

We, **BINGLE B. GUTIERREZ**

submit the following accomplishments of **Procurement Service** and the corresponding ratings in accordance with the approved performance commitments and measures for the period **January to December, 2018**.

J. Lozano
JULIETA M. LOZANO
 Director for Operations
 Date: _____

R. Clemente
ROSA MARIA M. CLEMENTE
 Director for PhilGEPS
 Date: _____

BINGLE B. GUTIERREZ
 Executive Director
 Date: _____

Agency/Region (1)	Subject Indicator (2)	Dim (3)	Responsibility Division/Staff (4)	Altns. (5)	COMMITMENTS FOR YEAR (TARGETS) (6)				ACTUAL ACCOMPLISHMENTS (7)											Remarks (8)	
					1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	1ST SEMESTER		2ND SEMESTER		RATING				Year-End Rating (Average of two semesters) (6)				
									Q1	Q2	Q3	Q4	Average	Q1	Q2	Q3		Average			
																			Q1		Q2
Customer Service	97% of deliveries are accepted satisfactorily by agencies.	Q1	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.	99.40% of deliveries are accepted satisfactorily by agencies. (5)	99.13% of deliveries are accepted satisfactorily by agencies. (5)	5					99.16% of deliveries are accepted satisfactorily by agencies. (5)	99.80% of deliveries are accepted satisfactorily by agencies. (5)	5	Total No. of APR's Processed - 2,669 Total No. of Sales Returned - 16 "Accepted satisfactorily" refer to deliveries for Common Supplies and Equipment on account of Delivery Receipts Where: Acceptance Rate = 100% - % Returns = 297% Where: Percentage of Returns = # of Sales Returns / # of DRs No of DRs within the prescribed Period / Total DRs/Transfer of Stocks - Seven (7) Working Days for NCR and Luzon - Twelve (12) Working Days for Visayas and Mindanao		
					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	99.66% of Common Supplies and Equipment delivered within the prescribed period (5)	99.40% of Common Supplies and Equipment delivered within the prescribed period (5)	5							100% of Common Supplies and Equipment delivered within the prescribed period (5)		100% of Common Supplies and Equipment delivered within the prescribed period (5)	5
					97% delivery requests completed at the end of the quarter	97% delivery requests completed at the end of the quarter	97% delivery requests completed at the end of the quarter	97% delivery requests completed at the end of the quarter	98.83% delivery requests completed at the end of the quarter (4)	100% delivery requests completed at the end of the quarter (5)	4.5									99.50% delivery requests completed at the end of the quarter (5)	100% delivery requests completed at the end of the quarter (5)
	(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	63.80% of stocks available at any given time (2)	66.84% of stocks available at any given time (2)	2					65.93% of stocks available at any given time (2)	66.24% of stocks available at any given time (2)	2	Stocks refer to inventory items carried 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%		
		Q1		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	62.44% of Stock replenished before buffer stock is depleted (2)	64.78% of Stock replenished before buffer stock is depleted (2)	2					64.36% of Stock replenished before buffer stock is depleted (2)	63.94% of Stock replenished before buffer stock is depleted (2)	2	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			

PAP 1:


Action/IC/PAP (1)	Success Indicator (2)	DIM (3)	Responsibility Division/Staff (4)	Agency (5)	COMMITMENTS FOR YEAR (TARGETS) (6)				ACTUAL ACCOMPLISHMENTS (7)											Remarks (8)					
					1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	1ST SEMESTER					2ND SEMESTER							Year-End Rating (Average of two semesters) (9)				
									1ST QUARTER	2ND QUARTER	OPERATING			3RD QUARTER	4TH QUARTER	RATING									
											Q1	Q2	Average			Q3	Q4	Average							
PAP 21: 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 the 4th quarter	Measurement of completed projects will be at the 4th quarter	Measurement of completed projects will be at the 4th quarter	(a) 50% of Procurement Requests (NCSE) received in 2018 (up to the 3rd quarter), 2017, and prior years (with complete requirements) awarded	Measurement of completed projects will be at the 4th quarter	Measurement of completed projects will be at the 4th quarter	N/A					5	Measurement of completed projects will be at the 4th quarter	54.07% of projects completed (4)	4				4.5	4.75	Rated at the end of 4th quarter
	b) 97% of Procurement Activities conducted on the prescribed timelines	T			97% of Procurement Activities are within the minimum period allowed under 9184. (Please see attached)	97% of Procurement Activities are within the minimum period allowed under 9184. (Please see attached)	97% of Procurement Activities are within the minimum period allowed under 9184. (Please see attached)	97% of Procurement Activities are within the minimum period allowed under 9184. (Please see attached)	99.70% of Procurement Activities are within the minimum period allowed under 9184. (Please see attached) (5)	100% of Procurement Activities are within the minimum period allowed under 9184. (Please see attached) (5)				5			5	99.58% of Procurement Activities are within the minimum period allowed under 9184. (Please see attached) (5)	99.58% of Procurement Activities are within the minimum period allowed under 9184. (Please see attached) (5)				5		Procurement Activities are within the minimum period allowed under RA 9184.
PAP 21: 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	To be rated at the end of the year	To be rated at the end of the year						N/A		To be rated at the end of the year	Established one (1) PS Regional Depot Hub (5)	5				5	5	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	To be rated at the end of the year	To be rated at the end of the year								To be rated at the end of the year	PS regional depot established after ONE (1) month upon approval of the HOO (5)				5		HOO refer to Head of the Office- Head of the Department.

