Office Performance Commitment and Review (OPCR)
LEGISLATIVE SERVICES OFFICE

I, **ATTY. NOEL M. VILLANUEVA, SP Secretary,** commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December 2024.

ATTY. NOEL M. VILLANUEVA
SP Secretary
Date: January 15, 2025

APPROVED BY:

HON. ANGELITO S. LAZARO, JR. City Vice-Mayor	DATE	

MFO CORE FUNCTION	SUCCESS INDICATORS (Targets + Measures)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments/ Expenses	RATING				Remarks
					Q	E	T	A	
1. Comprehensive, prompt, and relevant administrative and technical support to facilitate efficient local legislative operations ensured.	100% of the Sangguniang Panlungsod sessions, meetings, and hearings were facilitated in accordance with the SP Internal Rules of Procedures		All Divisions	100% of the Sangguniang Panlungsod sessions (53/53), committee meetings/hearings (522/522), and public hearings (10/10) were facilitated in accordance with the SP Internal Rules of Procedures;	5			**5.000**	
	100% of the Administrative Cases filed against Barangay Elected Officials were facilitated in accordance with the SP Internal Rules of Procedures		All Divisions	100% (13/13) hearings of the Administrative Cases filed against Barangay Elected Officials were facilitated in accordance with the SP Internal Rules of Procedures	5	5		**5.000**	
	100% of the enacted ordinances published within the prescribed time		Records Division	100% (29/29) of the enacted ordinances published before the deadline	5		5	**5.000**	

2. Energy conservation and efficiency promoted	Energy efficiency and conservation report (inventory of all electronic equipment) accepted on the deadline in accordance with the prescribed standards		All Division	Energy efficiency and conservation report (4/4) (inventory of all electronic equipment) submitted and accepted on first submission on April 6, 2024, July 22, 2024, and January 15, 2025	5		2.25	**4.083**	
3. Effective, efficient and exceptional delivery of services ensured	100% of services under the Citizen's Charter acted upon satisfactorily within the prescribed response time;		Records Division / Admin Section	93.64% of services under the Citizen's Charter acted upon satisfactorily, with an average response time of 30% with no backlogs;	4	5		**4.500**	
SUPPORT FUNCTIONS:									
1. Accomplishments evaluated and reported	Office Monthly Accomplishment Reports (OMAR) submitted on the 15th day of the following month		SP Secretary / MC Taip	Office Monthly Accomplishment Reports (OMAR)(10/12) submitted and accepted on first submission, with (7/12) submitted before the 15th of the following month	4.33		3.58	**3.955**	
2. Employee productivity promoted and enhanced	Monthly coaching, mentoring and/or counselling sessions or meeting conducted		All Division	108 Coaching, mentoring and/or counselling sessions or meetings conducted with desired learning & development outcomes achieved	5			**5.000**	
3. Delivery of basic services and facilities	Project Procurement Management Plan (PPMP) submitted within the prescribed deadline		Budget Officer	Project Procurement Management Plan (PPMP) submitted and accepted on first submission on November 7, 2024 before the prescribed deadline of November 15, 2024	5		5	**5.000**	
	Approved Budget for the Contract (ABC) submitted within the prescribed deadline		Budget Officer	Approved Budget for the Contract (ABC) submitted and accepted on first submission before the deadline	5			**5.000**	
	100% of administrative support services delivered		All Division	100% of administrative support services delivered.	5			**5.000**	
	Annual Budget of the office/department submitted within the prescribed deadlines		SP Secretary / CA Rodriguez	Annual Budget submitted and accepted on July 15, 2024 within the prescribe deadline of July 15, 2024	5		3	**4.000**	
	Annual Investment Plan (AIP) submitted within the prescribed deadlines		SP Secretary / CA Rodriguez	Annual Investment Plan (AIP) submitted and accepted on May 20, 2024 before the prescribed deadline of May 24, 2024	5		5	**5.000**	

Average Rating:

Category	MFO	Rating
Strategic Priority		0
Core Functions	3	4.425
Support Functions	3	0.480
	Total Overall Functions	6
	Final Average Rating	4.905
	Adjectival Rating	*VERY SATISFACTORY*

ASSESSED BY:	DATE:	FINAL RATING BY:	DATE:
DENNIS R. LANZANAS City Planning and Development Coordinator		**HON. ANGELITO S. LAZARO, JR.** City Vice Mayor	

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, **GREGORIA J. ALCANTARA, City Budget Officer**, of the **City Budget Management Office** commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **January to December, 2024.**

GREGORIA J. ALCANTARA
City Budget Officer

Date: January 02, 2025

APPROVED BY:	DATE:
ROSELLER H. RIZAL City Mayor	

MFO (Output/Outcome/Objectives)	SUCCESS INDICATORS (Targets + Measures)	ALLOTTED BUDGET	DIVISION/INDIVIDUAL RESPONSIBLE	ACTUAL ACCOMPLISHMENTS/ EXPENSES	RATING				REMARKS
					Q	E	T	A	
Core Functions:									
Budget proposals of different departments/offices submitted to the Local Chief Executive (LCE)	Budget preparation completed	included in the P13,229,316.59 budget	Budget Preparation and Control Section	Budget preparation completed	5			5	
	Annual Budget reviewed, consolidated and submitted in accordance with the prescribed guidelines and deadlines			Annual Budget reviewed, consolidated, submitted and accepted on first submission in accordance with the prescribed guidelines and before the deadline	5		5	5	As per recent seminar of Public Financial Management Competency Program (PFMCP) conducted by Department of Budget and Management (DBM) last June 10-12, 2024, Local Expenditure Program (LEP) also pertains to the "Annual Budget". LEP is preferred as it is the more technical accurate term used for LGU's.
	Local Expenditure Program (LEP) reviewed in accordance with the prescribed guidelines and submitted on Oct. 16, 2024		Budget Preparation, Control, Review & Evaluation Section	Local Expenditure Program (LEP) reviewed and accepted on the first submission on Oct. 14, 2024 before the prescribed deadline of Oct. 16, 2024	5		5	5	
	Work and Financial Plan reviewed, signed and recommended for approval to the LCE			Work and Financial Plan reviewed, signed and recommended for approval to the LCE	5			5	
Project Management Procurement Plan (PPMP) endorsed to Bids and Awards Committee (BAC)	PPMP reviewed and endorsed in accordance with the prescribed guidelines and deadlines			PPMP reviewed and endorsed in accordance with the prescribed guidelines on Nov. 13, 2024, before the deadline of Nov. 15, 2024	5		5	5	
Certified budgetary documents acted upon	100% of LGU appropriated documents with complete attachments certified and indorsed to concerned departments/offices			100% of (32,771/32,771) LGU appropriated documents with complete attachments certified and indorsed to concerned departments/offices	5	5		5	

