

Republic of the Philippines Department of Budget and Management PROCUREMENT SERVICE



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January 06, 2017

MEMORANDUM

TO

DIRECTOR MERCEDES P. NAVARRO

Corporate Planning and Management Service
Department of Budget and Management

FROM

ED BINGLE B. GUTIERREZ

Procurement Service

SUBJECT

SUBMISSION OF THE DBM-PS 4th QUARTER OPAR 2016

Submitted herewith for consideration is the Office Performance Accomplishment Report (OPAR) - Form C of the Procurement Service covering the period January to December 2016.

Thank you.

BINGLE B. GUTIERREZ

OFFICE PERFORMANCE ACCOMPLISHMENT REPORT (OPAR) - FORM C

I, <u>BINGLE B. GUTIERREZ</u>, submit the following accomplishments of the <u>DBM - PROCUREMENT SERVICE</u> and the corresponding rating in accordance with the approved performance commitments and measures for the period <u>JANUARY to DECEMBER 2016</u>.

BINGLE B. GUTIERREZ
Executive Director V

Date: 1.6.2017

	TOTAL CO.	D _{im} Success Indicator	cess Indicator	Allotted	Cı	Commitments for Year (Target) (5)			Actual Accomplishment (6)				Semestra (7)	Remarks
		(2)	(3)	Budget 1s	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Q1	Q2	Q3	Q4	1st Semester	2nd Semester	(8)
Part A	a: Strategic Performance Commitr	nents (Souce d	ocuments: GAA, DBA	и PIB, and	d other releva	ant planning a	and budgetar	y documents)							
.2.1.C	Efficient government operations	by complying	with AO 17							- Comment					
IFO 1	Management of Agency Procure	ment Activities					F F	- 1	8 = 1					10	
Profitability, Sustainability & Growth	Sustainable procurement strategies		ales of Common Use IS) / PhilGEPS Fees by		Increase in sales of CUS / PhilGEPS Fees by 20%	Increase in sales of CUS / PhilGEPS Fees by 20%	Increase in sales of CUS / PhilGEPS Fees by 20%	PhilGEPS	Increase in sales of CUS / PhilGEPS Fees by 38.02%	Increase in sales of CUS / PhilGEPS Fees by 38.01%	Increase in sales of CUS / PhilGEPS Fees by 71.92%	Increase in sales of CUS / PhilGEPS Fees by 76.81%	5	5	Performance for Q1 to Q4 is measured collectively at the end of the year. Target-increase of 20% from 2015 actual sales based only on: PhilGEPS Fees (PhilGEPS income from certification fees and CUS) Please see attached PS-PhilGEPS Report on Sales Management Report CY 2011

	Action/MFO/PAP	Success Indicator	Milotteu	Commitments	for Year (Tar (5)	get)			omplishmer (6)	it	Semes	stral Rating	Remarks
	m -	(3)	(4) Ist Quarte	2nd Quarte		r 4th Quarte	r Q1	C)2	03	Q4	1st Semeste	2nd r. Semester	(8)
MEC	2. Increased number of users accessing PS-PhilGEPS website	10% increase in the number of users accessing PS-PhilGEPS website	10% increas in the numb of users accessing P PhilGEPS website	of users	in the numbe of users	in the number of users	2/2	number of users	67.51% - e increase in th number of users - accessing PS PhilGEPS website	number of users	5	5	1st Qtr 2015 - NO DATA 1st Qtr 2016 - 19,449.67 2nd Qtr 2015 - 15,281.33 2nd Qtr 2016 - 20,916.66 3rd Qtr 2015 - 16718.66 3rd Qtr 2016 - 28005.67 4th Qtr 2015 -16,984.33 4th Qtr 2016 -27,036 Ref: Attachment 2
of Technology to Innovate	3. Availability of PhilGEPS	100% of the PhilGEPS functionalities are available with less than 15 hours downtime per month	100% of the functionalitie are available with less than 15 hours downtime pe month	functionalities are available with less than 15 hours	are available with less than 15 hours	100% of the functionalities are available with less than 15 hours downtime per month	100% of the functionalities are available with less than 15 hours downtime per month	100% of the functionalities are available with no downtime	100% of the functionalities are available with no downtime	100% of the functionalities are available with less than 15 hours downtime per month	4	4	Accomplishment Reports: 1st Quarter 2016: No reported downtime for January. Estimated 1 hour and 4 hours downtime for February and March respectively. 2nd Quarter 2016: No downtime report for 2nd Quarter 3rd Quarter 2016: No downtime report for 3rd Quarter 4th Quarter 2016: No reported downtime for October and November. There is a 3 hour downtime for December. Ref: Attachment 2
Use of T	4. Development of ICT Projects	100% of project milestone completed on the deadline	100% of the project milestone completed on the deadline	100% of the project milestone completed on the deadline				100% project milestone completed 2 months before the deadline	100% project milestone completed 2 months before the deadline	100% of the project milestone completed on the deadline	4	4	Date of Completion: 1st Quarter Work Instruction - Jan. 20, 2016 System User Manual - Mar. 04, 2016 2nd Quarter Data Gathering/Submission of Process Flow for DMS - Apr. 22, 2016 3rd Quarter DMS Training Manual - Jul. 14, 2016 Training for PS Staff - Jul. 14-15, 2016 4th Quarter Finalization of TOR for HRIS - October 2016 Review of the Guidelines in Implementing DMS in PS - December 2016 Ref: Attachment 2