OFFICE PERFORMANCE ACCOMPLISHMENT REPORT
FY 2018
January - December

SUMMARY OF APRs RECEIVED AND PROCESSED

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
No. of APR's received	989	923	780	1021	1475	1122	1239	1379	1580	1401	1258	905
No. of APR's issued Sales Order (For Delivery Receipt)	981	919	775	988	1463	1121	1220	1419	1597	1401	1258	905
% Performance Accomplishment	99.19	99.57	99.36	96.77	99.19	99.91	98.47	102.90	101.08	100.00	100.00	100.00
No. of Sales Return Received	5	6	5	9	2	8	18	12	13	3	2	2
% of Returns = # Sales Return / # of DR's	0.51	0.65	0.65	0.911	0.14	0.71	1.48	0.85	0.81	0.21	0.16	0.22
% Performance Accomplishment based on the OPAR												
Acceptance Rate = 100% - % Returns = ≥97	99.49	99.35	99.35	99.09	99.86	99.29	98.52	99.15	99.19	99.79	99.84	99.78

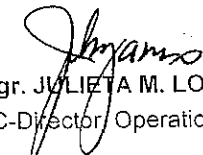
Prepared by:


OMAR O. BERNAL
 PMO IV

Approved by:


LEAH M. VALDEZ
 Chief, Marketing and Sales Division

Noted by:


Engr. JULIETA M. LOZANO
 OIC-Director, Operations Group

99.80


PAP 1
 01

Office Performance Accomplishment Report


October 2018

Customer Service	Destination	Oct	Nov	Dec	4th Quarter Accomplishment	
Metro Manila	DRs Prepared	302	393	176		
	DRs Delivered	302	393	176		
	Within 7WD	302	393	176		
	Exceeds 7WD				100% of Common Supplies and Equipment delivered within the prescribed period	
	- 8 working days	0	0	0		
	- 9 working days	0	0	0		
	- 10 working days	0	0	0		
	- 11 working days	0	0	0		
	Total	100%	100%	100%		
	% Accomplishment					
	Luzon	STRs Received	21	51	22	
		STRs Delivered	21	51	22	100% of Common Supplies and Equipment delivered within the prescribed period
		Within 7WD	21	51	22	
		Exceeds 7WD	0	0	0	
		% Accomplishment	100%	100%	100%	
Visayas	STRs Received	31	17	4		
	STRs Delivered	31	17	4	100% of Common Supplies and Equipment delivered within the prescribed period	
	Within 12WD	31	17	4		
	Exceeds 12WD	0	0	0		
	% Accomplishment	100%	100%	100%		
Mindanao	STRs Received	92	31	15		
	STRs Delivered	92	31	15	100% of Common Supplies and Equipment delivered within the prescribed period	
	Within 12WD	92	31	15		
	Exceeds 12WD	0	0	0		
	% Accomplishment	100%	100%	100%		
Delivery requests completed at the end of the quarter	Delivery Receipt Prepared	302	393	176	100% of delivery requests completed at the end of the quarter	
	Delivery Receipt Delivered	302	393	176		
	% Accomplishment	100%	100%	100%		
	Transfer of Stocks Received	144	99	41	100% of delivery requests completed at the end of the quarter	
	Transfer of Stocks Delivered	144	99	41		
% Accomplishment	100%	100%	100%			

Prepared By:


 Jeffrey M. Bertumen
 PMO IV

Reviewed and Submitted by:


 Ariel R. Cunanan
 Chief, Warehousing and Logistics Division

PAP 1
T2 Qn.