Core Functions:									
Fiscal accountability and transparency ensured	100% of reports and/or documentary requirements submitted with the prescribed guidelines and deadlines			100% of reports and/or documentary requirements submitted and accepted on first submission within the prescribed guidelines before the deadline	5		5	5	
Energy conservation and efficiency promoted	Energy efficiency and conservation report (inventory of all electronic equipment) accepted on the deadline in accordance with the prescribed standards	included in the P13,229,316.59 budget	Fernando Mañaga	Energy efficiency and conservation report (inventory of all electronic equipment) accepted on the first submission, before the deadline in accordance with the prescribed standards	5		5	5	
Effective, efficient and exceptional delivery of services ensured	100% of services under the Citizen's Charter acted upon satisfactorily within the prescribed response time		Budget Review & Evaluation Section	100% of services under the Citizen's Charter acted upon satisfactorily with an average response time efficiency of 30%, with no backlog	5	5		5	
Support Functions:									
Bids and Awards Committee (BAC) Activities									
Bidding documents and Bids & Awards Committee (BAC) Resolutions acted upon	100% of BAC meetings/conferences facilitated		J. Canicula	100% of (129/129)BAC meetings/conferences facilitated		5		5	
	100% of BAC minutes of the meeting reviewed and attested			100% of (129/129) BAC minutes of the meeting reviewed and attested		5		5	
	100% of Bidding documents reviewed and signed			100% of (1,532/1,532) Bidding documents reviewed and signed	5	5		5	
	100% of BAC Resolutions reviewed and signed			100% of (3,319/3,319) BAC Resolutions reviewed and signed	5	5		5	
Accomplishments Evaluated & Reported	Office Accomplishment Reports (OMAR) submitted on the 15th of following month		E.Tercero	Office Monthly Accomplishment Reports (OMAR) submitted and accepted on first submission before the 15th of following month	5		5	5	
Employee Productivity Promoted & Enhanced	Monthly coaching, mentoring and/or counselling sessions or meetings conducted		Section Heads	(50) coaching, mentoring and/or counselling sessions or meetings conducted with desired learning and development outcomes achived	5			5	
Delivery of Basic Services & Facilities Ensured	Annual budget of the office/department submitted within the prescribed deadlines		Budget Preparation, Control, Review & Evaluation Section	Annual budget of the office/department submitted and accepted on first submission on Oct. 14, 2024 before the prescribed deadline of Oct. 16, 2024	5		5	5	
	Annual Investment Plan (AIP) submitted within the prescribed deadlines		J. Canicula	Annual Investment Plan (AIP) submitted and accepted on the first submission on May 22, 2024, before the prescribed deadline of May 24, 2024	5		5	5	
	Project Procurement Management Plan (PPMP) submitted within the prescribed deadlines		E.Tercero	Project Procurement Management Plan (PPMP) submitted and accepted on first submission on Nov. 13, 2024 before the prescribed deadline of Nov. 15, 2024	5		5	5	
	Approve Budget for the Contract (ABC) submitted within the prescibed deadline			Approved Budget for the Contract (ABC) submitted and accepted on first submission within the prescibed deadline	5			5	
	100% of services under the Citizen's Charter of the unit conforms with the Whole-of-Government (WOG) approach		Budget Review & Evaluation Section						No revision on the existing citizens charter is necessary
	100% of administrative support services delivered		Budget Review & Evaluation Section	100% of administrative support services delivered	5			5	

Average Rating:

CATEGORY	MFO	RATING
Core Functions	6	4.50
Support Functions	4	0.50

Total Overall Functions:	10
Final Average Rating:	5
Adjectival Rating:	OUTSTANDING

ASSESSED BY:	DATE:	FINAL RATING BY:	DATE:
DENNIS R. LANZANAS City Planning and Development Coordinator		ROSELLER H. RIZAL City Mayor	

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, **DR. RONALD A. GONZALES, OIC - OFFICE OF THE COLLEGE PRESIDENT**, of the **CITY COLLEGE OF CALAMBA** commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **JANUARY TO DECEMBER 2024.**

DR. RONALD A. GONZALES
OIC - Office of the College President

Date: January 3, 2025

APPROVED BY:	DATE:

MFO (Output/Outcome/Objectives)	SUCCESS INDICATORS (Targets + Measures)	ALLOTTED BUDGET	DIVISION/INDIVIDUAL RESPONSIBLE	ACTUAL ACCOMPLISHMENTS/ EXPENSES	RATING				REMARKS
					Q	E	T	A	
Strategic Functions:									
Accreditation of the 7 programs of the college	Level 2 Accreditation Status of the 6 programs (BSIT, BSCS, BSA, BEEd, BSED - English & BSED - Math) and Candidate Status of BSED - Science		ALL COLLEGE OFFICIALS						Just submitted the letter of intent to undergo the accreditation process and are waiting for the schedule
Core Functions:									
Quality of Instruction ensured.	Number of board passers every year increased.		ALL ACADEMIC OFFICES	Number of board passers every year increased by 5%.	5			**5.00**	
	Number of graduates employed increased.		ALL ACADEMIC OFFICES	Number of graduates employed increased by 5%.	5			**5.00**	
Improvement of community life through extension services enhanced.	Number of extension services delivered.		ALL OFFICES	Number of community extension services (1 tree planting and 2 community drive) delivered	5			**5.00**	
Individual and Institutional Development (Research) service enhanced.	One (1) online training/seminar conducted and facilitated.		ALL FACULTY	One (1) online and (3) face to face training/seminar conducted and facilitated.		5		**5.00**	
	One research presented and/or published.		ALL FACULTY	Three (3) research presented and/or published.Faculty and non-teaching staff have completed three research publications and presentations internationally	5			**5.00**	