	Dim Success Indicator Ri	otted dget	Commitment	s for Year (Ta (5)	rgel)		Actual Acc	omplishmen (6)	t	THE RESIDENCE OF THE PARTY AND PARTY.	al Rating 7)	Remarks
(1)		THE RESERVE OF THE PARTY OF THE	ter 2nd Quarte	er 3rd Quarte	er 4th Quarto	r Q1	Q2	Q3	Q4	1st Semester	2nd Semester	(B)
: Additional Commitments (Othe	r regular function and special assignmen	ts not captured	under Part A i	ncluding GAS	SS, STO, and	external & int	ternal reporto	rial requiremen	nts)		1524	
5. Effective and efficient delivery of administrative support services	80-86% of responses/action documents accomplished within the prescribed period and approved on the 3rd presentation	80-86% requests acted upo within the prescribe deadline	requests acted upon within the prescribed	80-86% of requests acted upon within the prescribed deadline	80-86% of requests acted upon within the prescribed deadline	94-100% of requests acted upon within the prescribed deadline	94-100% of requests acted upon within the prescribed deadline	94-100% of requests acted upon within the prescribed deadline	94-100% of requests acted upon within the prescribed deadline	5	5	Accomplishments shall be measured using the performance dimensions guidelines as per P.R.I.M.E. Advisory No. 2016-03 Please see attached Report Accomplishments, Administrative Group for CY 2016 Ref: Attachment 3
		Average response ti within the deadline	me response time within the	Average e response tim within the deadline	Average response time within the deadline	Average e response time within the deadline	Average response tim within the deadline	Average response time of 4 or more days earlier than the deadline	Average fresponse time of 1-3 days earlier than the deadline	3	4.5	
		80-86% c draft approv on the 3rd presentation	red draft approve on the 3rd	on the 3rd	80-86% of draft approved on the 3rd presentation	on the 3rd	on the 3rd	80-86% of draft approved on the 3rd presentation	80-86% of draft approved on the 3rd presentation	3	3	
6. Prepare and submit reports/inputs required by the DBM B/S/Os within the prescribed deadline	Required reports submitted to the DBM B/S/Os within the prescribed deadline	Required reports submitted to the DBM B/S/Os with the prescribe deadline	reports o submitted to the DBM in B/S/Os within	Required reports submitted to the DBM B/S/Os within the prescribed deadline	Required reports submitted to the DBM B/S/Os within the prescribed deadline	Required reports submitted to the DBM B/S/Os one to five (1-5) working days earlier than the prescribed deadline	B/S/Os within the prescribed	Required reports submitted to the DBM B/S/Os within the prescribed deadline	Required reports submitted to the DBM B/S/Os within the prescribed deadline	3.5	3	
7. Prepare and submit comments and other reports requested by external stakeholders	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	Reports and comments submitted within the prescribed period	Reports and comments submitted within the prescribed period	Reports and comments submitted one to five (1- 5) working days earlier than the prescribed deadline	Reports and comments submitted one to five (1-5) working days earlier than the prescribed deadline	3	4	



Action/MFO/PAP Dis	Success Indicator	Allotted Commitments for Year (Parget) (5) 1st Quarter 2nd Quarter 3rd Quarter 4th Quarter	Actual Accomplishment (6) Q1 Q2 Q3	Semestral Rating (7) 1st 2nd Semester Semester	Remarks (8)
With concurrence of the Unit PMT: ROSA MARIA M. CLEMENTE Head - PhilGEPS	FLERIDA G. ARIAS Head - Operations Group		essment Rating: Dished at the end of the 2nd / 4th Quarters) Semester 1 4	Semester 2 2016 Assessment Rating: (Average of two semesters; To be accomplished at the end of the year)	
JOEUE H. EAYTE Nead - Adiquistrative Group	LAARNI / TUSTOR Head - Finanda/Mgt. Group	PRANCIS MARIE N. PALOMO Secretariat	The state of the s		1
WEBSTER M AURENANA Ronk-and-File Representative, 2nd Level Reviewed by:	JAIME J. ESON Rank-and-File Representative, 1st Level	P.R. M.E. Officer Recommending Approval:	Approved by:		ii 12=-
PMT Chairperson in	behalf of the DBM PMT/Date	Supervising Furnctional Group Head (As Undersecretary)/Date	sistant Secretary /	Secretary / Authorized Signatory	/Date