Computations for PAP 1 (b) and PAP 2 (b)
3rd Quarter

		PD1	PD2	PD3	PD4	PD 5	PD6	PD7	PD8	PD9	PD10	AVERAGE
PAP 1 (b)	70% of stocks available at any given time	53	49.33	48.59	80	65.13	85.22	72.08	79.14	60	60	65.249

Warehouse Stock Inventory Status

PAP 1 (b) Qn	70% of Stock refleshed before buffer stock is depleted	October				November				December				AVERAGE
		Oct-03	Oct-10	Oct-17	Oct-30	Nov-07	Nov-14	Nov-21	Nov-28	Dec-05	Dec-12	Dec-19	Dec-28	
		61	60	61	61.74	59	60	63.08	69.13	65	63.76	71.14	72.48	63.94

		PD1	PD2	PD3	PD4	PD 5	PD6	PD7	PD8	PD9	PD10	AVERAGE
PAP 2 (b)	Procurement Activities are within the minimum period allowed under 9184	7 out of 7	7 out of 7	2 out of 2	No Projects awarded for 4th Qtr	No Projects awarded for 4th Qtr	10 out of 10	3 out of 3	8 out of 8	10 out of 10	8 out of 8	
		100%	100%	100%			100%	100%	100.00%	100%	100%	100.00%

Prepared by:

STEPHANIE A LYSSA YOUNG

Noted:

MARIA GEMIMA D. VILLANUEVA

PAP 3

Efficient Warehouse and Logistics Management for Regional Warehouse

Dimension	Success Indicator Commitments for Year (Target)	Accomplishment to be Rated at the End of the Year	Rating
Qn	Established one (1) new physical warehouse of PS Regional Depot/Hub	Established one (1) PS Regional Depot Hub	3
T	PS Regional Depot established after three months upon approval of the HOO	PS Regional Depot established after one (1) month upon approval of the HOO	5

Prepared by:


DAVE Y. VALDERRAMA
OIC, Depot Coordinating Office

Noted:


ENGR. JULIETA M. LOZANO
OIC, Operations Group

NON COMMON USE

PD	APRs received: Prior years up to September 30, 2018		NUMBER OF AWARDED PROJECTS PER LOT FROM JANUARY TO DECEMBER 2018	SIGNATURE OF PMO-IN-CHARGE
	NUMBER OF ON-GOING PROJECTS PER LOT	NUMBER OF PROJECTS PER LOT WITH INCOMPLETE DOCUMENTS		
1	49	115	33	Matal 1/8/19
2	44	67	23	K 1/8/19
3	68	27	17	Y. B. 01.08.19
4	41	61	27	F 1/8/19
5	26	117	11	Rose 1/8/19
6	63	11	21	Quest 1/8/19
7	65	8	29	Antony 01-10-19
8	66	69	43	Carly 1-8-19
9	20	81	22	B - 1-8-19
10	112	34	13	M 1/8/19
Total	442	590	239	

Formula to Compute:


$$\frac{\text{Total Number of Awarded Projects}}{\text{Total Number of On-Going Projects}} \times 100\% = \% \text{ of Procurement Requests (NCSE) received in 2018 (up to the 3rd quarter), 2017, and prior years (with complete requirements) awarded}$$

$$\frac{239}{442} \times 100\% = 54.07\%$$

Summary Report of OPCR for 2018

Action	Success Indicators	Responsible Division	Target	Accomplishment (First Qtr)	Accomplishment (2nd Qtr)	Accomplishment (3rd Qtr)	Accomplishment (4th Qtr)	Remarks
Implementation of the Government Electronic Procurement System	80% of the project milestones are completed at the end of the year	ESG/IT/PR/ITSD	90% of the project milestones are completed at the end of the year	Project milestone (Project Plan) has been completed on time March 28, 2018	N/A (coordination of the system requirement study, data gathering and preparation for pilot implementation of VS)	Project milestone (implementation) with one month before the targeted date. Requirement Documents of VS - July 24, 2018 System Development of Phases 1A and 1B - VS - August 29, 2018 Pilot Implementation - September 3, 2018	95.8% of the project milestone are completed at the end of the year	Project milestones were changed based on the approved revised timeline submitted by the JV of NextIX and Nextenders. Below is the breakdown of accomplishments: Project Plan - 100% System Requirement Study - 100% Requirement Documents of VS - 100% System Development of VS - 100% Pilot Implementation of VS - 100% User Acceptance Testing - 100% User Acceptance Preparation for VS Rollout - December 18, 2018 Requirement Documents of Phases 1A & 1B - 100% Other Plans - 93% System Development of Phases 1A & 1B - 76% Overall Accomplishment - 85.9%
PART 4	Project milestones are completed on the targeted date	ESG/IT/PR/ITSD	Project milestones are completed on the targeted date	Project milestone (Project Plan) has been completed on time March 28, 2018	N/A (coordination of the system requirement study, data gathering and preparation for pilot implementation of VS)	Project milestone (implementation) with one month before the targeted date. Requirement Documents of VS - July 24, 2018 System Development of Phases 1A and 1B - VS - August 29, 2018 Pilot Implementation - September 3, 2018	95.8% of the project milestone are completed at the end of the year	Project milestones were changed based on the approved revised timeline submitted by the JV of NextIX and Nextenders. Below is the breakdown of accomplishments: Project Plan - 100% System Requirement Study - 100% Requirement Documents of VS - 100% System Development of VS - 100% Pilot Implementation of VS - 100% User Acceptance Testing - 100% User Acceptance Preparation for VS Rollout - December 18, 2018 Requirement Documents of Phases 1A & 1B - 100% Other Plans - 93% System Development of Phases 1A & 1B - 76% Overall Accomplishment - 85.9%