Access to relevant information ensured.	Educational policies, guidelines and regulations are formulated, disseminated, monitored and evaluated		ALL ACADEMIC OFFICES	Educational policies, guidelines, and regulations were fully formulated, disseminated, monitored, and evaluated.	5			5.00	
	Number of library users (CCC & non - CCC users) increased.		LEARNING INFORMATION RESOURCE CENTER	Number of library users increased by 5%.		5		5.00	
Active involvement and participation in student affairs ensured.	100% of student activities done internally and externally were monitored and evaluated.		ALL ACADEMIC OFFICES AND GUIDANCE OFFICE, SDO, SCDO	100% of student activities done internally and externally were monitored and evaluated.	5			5.00	
	Number of recognize student organizations (academic and non-academic)		OFFICE OF STUDENT AFFAIRS	Number of recognize student organizations increased by 5%.	5	5		5.00	
Students welfare ensured.	100% of clients were served and acted upon satisfactorily or better		ALL ACADEMIC OFFICES AND GUIDANCE OFFICE, SDO, SCDO	100% of clients were served and acted upon satisfactorily or better	5			5.00	
Effective, efficient and exceptional delivery of services ensured.	100% of services under the citizen's charter acted upon satisfactorily within the prescribed response time		ALL OFFICES	100% of services under the citizen's charter acted upon satisfactorily within the prescribed response time with no backlog	5	4.2		4.60	
Energy conservation and efficiency promoted.	Energy efficiency and conservation report (inventory of all electronic equipment) accepted on the deadline in accordance with the prescribed standards		ALL OFFICES	Energy efficiency and conservation report (inventory of all electronic equipment) accepted on the first submission before the deadline in accordance with the prescribed standards.	5		3.25	4.13	
Support Functions:									
Accomplishments evaluated and reported	Office Monthly Accomplishment Reports (OMAR) submitted on the 15th of the following month		ALL OFFICES	Office Monthly Accomplishment Report (OMAR) submitted and accepted on first submission before the 15th of the following month	5		4.5	4.75	
Employee Productivity pomoted and enhanced	Monthly coaching, mentoring and/or counselling sessions or meetings conducted		ALL OFFICES	50 Coaching, mentoring, and/or counseling sessions or meeting conducted with desired learning and development outcomes achieved	5			5.00	
Delivery of basic services and facilities ensured	Annual Budget of the office/department submitted within the prescribed deadlines		ALL OFFICES	Annual Budget of the office/department submitted and accepted on first submission on June 20, 2024 before the prescribed deadline of July 15, 2024	5		5	5.00	
	Annual Investment Plan (AIP) submitted within the prescribed deadlines		ALL OFFICES	Annual Investment Plan (AIP) of the office/department submitted and accepted on first submission on May 22, 2024 before the prescribed deadline of May 24, 2024	5		5	5.00	

	Project Procurement Management Plan (PPMP) submitted within the prescribed deadline.		ALL OFFICES	Project Procurement Management Plan submitted and accepted on first submission on November 11, 2024, before the prescribed deadline of November 15, 2024.	5		5	5.00	
	100% of services under the citizen's charter of the unit conforms with the Whole-of-Government (WOG) Approach		ALL OFFICES						No. revisions on the existing Citizen's Charter is necessary
	100% administrative support services delivered		ALL OFFICES	100 % administrative support services delivered	5			5.00	

Average Rating:

CATEGORY	MFO	RATING
Strategic Priorities	1	
Core Functions	8	4.404
Support Functions	3	0.496

Total Overall Functions:	11
Final Average Rating:	4.900
Adjectival Rating:	Very Satisfactory

ASSESSED BY:	DATE:	FINAL RATING BY:	DATE:
DENNIS R. LANZANAS City Planning and Development Coordinator		ROSELLER H. RIZAL City Mayor	

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, **BERNADETTE D. OPULENCIA, DEPARTMENT HEAD**, of the **BUSINESS PERMITS AND TRICYCLE FRANCHISING OFFICE** comnit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **JANUARY to DECEMBER 2024.**

BERNADETTE D. OPULENCIA
Department Head

Date: January 9, 2025

APPROVED BY:	DATE:
ROSELLER H. RIZAL City Mayor	

MFO (Output/Outcome/Objectives)	SUCCESS INDICATORS (Targets + Measures)	ALLOTTED BUDGET	ACTUAL ACCOMPLISHMENTS/ EXPENSES	RATING				REMARKS
				Q	E	T	A	
Strategic Functions:								
Core Functions:								
Fiscal stability and sustainability ensured	3% growth in local revenue generation		12% growth in local revenue generation		5		5.000	
Statutory requirements under the EODB law complied and promoted	BPLS Compliance Monitoring Report submitted to DILG within the prescribed standards.		BPLS Compliance Monitoring Report submitted and accepted on the first submission to DILG on April 4, 2024 within the prescribed standards	5			5.000	
Effective, efficient and exceptional delivery of services ensured	100% of services under the Citizen's Charter of the office acted upon satisfactorily within the prescribed response time.		95.562% of services under the Citizen's Charter of the office acted upon satisfactorily with an average response time efficiency of 30% with no backlogs	4	5		4.500	
Technical assistance provided	100% Learning and development interventions are rated satisfactorily or better		97% of the Learning and development interventions are rated satisfactorily or better	5			5.000	
Energy consumption and efficiency promoted	Energy efficiency and conservation report (inventory of all electronic equipment) accepted on the deadline in accordance with the prescribed standards.		Energy efficiency and conservation report (inventory of all electronic equipment) accepted on the first submission before the deadline in accordance with the prescribed standards.	5		5	5.000	
Support Functions:								
Accomplishments evaluated and reported	Office Monthly Accomplishment Reports (OMAR) submitted on the 15th of the following month		Office Monthly Accomplishments Reports (OMAR) submitted and accepted on first submission before the 15th of the following month	5		5	5.000	

