completed at the end of the quarter	97% of delivery requests completed at the end of the quarter		
(b) 70% of stocks available at any given time and replenished before the buffer stock is depleted	Qn	Operations Group and Procurement Groups 1 and 2		70% of stocks available at any given time	70% of stocks available at any given time	70% of stocks available at any given time	70% of stocks available at any given time	Stocks refer to inventory items certified for sale, excluding consumables and softwares. See CSE Catalogue (PS Website) No of Available Items/Total No of Items in the PS Catalogue. Sample: 105 available Items / 150 Items in PS Catalogue = 70%	
	Qn			70% of stocks available at any given time	70% of stocks available at any given time	70% of stocks available at any given time	70% of stocks available at any given time		
	QI			70% of Stock replenished before buffer stock is depleted	70% of Stock replenished before buffer stock is depleted	70% of Stock replenished before buffer stock is depleted	70% of Stock replenished before buffer stock is depleted	Buffer Stock refer to supplies maintained in inventory to protect a company from short-term commodity price fluctuations or shortages of essential production inputs. Maintaining buffer stock can protect a company from the perception of hardship during market downturns Buffer Stock is 30% of Safety Stock (7 days inventory level) Computation based on Weekly Report - 70% of Items ≥ to Safety Stock plus Buffer Stock	
	Qn	Procurement Groups 1 and 2						50% of Procurement Requests (NCSE) received in 2018 (up to the 3rd quarter), 2017, and prior years (with complete requirements) awarded in 4th quarter	
PAP 2: Sustainable Procurement Strategies	(a) 50% of Procurement Requests (NCSE) received in 2018 (up to the 3rd quarter), 2017, and prior years (with complete requirements) awarded	Qn	Procurement Groups 1 and 2						- Measurement of completed projects will be at 4th quarter - APRs / APPs must be supported with complete documentation

	Action/MFO/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) 97% of Procurement Activities conducted on the prescribed timelines	T			97% of Procurement Activities conducted on the prescribed timelines	97% of Procurement Activities conducted on the prescribed timelines	97% of Procurement Activities conducted on the prescribed timelines	97% of Procurement Activities conducted on the prescribed timelines	Procurement Activities are within the minimum period allowed under B164. (Please see attached)
PAP 3:	Efficient Warehouse and Logistics Management for Regional Warehouse	Established one (1) new physical warehouse of PS regional depot/Hub	Qn	Operations Group/DOD					Established one (1) new physical warehouse of PS regional depot/Hub	Physical warehouse means modernized regional warehouse and depot, where warehouses of all regional depots stores like Wilcon Depot, MC Home depot and the likes. All regional stores to have uniform characteristics in terms of the lot area, appearance of the building/warehouse and its processes.
		PS regional depot established after three (3) months upon approval of the HOO	T						PS regional depot established after three (3) months upon approval of the HOO	HOO refer to Head of the Office- Head of the Department.
	Implementation of the Government Electronic Procurement System	90% of the project milestone are completed at the end of the year	Qn	PhilGEPS					90% of the project milestones are completed at the end of the year.	Project refers to Phase 1A and Phase 1B of the Electronic Government Procurement System Project milestones per quarter refer to the following: - Inspection Report (March 31, 2018) - Development of Procurement Specifications (June 30, 2018) - Development and Configuration (September 30, 2018) - User Acceptance Testing (December 31, 2018) Percentage of completion will depend on the total number of completed tasks indicated on the work breakdown structure on the project plan to complete the project milestones. Formula: (Total number of completed tasks/total number of tasks)*100 Provided that there are no delay on the part of the service provider, that is the service provider completed and submitted the deliverables or required documents on time. TARGET Activities refer to the following:
		Project milestones are completed on the targeted date	T	PhilGEPS		Project milestones completed on the targeted date	Project milestones completed on the targeted date.	Project milestones completed on the targeted date.	Project milestones completed on the targeted date.	Q1 - Preliminary Meeting/ Setting of TOR - Conduct of market study/ Price Monitoring Target Date: March 30, 2018 Q2 - Preparation and Approval of TOR Target Date: June 30, 2018 Q3 - Finalization of Bidding Documents including Evaluation Criteria Target Date: Sept 30, 2018 Q4 - Conduct of Bidding - Award of Contract (Notice of Award, Notice to Proceed) or Notice of Failure of Bidding Target Date: Dec 30, 2018 Targeted Date: End of Every Quarter
PAP 5:	Procurement of Warehouse and Inventory Management System (WIMS) are completed at the end of the year	90% of the Procurement Activities for WIMS are completed at the end of the year.	Qn	PhilGEPS					90% of the Procurement Activities for WIMS are completed at the end of the year.	Q1 - Preliminary Meeting/ Setting of TOR - Conduct of market study/ Price Monitoring Target Date: March 30, 2018 Q2 - Preparation and Approval of TOR Target Date: June 30, 2018 Q3 - Finalization of Bidding Documents including Evaluation Criteria Target Date: Sept 30, 2018 Q4 - Conduct of Bidding - Award of Contract (Notice of Award, Notice to Proceed) or Notice of Failure of Bidding Target Date: Dec 30, 2018 Targeted Date: End of Every Quarter
		Procurement Activities for WIMS are completed on targeted date.	T			Procurement Activities for WIMS are completed on targeted date.	Procurement Activities for WIMS are completed on targeted date.	Procurement Activities for WIMS are completed on targeted date.	Procurement Activities for WIMS are completed on targeted date.	Percentage of completion will depend on the total number of completed tasks indicated on the work breakdown structure on the project plan to complete the project milestones. Formula: (Total number of completed tasks/total number of tasks)*100 Provided that there are no delay on the part of the service provider, that is the service provider completed and submitted the deliverables or required documents on time.

