Administrative Division - Procurement Unit Success Indicators

Program and Project Based / Major Final Output	Success Indicator (Targets & Measures)	Rating Scales	Quality Effectiveness	Efficiency	Timeliness	Operational Definitions	Office Accountable
Assist the BAC in the conduct of its funtion	Assists the BAC in the conduct of its funtion	5	Always according to standards	100% meeting the success indicators	Immediately		Procurement Unit
		4	1-2 errors	90% to 99.99% meeting the success indicators	N/A		
		3	3-4 errors	80% to 89.99% meeting the success indicators	N/A		
		2	5-6 errors	70% to 79.99% meeting the success indicators	N/A		
		1	beyond 6 errors	below 70% of the success indicators	Later/Never		
Prepare and finalize the minutes of the meeting for the Bids and Awards Committee (BAC) and Special BAC	Prepare and finalize the minutes of the meeting for the Bids and Awards Committee (BAC) and Special BAC with 100% efficiency	5	Always according to standards	100% meeting the success indicators	1-2 days before the deadline		Procurement Unit
		4	1-2 errors	90% to 99.99% meeting the success indicators	within the set deadline		
		3	3-4 errors	80% to 89.99% meeting the success indicators	1-2 days delay		
		2	5-6 errors	70% to 79.99% meeting the success indicators	3-4 days delay		
		1	beyond 6 errors	below 70% of the success indicators	5 days beyond delayed		
Ensure compliance to posting requirements in the LTO/DOTr website, PhilGEPS and conspicious places in the premises of the agency	Ensures compliance to posting requirements in the LTO/DOTr website, PhilGEPS and conspicious places in the premises of the agency with 100% efficiency	5	Always according to standards	100% meeting the success indicators	1-2 days before the deadline		Procurement Unit
		4	1-2 errors	90% to 99.99% meeting the success indicators	within the set deadline		
		3	3-4 errors	80% to 89.99% meeting the success indicators	1-2 days delay		
		2	5-6 errors	70% to 79.99% meeting the success indicators	3-4 days delay		
		1	beyond 6 errors	below 70% of the success indicators	5 days beyond delayed		
Certify procurement documents under the custody of the BAC Secretariat and certifies machine/ reproduced copies of BAC records, whenever	Certifies procurement documents under the custody of the BAC Secretariat and certifies machine/ reproduced copies of BAC records, whenever	5	Always according to standards	100% meeting the success indicators	1-2 days before the deadline		Procurement Unit
		4	1-2 errors	90% to 99.99% meeting the success indicators	within the set deadline		
		3	3-4 errors	80% to 89.99% meeting the success indicators	1-2 days delay		

necessary	BAC records, whenever necessary with 100% efficiency	2	5-6 errors	70% to 79.99% meeting the success indicators	3-4 days delay		
		1	beyond 6 errors	below 70% of the success indicators	5 days beyond delayed		
Prepare and update the Annual Procurement Plan	Prepares and updates the Annual Procurement Plan Inspects various LTO deliveries (brand new items) with 100%efficiency	5	Always according to standards	100% meeting the success indicators	1-2 days before the deadline		Procurement Unit
		4	1-2 errors	90% to 99.99% meeting the success indicators	within the set deadline		
		3	3-4 errors	80% to 89.99% meeting the success indicators	1-2 days delay		
		2	5-6 errors	70% to 79.99% meeting the success indicators	3-4 days delay		
		1	beyond 6 errors	below 70% of the success indicators	5 days beyond delayed		
Monitor and ensure that all procurements are in accordance to the APP	Monitors and ensures that all procurements are in accordance to the APP Inspects various LTO deliveries (brand new items) with 100% efficiency	5	Always according to standards	100% meeting the success indicators	1-2 days before the deadline		Procurement Unit
		4	1-2 errors	90% to 99.99% meeting the success indicators	within the set deadline		
		3	3-4 errors	80% to 89.99% meeting the success indicators	1-2 days delay		
		2	5-6 errors	70% to 79.99% meeting the success indicators	3-4 days delay		
		1	beyond 6 errors	below 70% of the success indicators	5 days beyond delayed		