Employee productivity promoted and enhanced	Monthly coaching, mentoring and/or counselling sessions or meetings conducted		59 Coaching, mentoring and/or counselling sessions and meetings conducted with desired learning and development outcomes achieved.	5			5.000	
Delivery of basic services and facilities ensured	Annual budget of the office/department submitted within the prescribed deadlines		Annual budget of the office/department submitted and accepted on first submission meeting the prescribed deadline of July 15, 2024.	5		3	4.000	
	Annual Investment Plan (AIP) submitted within the prescribed deadlines		Annual Investment Plan (AIP) submitted and accepted on the first submission , meeting the prescribed deadline on May 24, 2024	5		3	4.000	
	Project Procurement Management Plan (PPMP) submitted within the prescribed deadline		Project Procurement Management Plan (PPMP) submitted and accepted on first submission meeting the prescribed deadline of November 15, 2024	5		3	4.000	
	Approved Budget for the Contract (ABC) submitted within the prescribed deadline		Approved Budget for the Contract (34/34) submitted and accepted on first submission within the prescribed deadline	5			5.000	
	100% of services under the Citizen's Charter of the office conforms with the Whole of Government (WOG) approach		100% of Services under the Citizen's Charter of the office conform with the Whole of Government (WOG) approach as approved/deliberated/screened by CART, on March 12, 2024 before the deadline March 29, 2024	5		5	5.000	
	100% of administrative support services delivered		100% of Administrative support services delivered	5			5.000	

Average Rating:

CATEGORY	MFO	RATING
Strategic Priorities		
Core Functions	5	**4.410**
Support Functions	3	**0.463**

Total Overall Functions:	**8**
Final Average Rating:	**4.873**
Adjectival Rating:	**Very Satisfactory**

ASSESSED BY:	DATE:	FINAL RATING BY:	DATE:
DENNIS R. LANZANAS City Planning and Development Coordinator		**ROSELLER H. RIZAL** City Mayor	

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, **RONALDO M. DELA CRUZ, DEPARTMENT HEAD I**, of the **HOUSING AND SETTLEMENTS DEPARTMENT** commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **January** to **December 2024.**

RONALDO M. DELA CRUZ
Department Head I

Date:
Month January 09, 2025

APPROVED BY:	DATE:
ROSELLER H. RIZAL City Mayor	

MFO (Output/Outcome/Objectives)	SUCCESS INDICATORS (Targets + Measures)	ALLOTTED BUDGET	DIVISION/INDIVIDUAL RESPONSIBLE	ACTUAL ACCOMPLISHMENTS/ EXPENSES	RATING				REMARKS
					Q	E	T	A	
Strategic Functions:									
Core Functions:									
Informal settlers decreased	733 Informal settler families resettled		Design, Monitoring and Community Development Section; Settlements Planning and Development Section	146 Informal settler families resettled	-	-	-	-	The informal settler families intended for Rizal Ville Resettlement Site in Brgy. Banlic have not yet been resettled due to the timeline adjustments set by the Social Housing Finance Corporation and the Department of Transportation following the delay in utility connection installation.
	Updated Relocation and Resettlement Action Plan (RRAP) for Calambeño Ville V approved by the City Mayor and adopted by the Sangguniang Panlungsod by the end of the year		Design, Monitoring and Community Development Section; Settlements Planning and Development Section	Updated Relocation and Resettlement Action Plan (RRAP) for Calambeño Ville V approved by the City Mayor and adopted by the Sangguniang Panlungsod on November 18, 2024	5	-	5	5	

	Relocation and Resettlement Action Plan (RRAP) for La Vista De Calamba approved by the City Mayor and adopted by the Sangguniang Panlungsod by the end of the year		Design, Monitoring and Community Development Section; Settlements Planning and Development Section	Relocation and Resettlement Action Plan (RRAP) for La Vista De Calamba approved by the City Mayor and adopted by the Sangguniang Panlungsod on November 18, 2024	5	-	5	5	
	100% of Cleared areas monitored and maintained		Design, Monitoring and Community Development Section; Settlements Planning and Development Section	100% (46/46) of Cleared areas monitored and maintained	-	5	-	5	
Other basic services and facilities in resettlement sites delivered	100% of Solar streetlights installed in accordance with the prescribed standards and timeline		Design, Monitoring and Community Development Section; Settlements Planning and Development Section	100% of Solar streetlights installed in accordance with the prescribed standards and timeline	5	-	1	3	
	100% of Shared Livelihood Facility constructed in accordance with the prescribed standards and timeline		Design, Monitoring and Community Development Section; Settlements Planning and Development Section	100% of Shared Livelihood Facility constructed in accordance with the prescribed standards and timeline	-	-	-	-	The Shared Livelihood Facility has not yet been constructed because its target site in Brgy. Kay-Anlog was initially reassigned to be the location for the Balai Silangan Reformation Center. However, an SP Resolution was passed in October 2024 moving the center to another area and therefore reassigning the Shared Livelihood Facility to its original site again. This facility is now targeted to be constructed in 2025.
Effective, efficient and exceptional delivery of services ensured	100% of Services under the Citizen's Charter acted upon satisfactorily within the prescribed response time		Design, Monitoring and Community Development Section; Settlements Planning and Development Section	100% of Services under the Citizen's Charter acted upon satisfactorily with an average response time efficiency of 14.99% with no backlog	5	4.200	-	4.6	