Part B: Additional Performance Commitments (Administrative/support functions and special assignments not captured under Part A and external & internal reportorial requirements)

PAP 1:	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	T	All Groups/ Divisions		Required reports submitted to the DBM B/S/Os concerned on the prescribed deadline	Required reports submitted to the DBM B/S/Os concerned on the prescribed deadline	Required reports submitted to the DBM B/S/Os concerned on the prescribed deadline	Required reports submitted to the DBM B/S/Os concerned on the prescribed deadline	Reports which shall be deemed submitted once found complete, including supporting documents or attachments with the minimum requirements of relevant guidelines/procedures subject for monitoring and evaluation under the SI are listed in PRIME Advisory 2016-01. In case 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 are approved after three (3) presentations	Reports are approved after three (3) presentations	Reports are approved after three (3) presentations	Reports are approved after three (3) presentations	
PAP 2:	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	All Groups/ Divisions		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 (Hiring and Promotion) - Report on Appointments for GSIS - Updates on Employees Records
			QI			Reports and comments were approved after 3 presentations	Reports and comments were approved after 3 presentations	Reports and comments were approved after 3 presentations	Reports and comments were approved after 3 presentations	

OFFICE PERFORMANCE COMMITMENT AND REVIEW - FORM B

I/We, **BINGLE B. GUTIERREZ**, Head/s of the **PROCUREMENT SERVICE**
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 2018**.

BINGLE B. GUTIERREZ
Executive Director
Date: _____

ROSA MARIA CLEMENTE
Deputy Executive Director
Date: 5/9/18

Recommending Approval:

Supervising Functional Group Head (Assistant Secretary / Undersecretary) / Date

Reviewed by:

ASSISTANT SECRETARY MYRNA S. CHUA
PMT Chairperson in behalf of the DBM PMT / Date

Approved by:

UNDERSECRETARY GENEZ JOYCE G. BAILEN
Secretary / Authorized Signatory / Date

Success Indicator

Dim

Rating Matrix

Parameter and Assumption

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)

