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OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM A

I/We, ELISA MAY ARBOLEDA-CUEVAS, 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 2019.

With concurrence of the Unit PMT:

Atty. Gilbert V. Santos
Director for Procurement

Roberto Paulino Lumbayan
Director for Admin and Finance

Ariel H. Cunanan
OIC-Director for Regional Operations

Sharon Y. Balles
Rank-and-File Representative, 2nd Level

Margarito R. Verano, Jr.
Rank-and-File Representative, 1st Level

Maria Gemma D. Villanueva
P.R.I.M.E. Officer-Designate

Stephanie Alyssa S. Young
P.R.I.M.E. Officer-Designate

Recommending Approval:

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

Reviewed by:

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

Approved by:

WENDEL E. AMADO
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:	Sustainable and Efficient Operations	(a) 98% of Procurement Activities are conducted within the prescribed timelines, 85% of which are awarded without protest	Qn/T	Procurement Group / Office of the Executive Director		98% of Procurement Activities conducted within the prescribed timelines	98% of Procurement Activities conducted within the prescribed timelines	98% of Procurement Activities conducted within the prescribed timelines	98% of Procurement Activities conducted within the prescribed timelines	Procurement Activities are within the minimum period allowed under RA9184. (Please see attached Annex A)
			Q1			85% of Procurement Activities conducted are awarded without protest	85% of Procurement Activities conducted are awarded without protest	85% of Procurement Activities conducted are awarded without protest	85% of Procurement Activities conducted are awarded without protest	
		(b) 15% increase in revenue from 2018 at the end of each quarter	Qn/T	Office of the Executive Director / Marketing and Sales Division		15% increase in revenue from 2018 at the end of each quarter	15% increase in revenue from 2018 at the end of each quarter	15% increase in revenue from 2018 at the end of each quarter	15% increase in revenue from 2018 at the end of each quarter	2018 Sales Q1 - P159 M Q2 - P341 M Q3 - P486 M Q4 - P1.1 B
		(c) Expenditures kept at 60% of total revenues at the end of each quarter	Qn/T	Depot Operations Division / Admin and Finance Group		Expenditures kept at 60% of revenues at the end of each quarter	Expenditures kept at 60% of revenues at the end of each quarter	Expenditures kept at 60% of revenues at the end of each quarter	Expenditures kept at 60% of revenues at the end of each quarter	

	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:	Sustainable and Efficient Operations	(d) 80% of project activities for the Modernized Philippine Government Electronic Procurement System (mPhilGEPS) are completed on the targeted date	Qn	Office of the Executive Director / PhilGEPS	Php 28.8M	20% of the project activities for the Modernized Philippine Government Electronic Procurement System (mPhilGEPS) are completed	40% of the project activities for the Modernized Philippine Government Electronic Procurement System (mPhilGEPS) are completed	60% of the project activities for the Modernized Philippine Government Electronic Procurement System (mPhilGEPS) are completed	80% of the project activities for the Modernized Philippine Government Electronic Procurement System (mPhilGEPS) are completed	Below are the breakdown of activities: Quarter 1: 1. Submission of Final Project Plan: 100% 2. Business Requirement Gathering of Phase 1A: 100% 3. Business Requirement Gathering of Phase 1B: 100% Target date of accomplishment: March 29, 2019 Quarter 2: 4. System Development of Phase 1B: 100% 5. Database Setup of Phase 1B: 100% 6. Conduct of User Acceptance Test of Phase 1B: 100% Target date of accomplishment: June 28, 2019 Quarter 3: 7. System Development of Phase 1A: 100% 8. Database Setup of Phase 1A: 100% 9. Conduct of User Acceptance Test of Phase 1A: 80% 10. Business Requirements Gathering of Phase 2&3: 80% Target date of accomplishment: September 30, 2019 Quarter 4: 11. Deployment of Phase 1A/1B to Production Environment 12. System Development of Phase 2&3 13. Database Setup of Phase 2&3 14. Conduct of User Acceptance Test of Phase 2&3 15. Deployment of Phase 2&3 to Production Environment Target date of accomplishment: December 27, 2019 Sign-off Documents, Certificate of Completion or Completion Report Computation: Performance will be measured by getting the average percentage of completion of all project activities Cumulative target to be rated at the end of the year. Quarterly targets are for monitoring purposes only.
			T			Project activities for the Modernized Philippine Government Electronic Procurement System (mPhilGEPS) are completed on the targeted date	Project activities for the Modernized Philippine Government Electronic Procurement System (mPhilGEPS) are completed on the targeted date	Project activities for the Modernized Philippine Government Electronic Procurement System (mPhilGEPS) are completed on the targeted date	Project activities for the Modernized Philippine Government Electronic Procurement System (mPhilGEPS) are completed on the targeted 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 B: Additional Performance Commitments (Administrative/support functions and special assignments not captured under Part A and external & internal reportorial requirements)										
PAP 1:	Support for Green Procurement	(a) 100% of the targeted items provided with green provisions integrated in the technical specifications and approved after three (3) presentations	Qn	Procurement Group					100% of targeted items with green provisions integrated in the technical specifications	<p>GREEN PUBLIC PROCUREMENT (GPP)</p> <p>Funded by the EU through SWITCH Asia, Green Public Procurement (2013-2016) is a PhP 169.2-million project that aims to promote sustainable development in the Philippines.</p> <p>Specifically, it aims to create and pilot a replicable and workable innovation within the procurement system in DTI that will support and provide incentives for government contractors to produce ecologically-certified product.</p> <p>DTI handles this project in collaboration with the Department of Budget and Management (DBM-PS), EU-SWITCH, Government Procurement Policy Board -- Technical Support Office (GPPB-TSO), National Economic Development Authority (NEDA), and Philippine Economic Zone Authority (PEZA).</p>
									The Philippine government is now at the forefront of buying green through the implementation of the Green Public Procurement (GPP) Regime.	
			Ql						Approved after three (3) presentations	<p>It is an initiative that is part of the Philippine Development Plan (PDP) 2017-2022's Strategic Framework to Ensure Ecological Integrity, Clean and Healthy Environment. It bears on the country's commitments to the Sustainable Development Goals put forth by the UN, contributing to the development of high-priority national policies on clean air and water, health and quality of life, waste reduction, security of energy supply and development of local economies.</p> <p>Through this GPP program, supplies, equipment and services secured by government agencies are subject to specifications that ensure reduced environmental impact throughout their life cycle.</p>