Energy conservation and efficiency promoted	Energy efficiency and conservation report (inventory of all electronic equipment) accepted on the deadline in accordance with the prescribed standards		Design, Monitoring and Community Development Section; Settlements Planning and Development Section	Energy efficiency and conservation report (inventory of all electronic equipment) accepted on the first submission before the deadline in accordance with the prescribed standards	5	-	5	**5**	
Support Functions:									
Accomplishments evaluated and reported	Office Monthly Accomplishment Reports (OMAR) submitted on the 15th of the following month		Design, Monitoring and Community Development Section; Settlements Planning and Development Section; Administrative	Office Monthly Accomplishment Reports (OMAR) submitted and accepted on first submission, with 11/12 submitted before the 15th of the following month	5	-	4.75	**4.875**	
Employee productivity promoted and enhanced	Monthly coaching, mentoring and/or counselling sessions or meetings conducted		Design, Monitoring and Community Development Section; Settlements Planning and Development Section; Administrative	154 Coaching, mentoring and/or counselling sessions or meetings conducted with desired learning and development outcomes achieved	5	-	-	**5**	
Delivery of basic services and facilities ensured	Annual budget of the department submitted within the prescribed deadlines		Design, Monitoring and Community Development Section; Settlements Planning and Development Section; Administrative	Annual budget of the department submitted and accepted on first submission on July 16, 2024, after the prescribed deadline of July 15, 2024	5	-	2	**3.5**	
	Annual Investment Plan (AIP) submitted within the prescribed deadlines		Design, Monitoring and Community Development Section; Settlements Planning and Development Section; Administrative	Annual Investment Plan (AIP) submitted and accepted on first submission on May 23, 2024, before the prescribed deadline of May 24, 2024	5	-	5	**5**	

	Project Procurement Management Plan (PPMP) submitted within the prescribed deadline		Design, Monitoring and Community Development Section; Settlements Planning and Development Section; Administrative	Project Procurement Management Plan (PPMP) submitted and accepted on first submission on November 13, 2024, before the prescribed deadline of November 15, 2024	5	-	5	5	
	Approved Budget for the Contract (ABC) submitted within the prescribed deadline		Design, Monitoring and Community Development Section; Settlements Planning and Development Section; Administrative	18 Approved Budgets for the Contract (ABC) submitted and accepted on first submission within the prescribed deadline	5	-	-	5	
	100% of services under the Citizen's Charter of the unit conforms with the Whole-of-Government (WOG) approach		Design, Monitoring and Community Development Section; Settlements Planning and Development Section; Administrative	100% of services under the Citizen's Charter of the unit conforms with the Whole-of-Government (WOG) approach as approved/deliberated/screened by CART on April 15, 2024, beyond the one (1) week period after the deadline (March 29, 2024)	5	-	1	3	
	100% of administrative support services delivered		Design, Monitoring and Community Development Section; Settlements Planning and Development Section; Administrative	100% of administrative support services delivered	5	-	-	5	

Average Rating:

CATEGORY	MFO	RATING
Strategic Priorities		
Core Functions	4	4.140
Support Functions	3	0.455

Total Overall Functions:	**7**
Final Average Rating:	**4.595**
Adjectival Rating:	**VERY SATISFACTORY**

ASSESSED BY:	DATE:	FINAL RATING BY:	DATE:
DENNIS R. LANZANAS City Planning and Development Coordinator		**ROSELLER H. RIZAL** City Mayor	

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, **ADELINO C. LABRO, MD, FPCOM**, **CITY HEALTH OFFICER** of the **CITY HEALTH SERVICES DEPARTMENT** commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **JANUARY TO DECEMBER 2024.**

ADELINO C. LABRO, MD, FPCOM
City Health Officer

Date: January 06, 2025

APPROVED BY:	DATE:
ROSELLER H. RIZAL City Mayor	

MFO (Output/Outcome/Objectives)	SUCCESS INDICATORS (Targets + Measures)	ALLOTTED BUDGET	DIVISION / INDIVIDUAL RESPONSIBLE	ACTUAL ACCOMPLISHMENTS/ EXPENSES	RATING				REMARKS
					Q	E	T	A	
Core Functions:									
Healthy community ensured	100% of Population-based services in all barangays implemented		Field Health Services Division & Special Health Services Division	100% (7/7) of Population-based services in all barangays implemented.	5	-	-	**5.000**	
	100% of Individual-based services in all barangays in the city implemented		Field Health Services Division & Special Health Services Division	100% (10/10) of Individual-based services in all barangays in the city implemented.	5	-	-	**5.000**	
	100% of Barangay Health Stations with trained health personnel and with available basic medical equipment ensured		Field Health Services Division	100% of Barangay Health Stations with trained health personnel and with available basic medical equipment ensured.	5	-	-	**5.000**	
	100% of Health Promotions and advocacies conducted		Special Health Services Division	100% of Health Promotions and advocacies conducted	-	5	-	**5.000**	
	100% of Electronic Medical Records (EMR) in the Outpatient Section of the City Health Office implemented		Out-Patient Section	100% of Electronic Medical Records (EMR) in the Outpatient Section of the City Health Office implemented.	5	-	-	**5.000**	
	Field Health Service Information System (FHSIS) reports submitted to the Department of Health (DOH)within the prescribed guidelines and deadline		Field Health Services Division & Special Health Services Division	Field Health Service Information System (FHSIS) reports submitted to the Department of Health (DOH) in accordance with the prescribed guidelines before the deadline.	5	-	5	**5.000**	
	Philippine Integrated Disease Surveillance and Response (PIDSR) Weekly Notifiable Reports submitted to the Department of Healtrh (DOH) within the prescribed guidelines and deadline		Field Health Services Division	Philippine Integrated Disease Surveillance and Response (PIDSR) Weekly Notifiable Reports submitted to the Department of Health (DOH) in accordance with the prescribed guidelines before the deadline.	5	-	5	**5.000**	
	Integrated Tuberculosis Information System (ITIS) reports submitted to the Department of Health (DOH) within the prescribed guidelines and deadline		Field Health Services Division	Integrated Tuberculosis Information System (ITIS) reports submitted to the Department of Health (DOH) in accordance with the prescribed guidelines before the deadline.	5	-	5	**5.000**	

