Division Performance Commitment and Review (DPCR)

QMF06-A DPCR Admin_Rev00 01Jan2017

I, _____, Head of the Administrative Division,commit to deliver and agree to be rated on the attaintment of the following targets in accordance with the indicated measures for the period of January 1 to December 31, _____.

JEREMIAS P. ABAN, JR.
Division Manager A, Administrative Department

APPROVED BY:
VIRGINI I. NERO
Acting General Manager

5- Outstanding
4- Very Satisfactory
3- Satisfactory
2- Unsatisfactory
1- Poor

MFO/PAP's	Success Indicator	JLS	JB	ML	LA	JC	BB	IGP	AA	FA	JF	JOF	SE	EGC	RR	SB	LB	JE	DRIVERS	Ratings	Standards on when to receive 5,4, 3, 2, 1					Budget Alloted
																					5	4	3	2	1	
A. SUPPORT TO OPERATION																										
I - GENERAL SERVICES																										
A. PREPARATION OF LORRY SALES REPORT (LSR)	100% of Lorry Sales Report (LSR) prepared & reviewed within 5 days of ensuing month																									
B. APPROVAL OF MAINTENANCE SERVICE REQUEST REPORT(MSR)	100% of Maintenance Service Request (MSR) prepared & reviewed within 1 day																									
C. REQUISTION AND ISSUE VOCHER (WORKING FUND)	100% of Requistion and Issue Voucher acted and signed 5 mins upon receipt of request																									
D. WATER REFILLING STATION ACTIVITIES	100% Sales report prepared and accomplished every 5th day of ensuing month																									

MFO/PAP's	Success Indicator																				Standards on when to receive 5,4, 3, 2, 1					Budget Alloted
		JLS	JB	ML	LA	JC	BB	IGP	AA	FA	JF	JOF	SE	EGC	RR	SB	LB	JE	DRIVERS	Ratings	5	4	3	2	1	
II - DRIVING SERVICES																										
A. TRIP TICKETS PREPARATION	100% of Trip tickets accomplished, acted and signed 15 minutes upon receipt of request																									
B. APPROVAL OF REPORT OF WASTE MATERIAL	100% of Report of Waste reviewed within 1 hour upon receipt of request																									
C. TRANSPORT OFFICE PERSONNEL, MATERIALS AND EQUIPMENT	100% of Office personnel, materials and equipment transported to respective destination upon receipt of trip tickets within 15 mins subject to the availability of service vehicle with no negative feedback																									
D. EXTENDED SERVICES	100% of Water delivered to respective desitnation within 2 days from receipt of trip tickets																									
III - MAINTENANCE																										
A. MOTORPOOL ACTIVITIES	100% of Major & minor equipment, vehicles, motorcycles repaired 60 days upon request																									

MFO/PAP's	Success Indicator																				Standards on when to receive 5,4, 3, 2, 1					Budget Alloted
		JLS	JB	ML	LA	JC	BB	IGP	AA	FA	JF	JOF	SE	EGC	RR	SB	LB	JE	DRIVERS	Ratings	5	4	3	2	1	
B. RENEWAL OF LTO REGISTRATION	100% Vehicles renewed & registered before the expiration date 7working days																									
C. RENEWAL FOR EMISSION TESTING CERTIFICATE	100% of Vehicles renewed for emission testing 7 working days																									
D. RENEWAL FOR GSIS PREMIUMS	100% of Vehicles renewed for GSIS insurance premiums 7 working days																									
E. PREPARATION OF PPR AND PJOR	100% of Pre-purchase Requisition (PPR) and Pre-Job Order Requisition (PJOR) prepared for service units 2 working days																									
F. PREPARATION OF GAS CONSUMPTION REPORT	100% monitored Gasoline Consumption of Office vehicles and equipments every 5 th day of ensuing month																									
G.. GROUND AND BUILDING ACTIVITIES	100% Building maintenance report prepared every 5th day of ensuing month																									

MFO/PAP's	Success Indicator																				Standards on when to receive 5,4, 3, 2, 1					Budget Alloted
		JLS	JB	ML	LA	JC	BB	IGP	AA	FA	JF	JOF	SE	EGC	RR	SB	LB	JE	DRIVERS	Ratings	5	4	3	2	1	
	100% Electrical installation acted upon within 1 hour upon request																									
	100% Major and minor repairs of the building/office premises acted upon within 1 hour upon request																									
H. HOUSEKEEPING	100% maintained cleanliness of ground and office building within 1 day																									
IV- PROCUREMENT SERVICES																										
A. PREPARATION OF ABSTRACT QUOTATION (PR) and ABSTRACT QUOTATION (PJOR)	100% AQ PR & PJOR prepared & signed 2 working days after canvass																									
B. PREPARATION OF PRICE QUOTATION REQUEST	100% 0f PQR prepared, distributed/served & signed to the prospective supplier 2 working days																									
C. PREPARATION OF PRICE INQUIRY	100% of price inquiry prepared&served 2 working days upon receipt of request																									

MFO/PAP's	Success Indicator	JLS	JB	ML	LA	JC	BB	IGP	AA	FA	JF	JOF	SE	EGC	RR	SB	LB	JE	DRIVERS	Ratings	Standards on when to receive 5,4, 3, 2, 1					Budget Alloted
																					5	4	3	2	1	
D. PREPARATION OF PURCHASE ORDER	100% of Purchase order prepared,signed & served 2 working days upon receipt of Abstract Quotation w/ no error																									
V- PROPERTY AND SUPPLIES																										
A.REVIEW OF PJOR, JOB ORDER, PPR, PR	100% of PJOR, Job Order, PPR & PR reviewed & signed 15 mins upon receipt of the documents																									
B. PREPARATION OF INSPECTION AND ACCEPTANCE REPORT	100% of Inspection and acceptance report prepared & reviewed 1 day upon completion of deliveries																									
C. RECEIPT AND ISSUANCE OF MIS, RIS & RMS OF SUPPLIES, TOOLS, MATERIALS & FITTINGS	100% of MIS, RIS, & RMS issued, inspected and reviewed upon 2 hours upon receipt of request																									
VI- CALIBRATION																										
A. REVIEW OF WATER AND FLOW METER CALIBRATION & REPAIR REPORT	100% of Water and Flow Meters calibrated & repaired reviewed within 5 days of ensuing month																									
DIVISION TOTAL RATING																										
DIVISION TOTAL AVERAGE RATING																										

PERFORMANCE MANAGEMENT TEAM (PMT)

MFO/PAP's	Success Indicator																				Standards on when to receive 5,4, 3, 2, 1					Budget Alloted
		JLS	JB	ML	LA	JC	BB	IGP	AA	FA	JF	JOF	SE	EGC	RR	SB	LB	JE	DRIVERS	Ratings	5	4	3	2	1	

VIRGILIO B. LUANSING I
Chairperson
Acting Division Manager A, PDCD & OIC, EWRD

EMMA A. CUYO	RICARDO B. FELIX III	CHRISTINA S. TADURAN	VICENTE ANICETO D. RUBIO	RONALD P. SARMIENTO
Member	Member	Member	Member	Member
DMA, A, AD & OIC, TBD	DMA, HRD	IRMO-C. HRD	SWUM/DO, EWRD	U/CSA A, WPEMD & MNWDEU I