	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 B: Additional Performance Commitments (Administrative/support functions and special assignments not captured under Part A and external & internal reportorial requirements)										
PAP 2:	Prepare and submit reports/inputs required by the DBM B/S/Os concerned	(b) 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	
			Q1			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	

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OFFICE PERFORMANCE COMMITMENT AND REVIEW - FORM B

ANNEX C

I/We, **ELISA MAY ARBOLEDA-CUEVAS**, 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 2019**.

Rosa Maria M. Clemente
Rosa Maria M. Clemente
Director for PhilGEPS

Elisa May Arboleda-Cuevas
Elisa May Arboleda-Cuevas
Executive Director

Recommending Approval:		Reviewed by:		Approved by:	
Supervising Functional Group Head (Assistant Secretary / Undersecretary) / Date		PMT Chairperson in behalf of the DBM PMT / Date		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 P/B, B/S/O Functional Statements and other relevant planning and budgetary documents)

PAP 1:	(a) 98% of Procurement Activities are conducted within the prescribed timelines, 85% of which are awarded without protest	Qn/T	100% of Procurement Activities are conducted within the prescribed timelines	99% of Procurement Activities are conducted within the prescribed timelines	98% of Procurement Activities are conducted within the prescribed timelines	97% of Procurement Activities are conducted within the prescribed timelines	96% and below of Procurement Activities are conducted within the prescribed timelines	Procurement Activities are within the minimum period allowed under 9184. (Please see attached Annex A)
		QI	More than 90% of Procurement Activities conducted are without protest received	86-90% of Procurement Activities conducted are without protest received	85% of Procurement Activities conducted are without protest received	75-84% of Procurement Activities conducted are without protest received	Below 75% of Procurement Activities conducted are without protest received	Basis of Validations: (1) DBM-PS Official Receipt (OR); (2) Verified Protest Letter from the Bidder; (3) Request for Reconsideration; (4) BAG-Response to Request for Reconsideration Assumptions: (1) The protest received from the bidder has been granted by the HoPE; (2) The projects concerned comprised of CSEs and NCSEs
	(b) 15% increase in revenue from 2018 at the end of each quarter	Qn/T	More than 20% increase in revenue from 2018 at the end of the quarter	16-20% increase in revenue from 2018 at the end of the quarter	15% increase in revenue from 2018 at the end of the quarter	5-14% increase in revenue from 2018 at the end of the quarter	Less than 5% increase in revenue from 2018 at the end of the quarter	2018 Sales Q1 - P159 M Q2 - P341 M Q3 - P486 M Q4 - P1.1 B 2019 Sales Target Q1 - P183 M Q2 - P392 M Q3 - P558.9 M Q4 - P1.3 B