MFO (Output/Outcome/Objectives)	SUCCESS INDICATORS (Targets + Measures)	ALLOTTED BUDGET	DIVISION/INDIVIDUAL RESPONSIBLE	ACTUAL ACCOMPLISHMENTS/ EXPENSES	RATING				REMARKS
					Q	E	T	A	
Effective, efficient, and exceptional delivery of health services ensured	100% of services under the Citizens Charter acted upon satisfactorily within the prescribed response time		Field Health Services Division & Special Health Services Division	100% of services under the Citizens Charter acted upon satisfactorily with an average of response time efficiency of 30% with no backlogs.	5	5	-	**5.000**	
Energy conservation and efficiency promoted	Energy efficiency and conservation report (inventory of all electronic equipment) accepted on the deadline in accordance with the prescribed standards		Administrative Section	Energy efficiency and conservation report (inventory of all electronic equipment accepted on first submission on the deadline in accordance with the prescribed standards.	5	-	3	**4.000**	
Support Functions:									
Accomplishments evaluated and reported	Office Monthly Accomplishment Reports (OMAR) submitted on the 15th of the following month		Administrative Section	Office Monthly Accomplishment Reports (OMAR) submitted and accepted on first submission before the 15th of the following month	5	-	3.5	**4.250**	
Employee productivity promoted and enhanced	Monthly coaching, mentoring and/ or counselling sessions or meetings conducted		Administrative Section	163 coaching, mentoring and/ or counselling sessions or meetings conducted with the desired learning and development outcomes achieved	5	-	-	**5.000**	
Delivery of basic services and facilities ensured	Annual Investment Plan (AIP) submitted within the prescribed deadline		Administrative Section	Annual Investment Plan (AIP) submitted and accepted on first submission on July 29, 2024 beyond the one (1) week period after the deadline on May 24, 2024.	5	-	1	**3.000**	
	Project Proceurement Management Plan (PPMP) submitted within the prescribed deadline.		Administrative Section	28 Project Procurement Management Plan (PPMP) submitted and accepted on the first resubmission December 15, 2024, beyond the one (1) week period after November 15, 2024.	3	-	1	**2.000**	
	Approved Budget for the Contract (ABC) submitted within the prescribed deadline		Administrative Section	Approved Budget for the Contract (ABC) submitted and accepted on first submission within the prescribed deadline.	5	-	-	**5.000**	
	100% of services under the Citizen's Charter of the unit conforms with the Whole-of-Government (WOG) Approach		Field Health Services Division & Special Health Services Division		-	-	-	**-**	No revision on the existing Citizen Charter is necessary.
	100% of Administrative support services delivered		Administrative Section	100% of Administrative support services delivered	5	-	-	**5.000**	

Average Rating:

CATEGORY	MFO	RATING
Core Functions	3	4.410
Support Functions	3	0.404

Total Overall Functions:	6
Final Average Rating:	4.814
Adjectival Rating:	VERY SATISFACTORY

ASSESSED BY:	DATE:	FINAL RATING BY:	DATE:
DENNIS R. LANZANAS CITY PLANNING AND DEVELOPMENT COORDINATOR		ROSELLER H. RIZAL City Mayor	

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, **JOSEPH ARLAN O. LLORENTE, CITY GOVERNMENT DEPARTMENT HEAD I (CENR OFFICER)**, of the **CITY ENVIRONMENT AND NATURAL RESOURCES OFFICE** commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **JANUARY TO DECEMBER 2024.**

JOSEPH ARLAN O. LLORENTE
City Government Department Head I (CENR Officer)

Date: January 8, 2025

APPROVED BY:	DATE:
ROSELLER H. RIZAL City Mayor	

MFO (Output/Outcome/Objectives)	SUCCESS INDICATORS (Targets + Measures)	ALLOTTED BUDGET	DIVISION/INDIVIDUAL RESPONSIBLE	ACTUAL ACCOMPLISHMENTS/ EXPENSES	RATING				REMARKS
					Q	E	T	A	
Strategic Functions:									
Core Functions I:									
Protection and conservation of the environment ensured	100% of treeplanting and greening and beautification/grasscutting activities conducted	1.3M	Environmental Conservation and Pollution Control Division/ Environmental Conservation and Protection Section	100% (9558/9558 trees) of treeplanting ; 93/93 greening and beautification/grasscutting activities conducted		5		5	
	Land, air and water pollution prevented and controlled in accordance with the existing laws	388.3M	Environmental Conservation and Pollution Control Division/Pollution Control and Regulatory Section, Waste Management Division	Land, air and water pollution prevented and controlled in accordance with the existing laws	5			5	
	Cleanliness of the rivers and creek maintained	1.5M	Environmental Conservation and Pollution Control Division/ Environmental Conservation and Protection Section, Waste Management Division	Cleanliness of the rivers and creek maintained	5			5	
	Waste management system of the city improved	19.9M	Waste Management Division, Environmental Conservation and Pollution Control Division	Waste management system of the city improved	5			5	
	100% of technical conferences acted upon within prescribed deadline		Waste Management Division, Environmental Conservation and Pollution Control Division	100% (26/26) of technical conferences acted upon before the prescribed deadline (5 working days)	5	5		5	