Prepared by:



Archivald S. Navarro
CVC-Division Chief, eGP


Approved by:



Rosa Maria Al. Cjarnate
CVC-Deputy Executive Director, PS-PhilGEPS

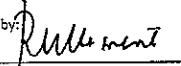
Summary Report of OPCR for 4th Quarter 2018

Action	Success Indicators	Responsible Division	Target	Accomplishment (First Qtr)	Accomplishment (2nd Qtr)	Accomplishment (3rd Qtr)	Accomplishment (4th Qtr)	Remarks
PART 5 Procurement of Warehouse and Inventory Management System (WIMS) are completed at the end of the year	90% of the project milestone are completed at the end of the year	ITSD/ITSP	90% of the project milestone are completed at the end of the year	Conducted Market Research / Demo Feb 18, Feb 27 and March 7, 2018 Ongoing crafting of TOR based on the new requirement On-going Price Monitoring	On-going review of Terms of Reference and Price Monitoring Report Preparation	Revise the Terms of Reference (TOR) based on the new requirement	Issuance of Lowest Calculated Bid Awaiting for the submission of Post Qualification Documents	Justification letter was submitted to CPMS last November 9, 2018 Note for 2nd Qtr: Consultant was assigned for the crafting of TOR Revise Technical Specifications as per advise of DBM Management
	Procurement activities completed on the targeted date	ITSD/ITSP	Procurement activities completed on the targeted date	Conducted Market Research / Demo Feb 18, Feb 27 and March 7, 2018 Ongoing crafting of TOR based on the new requirement On-going Price Monitoring	Procurement Activities for WIMS are completed on targeted date Drafted Terms of Reference (May 16, 2018) - On-going Review/Finalization	Approval of TOR - Oct 23, 2019 Approval of Price Monitor - Nov. 19, 2018 Finalization of Bidding Documents - November 23, 2018 3	Conduct of Opening of Bids - Dec 18, 2018	3rd Qt - 4th Qtr: Project deliverables move to a later date due to change requirements on 2nd Qtr 2018

Prepared By: 
 Marjorie Mae M. Cruzat
 Information System Analyst II

Certified Correct: 
 MaryAnn Penafior
 OIC- Div. Chief, IT Services Division


 Myra Dale Cruz
 Division Chief, IT Research and Planning Div.

Approved by: 
 Rosa Maria M. Clemente
 OIC-Deputy Executive Director, PS-PhilGEPS

PAP 5

PROCUREMENT MONITORING TOOL
DBM B/S/OS

July to December 2018

Item	Submitted to	Date Submitted	Remarks
Office Performance Accomplishment Report, 3 rd Quarter	CPMS	October 4, 2018	
Quarterly Physical Performance Report, 3 rd Quarter	CPMS	October 3, 2018	
DBM Initiatives/Programs/Projects	CPMS	October 15, 2018	Submitted was Performance Report, 3 rd Quarter
Operational Planning Report	CPMS	November 19, 2018	
OPAR	CPMS	January 4, 2019	
Physical Performance	CPMS	January 4, 2019	

Jan

Prepared by:

SY
STEPHANIE AYOSSA YOUNG
 PPRD

Noted:

Maria
MARIA GEMMA VILLANUEVA
 PPRD

PART B
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Monitoring of Reports Submitted by the HRD to External Stakeholders
as of December 28, 2018

REPORTS	AGENCY SUBMITTED TO	DEADLINE	DATE SUBMITTED	REMARKS
Reports on Appointment Issued	Civil Service Commission (CSC)	(30 days upon hiring)		
Date of Entry:				
October 15, 2018	CSC	November 15, 2018	November 14, 2018	4
November 19, 2018		December 19, 2018	December 19, 2018	3 ✓
SALN of Newly Hired, Separated and/or Regular Employees	CSC	(30 days upon hiring or separation)		
Date of Entry:				
October 15, 2018		November 15, 2018	November 14, 2018	4
November 19, 2018		December 19, 2018	December 19, 2018	3 ✓

Processed by:


Abigail Ann O. Alicdan
Training Specialist II

part B

Part B

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