Customer Service							
(a) 97% of deliveries are accepted satisfactorily by agencies.	QI	≥99% of deliveries are accepted satisfactorily by agencies.	98% of deliveries are accepted satisfactorily by agencies.	97% of deliveries are accepted satisfactorily by agencies.	96% of deliveries are accepted satisfactorily by agencies.	≤95% of deliveries are accepted satisfactorily by agencies.	<p>"Accepted satisfactorily" refer to deliveries for Common Supplies and Equipment on account of Delivery Receipts</p> <p>Where: Acceptance Rate = 100% - % Returns = ≥97%</p> <p>Where: - Percentage of Returns = $\frac{\text{\# of Sales Returns}}{\text{\# of DRS}}$</p>
97% of Common Supplies and Equipment delivered within the prescribed period	T	≥99% of Common Supplies and Equipment delivered within the prescribed period	98% of Common Supplies and Equipment delivered within the prescribed period	97% of Common Supplies and Equipment delivered within the prescribed period	96% of Common Supplies and Equipment delivered within the prescribed period	≤95% of Common Supplies and Equipment delivered within the prescribed period	<p>No of DRS within the prescribed Period / Total DRS</p> <p>- Seven (7) Working Days for NCR and Luzon</p> <p>- Twelve (12) Working Days for Visayas and Mindanao</p>
97% of delivery requests completed at the end of the quarter	QI	≥99% of delivery requests completed at the end of the quarter	98% of delivery requests completed at the end of the quarter	97% of delivery requests completed at the end of the quarter	96% of delivery requests completed at the end of the quarter	≤95% of delivery requests completed at the end of the quarter	No of DRS/No of Request to Deliver
(b) 70% of stocks available at any given time	Qn	86-100% of stocks available at any given time	71-85% of stocks available at any given time	70% of stocks available at any given time	55-69% of stocks available at any given time	≤54% of stocks available at any given time	<p>Stocks refer to Inventory Items carried for sale, excluding consumables and softwares. See CSE Catalogue (PS Website).</p> <p>No of Available Items/Total No of Items in the PS Catalogue.</p> <p>Sample: $\frac{105 \text{ available items}}{150 \text{ items in PS Catalogue}} = 70\%$</p>
70% of Stock replenished before buffer stock is depleted	QI	86-100% of Stock replenished before buffer stock is depleted	71-85% of Stock replenished before buffer stock is depleted	70% of Stock replenished before buffer stock is depleted	55-69% of Stock replenished before buffer stock is depleted	≤54% of Stock replenished before buffer stock is depleted	<p>Buffer Stock refer to supplied maintained in inventory to protect a company from short-term commodity price fluctuations or shortages of essential production inputs. Maintaining buffer stock can protect a company from the perception of hardship during market downturns</p> <p>Buffer Stock is 30% of Safety Stock (7-days inventory level) Computation based on Weekly Report</p> <p>- 70% of items ≥ to Safety Stock plus Buffer Stock</p>