	100% of forums and seminars facilitated and rated satisfactory or better		Waste Management Division, Environmental Conservation and Pollution Control Division	100% (40/40) of seminars facilitated and rated satisfactory or better	5			5	
	Awareness in the protection and conservation of the environment increased		Waste Management Division, Environmental Conservation and Pollution Control Division	Awareness in the protection and conservation of the environment increased		5		5	
Energy conservation and efficiency promoted	Energy efficiency and conservation report (inventory of all electronic equipment) accepted on the deadline in accordance with the prescribed standards		J.A. O. Llorente, R.M. C. Reyes, S. B. Habacon	Energy efficiency and conservation report (inventory of all electronic equipment) (16/16) accepted on the first submission before the deadline in accordance with the prescribed standards	5		5	5	
Effective, eficient and exceptional delivery of services ensured	100% of services under the Citizen's Charter acted upon satisfactorily within the prescribed response time		Environmental Conservation and Pollution Control Division/ Environmental Conservation and Protection Section, Waste Management Division, I. G. Castillo	100% of services under the Citizen's Charter acted upon satisfactorily within the prescribed response time, with no backlog	5	4.2		4.6	
Support Functions:									
Accomplishments evaluated and reported	Office Monthly Accomplishment Reports (OMAR) submitted on the 15th of the following month		J.A. O. Llorente, R.M. C. Reyes, I.G. Castillo, S. B. Habacon, M. F. Agnes	Office Monthly Accomplishment Reports (OMAR) submitted and accepted on the first submission before the 15th of the following month	5		5	5	
Employee productivity promoted and enhanced	Monthly coaching, mentoring and/or counselling sessions or meetings conducted		J.A. O. Llorente, R.M. C. Reyes, I.G. Castillo, S. B. Habacon, M. F. Agnes	48 coaching, mentoring and/or counselling sessions or meetings conducted with desired learning and development outcomes achieved	5			5	
Delivery of basic services and facilities ensured	Annual budget of the office/department submitted within the prescribed deadlines		J.A. O. Llorente, R.M. C. Reyes, I.G. Castillo, S. B. Habacon, M. F. Agnes	Annual budget of the office/department submitted and accepted on first submission on July 16, 2024 after the prescribed deadline of July 15, 2024	5		2	3.5	
	Annual Investment Plan (AIP) submitted within the prescribed deadlines		J.A. O. Llorente, R.M. C. Reyes, I.G. Castillo, S. B. Habacon, M. F. Agnes	Annual Investment Plan (AIP) submitted and accepted on first submission on May 27, 2024 after the prescribed deadline of May 24,2024	5		2	3.5	
	Project Procurement Management Plan (PPMP) submitted within the prescribed deadline		J.A.O. Llorente, I.G. Castillo	Project Procurement Management Plan (PPMP) submitted and accepted on the first submission on November 14, 2024 before the prescribed deadline of November 15, 2024	5		5	5	
	Approved Budget for the Contract (ABC) submitted within the prescribed deadline		J.A.O. Llorente, I.G. Castillo	Approved Budget for the Contract (ABC) submitted and accepted on the first submission within the prescribed deadline	5			5	
	100% of services under the Citizen's Charter of the unit conforms wit the Whole-of-Government (WOG) approach		CENRO Employees						No revision on the existing Citizen's Charter is necessary

	100% of administrative support services delivered		Administrative Section	100% of administrative support services delivered	5			5	

Average Rating:

CATEGORY	MFO	RATING
Strategic Priorities	0	
Core Functions	3	4.460
Support Functions	3	0.457

Total Overall Functions:	**6**
Final Average Rating:	**4.917**
Adjectival Rating:	**VERY SATISFACTORY**

ASSESSED BY:	DATE:	FINAL RATING BY:	DATE:
DENNIS R. LANZANAS City Planning and Development Coordinator		**ROSELLER H. RIZAL** City Mayor	

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, **CHARMAINE GRACE A. BARICANOSA, RECORDS OFFICER III** of the **INTERNAL AUDIT DIVISION - OFFICE OF THE CITY MAYOR** commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **JANUARY TO DECEMBER 2024.**

CHARMAINE GRACE A. BARICANOSA
Supervising Administrative Officer

Date: Month 01/09/2025

APPROVED BY:	DATE:
ROSELLER H. RIZAL City Mayor	

MFO (Output/Outcome/Objectives)	SUCCESS INDICATORS (Targets + Measures)	ALLOTTED BUDGET	DIVISION/INDIVIDUAL RESPONSIBLE	ACTUAL ACCOMPLISHMENTS/ EXPENSES	RATING				REMARKS
					Q	E	T	A	
Core Functions:									
Adequacy and Effectiveness of internal controls and the quality of performance of agency operations	100% audit report approved	P150,000.00	internal audit division	100% (4/4) audit reports approved.	5	-	-	5	
	100% of instruction to audit acted upon			100% of instruction to audit (audit engagement plan) acted upon	5	-	-	5	
	Annual audit report approved			Annual Audit report approved	5	-	-	5	
Energy Conservation and Efficiency promoted	Energy efficiency and conservation report (inventory of all electronic equipment) accepted on the deadline in accordance with the prescribed standards		internal audit division	Energy efficiency and conservation report (inventory of all electronic equipment) accepted on first submission before the deadline in accordance with the prescribed standards.	5	-	5	5	

Support Functions:									
International Organization for Standardization (ISO) Internal Audit	100% internal audit program approved by City Mayor		internal audit division	100% internal audit program approved by City Mayor	5	-	-	5	
	100% internal audit plan approved by City Mayor			100% internal audit plan approved by city mayor	5	-	-	5	
	100% International Organization for Standardization (ISO) internal audit report summary submitted and approved by the Quality Management Representative (QMR).			100% (2/2) International Organization for Standardization (ISO) internal audit report summary submitted and approved by the Quality Management Representative (QMR).	5	-	-	5	
	Monthly monitoring report for observations found during the internal audit submitted to Quality Management Representative (QMR).			Monthly monitoring report for observations found during the internal audit submitted to Quality Management Representative (QMR).	5	-	-	5	
Accomplishment Evaluated and reported	Office Monthly Accomplishment Reports (OMAR) submitted on the 15th of the following month		Internal audit division	Office Monthly Accomplishment Reports (OMAR) submitted and accepted on first submission before the 15th of the following month	5	-	5	5	
Employee productivity promoted and enhanced	Monthly coaching, mentoring and/or counselling sessions or meetings conducted		Charmaine Grace A. Baricanosa	48 coaching, mentoring and/or counselling sessions or meetings conducted with desired learning and development outcomes achieved.	5	-	-	5	
Delivery of basic services and facilities ensured	100% of administrative support services delivered		Adminstrative Support Group	100% of administrative support services delivered	5	-	-	5	

