



Republic of the Philippines
Department of Budget and Management
PROCUREMENT SERVICE

RR Road, Cristobal Street, Paco, Manila, Philippines 1007
Trunk line: 689-7750 Direct line: 563-9365 & 563-9395



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

Bingle B. Gutierrez
BINGLE B. GUTIERREZ
 Executive Director V

Date: 1.6.2017

Action/MFO/PAP (1)	Dim (2)	Success Indicator (3)	Allotted Budget (4)	Commitments for Year (Target) (5)				Actual Accomplishment (6)				Semestral Rating (7)		Remarks (8)
				1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Q1	Q2	Q3	Q4	1st Semester	2nd Semester	

Part A: Strategic Performance Commitments (Source documents: GAA, DBM PIB, and other relevant planning and budgetary documents)

A.2.1.c Efficient government operations by complying with AO 17

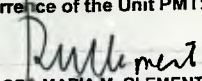
MFO 1 Management of Agency Procurement Activities

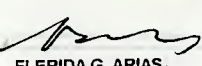
Profitability, Sustainability & Growth	1. Sustainable procurement strategies		Increase in sales of Common Use Supplies (CUS) / PhilGEPS Fees by 20%		Increase in sales of CUS / PhilGEPS Fees by 20%	Increase in sales of CUS / PhilGEPS Fees by 20%	Increase in sales of CUS / PhilGEPS Fees by 20%	Increase in sales of CUS / PhilGEPS Fees by 20%	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 2016 <i>Ref: Attachment</i>

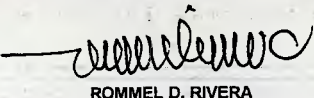
Action/MFO/PAP (1)	Dim (2)	Success Indicator (3)	Allotted Budget (4)	Commitments for Year (Target) (5)				Actual Accomplishment (6)				Semestral Rating (7)		Remarks (8)
				1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Q1	Q2	Q3	Q4	1st Semester	2nd Semester	
Part B: Additional Commitments (Other regular function and special assignments not captured under Part A including GASS, STO, and external & internal reportorial requirements)														
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% of requests acted upon within the prescribed deadline	80-86% of requests acted upon within the prescribed deadline	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 of Accomplishments, Administrative Group for CY 2016 Ref: Attachment 3
				Average response time within the deadline	Average response time within the deadline	Average response time within the deadline	Average response time within the deadline	Average response time within the deadline	Average response time within the deadline	Average response time of 4 or more days earlier than the deadline	Average response time of 1-3 days earlier than the deadline	3	4.5	
				80-86% of draft approved on the 3rd presentation	80-86% of draft approved on the 3rd presentation	80-86% of draft approved on the 3rd presentation	80-86% of draft approved on the 3rd presentation	80-86% of draft approved on the 3rd presentation	80-86% of draft approved on the 3rd presentation	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 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 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	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 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 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 (1)	Date (2)	Success Indicator (3)	Allotted Budget (4)	Commitments for Year (Target) (5)				Actual Accomplishment (6)				Semestral Rating (7)		Remarks (8)
				1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Q1	Q2	Q3	Q4	1st Semester	2nd Semester	

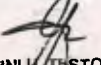
With concurrence of the Unit PMT:

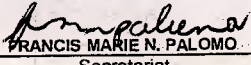

 ROSA MARIA M. CLEMENTE
 Head - PhilGEPS

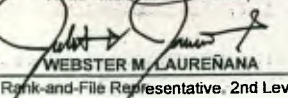

 FLERIDA G. ARIAS
 Head - Operations Group

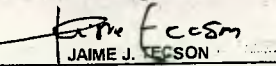

 ROMMEL D. RIVERA
 Head - Contract Mgt. Group

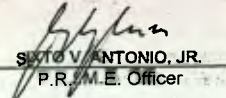

 JOELE H. EAYTE
 Head - Administrative Group


 LAARNI V. TESTOR
 Head - Financial Mgt. Group


 FRANCIS MARIE N. PALOMO
 Secretariat


 WEBSTER M. LAUREANA
 Rank-and-File Representative, 2nd Level


 JAIME J. TECSON
 Rank-and-File Representative, 1st Level


 SINTO V. ANTONIO, JR.
 P.R.M.E. Officer

Assessment Rating: (To be accomplished at the end of the 2nd / 4th Quarters)	Semester 1	Semester 2	2016 Assessment Rating: (Average of two semesters; To be accomplished at the end of the year)
	4	4	

Reviewed by:

 PMT Chairperson in behalf of the DBM PMT/Date

Recommending Approval:

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

Approved by:

 Secretary / Authorized Signatory/Date