	Success Indicator	Dim	Rating Matrix					Parameter and Assumption
			5	4	3	2	1	
2	Sustainable Procurement Strategies 50% of Procurement Requests (NCSE) received in 2018 (up to the 3rd quarter), 2017, and prior years (with complete requirements) will be awarded at the 4th Quarter	Qn	61-100% of Procurement Requests (NCSE) received in 2018 (up to the 3rd quarter), 2017, and prior years (with complete requirements) will be awarded at the 4th Quarter	51-60% of Procurement Requests (NCSE) received in 2018 (up to the 3rd quarter), 2017, and prior years (with complete requirements) will be awarded at the 4th Quarter	50% of Procurement Requests (NCSE) received in 2018 (up to the 3rd quarter), 2017, and prior years (with complete requirements) will be awarded at the 4th Quarter	31-49% of Procurement Requests (NCSE) received in 2018 (up to the 3rd quarter), 2017, and prior years (with complete requirements) will be awarded at the 4th Quarter	≤30% of Procurement Requests (NCSE) received in 2018 (up to the 3rd quarter), 2017, and prior years (with complete requirements) will be awarded at the 4th Quarter	- Measurement of completed projects will be at 4th quarter - APRs / APPs must be supported with complete documentation
	97% of Procurement Activities do not exceed the prescribed timelines	T	≥99% of Procurement Activities do not exceed the prescribed timelines	98% of Procurement Activities do not exceed the prescribed timelines	97% of Procurement Activities do not exceed the prescribed timelines	96% of Procurement Activities do not exceed the prescribed timelines	≤95% of Procurement Activities do not exceed the prescribed timelines	Procurement Activities are within the minimum period allowed under §184. (Please see attached)
3	Established one (1) new physical warehouses of PS regional depot/Hub		Established one (1) new physical warehouse of PS regional depot/Hub				Established no new physical warehouse of PS regional depot/Hub	Physical warehouse means modernized regional warehouse and depot, where warehouses of all regional depots stores like Wilcon Depot, MC Home depot and the likes. All regional stores to have uniform characteristics in terms of the lot area, appearance of the building/warehouse and its processes.
	PS regional depot established after one (1) month upon approval of the HOO		PS regional depot established after one (1) month upon approval of the HOO	PS regional depot established after two (2) months upon approval of the HOO	PS regional depot established after three (3) months upon approval of the HOO	PS regional depot established after four (4) months upon approval of the HOO	PS regional depot established more than four (4) months upon approval of the HOO	HOO refer to Head of the Office- Head of the Department.
	90% of the project milestones are completed at the end of the year	Quantity	96-100% of the project deliverables are completed	91-95% of the project deliverables are completed	90% of the project deliverables are completed	85-89% of the project deliverables are completed	below 85% of the project deliverables are completed	Project refers to Phase 1A and Phase 1B of the Electronic Government Procurement System. Project milestones per quarter refer to the following: - Inception Report (March 31, 2018) - Development of Functional Specifications (June 30, 2018) - Development and Configuration (September 30, 2018) - User Acceptance Testing (December 31, 2018)
4	Project milestones are completed on the targeted date	T	Project milestones completed within 2 months before the targeted date.	Project milestones completed within 1 month before the targeted date.	Project milestones completed on the targeted date.	Project milestones completed within 1 month after the targeted date.	Project milestones completed beyond 1 month after the targeted date.	Percentage of completion will depend on the total number of completed tasks indicated on the work breakdown structure on the project plan to complete the project milestones. Formula: $\left(\frac{\text{total number of completed tasks}}{\text{total number of tasks}} \right) * 100$ Provided that there are no delay on the part of the service provider, that is the service provider completed and submitted the deliverables or required documents on time.
5	90% of the Procurement Activities for WIMS are completed at the end of the year.	Qn	96-100% of the Procurement Activities for WIMS are completed at the end of the year.	91-95% of the Procurement Activities for WIMS are completed at the end of the year.	90% of the Procurement Activities for WIMS are completed at the end of the year.	85-89% of the Procurement Activities for WIMS are completed at the end of the year.	Below 85% of the Procurement Activities for WIMS are completed at the end of the year.	Target Activities refer to the following: Q1 - Preliminary Meeting/ Soling of TOR - Conduct of market study / Price Monitoring Target Date: March 30, 2018 Q2 - Preparation and Approval of TOR Target Date: June 30, 2018 Q3 - Finalization of Bidding Documents including Evaluation Criteria Target Date: Sept 30, 2018 Q4 - Conduct of Bidding - Award of Contract (Notice of Award, Notice to Proceed) or Notice of Failure of Bidding Target Date: Dec 30, 2018
	Procurement Activities for WIMS are completed on target activity per quarter.	T	Procurement Activities for WIMS are completed two (2) months before the targeted date	Procurement Activities for WIMS are completed one (1) month before the targeted date	Procurement Activities for WIMS are completed before the targeted date	Procurement Activities for WIMS are completed one (1) month after the targeted date	Procurement Activities for WIMS are completed two (2) months before the targeted date	Targeted Date: End of Every Quarter Percentage of completion will depend on the total number of completed tasks indicated on the work breakdown structure on the project plan to complete the project milestones. Formula: $\left(\frac{\text{total number of completed tasks}}{\text{total number of tasks}} \right) * 100$ Provided that there are no delay on the part of the service provider, that is the service provider completed and submitted the deliverables or required documents on time. Quantity dimension will be measured at the end of the year.