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 P/B, B/S/O Functional Statements and other relevant planning and budgetary documents)								
PAP 1:	(c) Expenditures kept at 60% of total revenues at the end of each quarter	Qn/T	Expenditures kept at 60% or less of total revenues at the end of the quarter	N/A	N/A	N/A	Expenditures is more than 60% of total revenues at the end of the quarter	2018 Sales Q1 - P159 M Q2 - P341 M Q3 - P486 M Q4 - P1.1 B 2019 Sales Target Q1 - P183 M Q2 - P392 M Q3 - P558 M Q4 - P1.3 B
	(d) 80% of project activities for the Modernized Philippine Government Electronic Procurement System (mPhilGEPS) are completed on the targeted date	Qn	91-100% of project activities for the Modernized Philippine Government Electronic Procurement System (mPhilGEPS) are completed	81-90% of project activities for the Modernized Philippine Government Electronic Procurement System (mPhilGEPS) are completed	80% of project activities for the Modernized Philippine Government Electronic Procurement System (mPhilGEPS) are completed	41-79% of project activities for the Modernized Philippine Government Electronic Procurement System (mPhilGEPS) are completed	Less 41% of project activities are completed	Below are the breakdown of activities: Quarter 1: 1. Submission of Final Project Plan: 100% 2. Business Requirement Gathering of Phase 1A: 100% 3. Business Requirement Gathering of Phase 1B: 100% Target date of accomplishment: March 29, 2019 Quarter 2: 4. System Development of Phase 1B: 100% 5. Database Setup of Phase 1B: 100% 6. Conduct of User Acceptance Test of Phase 1B: 100% Target date of accomplishment: June 28, 2019 Quarter 3: 7. System Development of Phase 1A: 100% 8. Database Setup of Phase 1A: 100% 9. Conduct of User Acceptance Test of Phase 1A: 80% 10. Business Requirements Gathering of Phase 2&3: 80% Target date of accomplishment: September 30, 2019
								Quarter 4: 11. Deployment of Phase 1A/1B to Production Environment 12. System Development of Phase 2&3 13. Database Setup of Phase 2&3 14. Conduct of User Acceptance Test of Phase 2&3 15. Deployment of Phase 2&3 to Production Environment Target date of accomplishment: December 27, 2019
		T	Project activities for the Modernized Philippine Government Electronic Procurement System (mPhilGEPS) are completed three (3) days before targeted date	Project activities for the Modernized Philippine Government Electronic Procurement System (mPhilGEPS) are completed two (2) days before the targeted date	Project activities for the Modernized Philippine Government Electronic Procurement System (mPhilGEPS) are completed on the targeted date	Project activities for the Modernized Philippine Government Electronic Procurement System (mPhilGEPS) are completed one (1) day after the targeted date	Project activities for the Modernized Philippine Government Electronic Procurement System (mPhilGEPS) are completed two (2) days after the targeted date	

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 reporting requirements)								
PAP 1:	(a) 100% of the targeted items provided with green provisions integrated in the technical specifications and approved after three (3) presentations	Qn	100% of the targeted items provided with green provisions integrated in the technical specifications	N/A	N/A	N/A	Less than 100% of the targeted items provided with green provisions integrated in the technical specifications	Targeted no. of items with green provisions at the end of the year: <u>12 items</u>
		QI	Reports are approved after one (1) presentation	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) presentations	
PAP 2:	(b) Required reports submitted to the DBM B/S/Os concerned on the prescribed deadline and approved after three (3) presentations	T	Reports were submitted three (3) or more working days before the prescribed deadline	Reports were submitted one (1) to two (2) working days before the prescribed deadline	Reports were submitted on the prescribed deadline	Reports were submitted one (1) to two (2) working days after the prescribed deadline	Reports were submitted three (3) or more working days after the prescribed deadline	Reports which shall be deemed submitted once found complete, including supporting documents or attachments with the minimum requirements of relevant guidelines/issuance subject for monitoring and evaluation under the SI are listed in PRIME Advisory 2018-01. "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:
		QI	Reports are approved after one (1) presentation	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) presentations	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