Average Rating:

CATEGORY	MFO	RATING
Strategic Priorities		
Core Functions	2	4.500
Support Functions	4	0.500

Total Overall Functions:	**6**
Final Average Rating:	**5.000**
Adjectival Rating:	**OUTSTANDING**

ASSESSED BY:	DATE:	FINAL RATING BY:	DATE:
DENNIS R. LANZANAS City Planning and Development Coordinator		**ROSELLER H. RIZAL** City Mayor	

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, **NOEMI E. TALATALA, DEPARTMENT HEAD**, of the **INFORMATION, INVESTMENT PROMOTIONS AND EMPLOYMENT SERVICES OFFICE** commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **JANUARY TO DECEMBER 2024.**

NOEMI E. TALATALA
Department Head

Date: JANUARY 7, 2024

APPROVED BY:	DATE:
ROSELLER H. RIZAL City Mayor	

MFO (Output/Outcome/Objectives)	SUCCESS INDICATORS (Targets + Measures)	ALLOTTED BUDGET	DIVISION/INDIVIDUAL RESPONSIBLE	ACTUAL ACCOMPLISHMENTS/ EXPENSES	RATING				REMARKS
					Q	E	T	A	
Strategic Functions:									
Relevant and timely information promoted	Calambeno TV fully operational	PhP 450,000	PUBLIC INFORMATION AND MEDIA BUREAU DIVISION						not yet operational, problem with the partner radio station (requirements at BAC)
Core Functions:									
Transparent and accessible information between the City Government to its residents ensured	100% public information programs implemented	4,300,000	PUBLIC INFORMATION AND MEDIA BUREAU DIVISION	100% public information programs implemented		5		5.000	
Employment facilitation programs and investment promotions implemented	Employment rate increased	1,350,000	INVESTMENT PROMOTION AND EMPLOYMENT SERVICES DIVISION	Employment rate increased		5		5.000	
	Investment in the city promoted	3,200,000	INVESTMENT PROMOTION AND EMPLOYMENT SERVICES DIVISION	Investment in the city promoted		5		5.000	
	100% of technical assistance provided	2,050,000	ALL DIVISIONS	100% of technical assistance provided	5	5		5.000	
Effective, efficient and exceptional delivery of services ensured	100% of services under the Citizens Charter acted upon satisfactorily within the prescribed response time	4,050,000	ALL DIVISIONS	98% of services under the Citizens Charter acted upon satisfactorily with average response efficiency time of 35%, with no backlogs	5	5		5.000	

Energy conservation and efficiency promoted	Energy efficiency and conservation report accepted on the deadline in accordance with the prescribed standards		BENIGNO CARAAN, SR.	Energy efficiency and conservation report submitted and accepted on first submission before the deadline in accordance with the prescribed standards	5		5	5.000	
Support Functions:									
Accomplishment Reports evaluated and reported	Office Monthly Accomplishment Report (OMAR) submitted on the 15th of the following month		DECENA ENCINAS/ PHILIP BAUTISTA	Office Monthly Accomplishment Report (OMAR) submitted and accepted on first submission before 15th of the following month.	5		3.083	4.042	
Employee productivity promoted and enhanced	Coaching, mentoring, and counselling sessions or meetings conducted		DIVISION AND SECTION HEADS	70 coaching, Mentoring and couselling sessions or meetings conducted with desired learning and development, outcomes achieved	5			5.000	
Delivery of basic services and facilities ensured	Annual Investment Plan (AIP) submitted within the prescribed deadlines		LOIZA C. COLOMA	Annual Investment Plan (AIP) submitted and accepted on the on May 24, 2024, meeting the prescribed deadline	5		3	4.000	
	Project Procurement Management Plan (PPMP) submitted within the prescribed deadlines		LOIZA C. COLOMA	Project Procurement Management Plan (PPMP) submitted and accepted on first submission on November 15, 2024 meeting the deadlines	5		3	4.000	
	Approved Budget for the Contract (ABC) submitted within the presribed deadline		LOIZA C. COLOMA	Approved Budget for the Contract (ABC) submitted and accepted on first submission on within the prescribed deadlines.	5			5.000	
	Annual Budget proposal submitted within the prescribed deadlines		LOIZA C. COLOMA	Annual Budget proposal submitted and accepted on first submission on July 12, 2024 before the prescribed deadline of July 15,2024	5		5	5.000	
	100% of services under the Citizens Charter of the unit conforms with the Whole-Government (WOG) approach		ALL DIVISIONS						no revisions on the existing citizens charter is necessary
	100% of administrative support services delivered		LOIZA C. COLOMA	100% of administrative support services delivered	5			5.000	

Average Rating:

CATEGORY	MFO	RATING
Strategic Priorities	1	
Core Functions	4	4.500
Support Function	3	0.458
	Total Overall Functions:	**12**
	Final Average Rating:	**4.958**
	Adjectival Rating:	**VERY SATISFACTORY**

ASSESSED BY:	DATE:	FINAL RATING BY:	DATE:
DENNIS R. LANZANAS City Planning and Development Coordinator		ROSELLER H. RIZAL City Mayor	

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, **CONCEPCION R. HERRERA, CITY GENERAL SERVICES OFFICER**, of the **CITY GENERAL SERVICES OFFICE** commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **JANUARY-DECEMBER 2024.**

CONCEPCION R. HERRERA
City General Services Officer

Date: January 9,2025

APPROVED BY:	DATE:
ROSELLER H. RIZAL City Mayor	

MFO (Output/Outcome/Objectives)	SUCCESS INDICATORS (Targets + Measures)	ALLOTTED BUDGET	DIVISION/INDIVIDUAL RESPONSIBLE	ACTUAL ACCOMPLISHMENTS/ EXPENSES	RATING				REMARKS
					Q	E	T	A	
Core Functions:									
Effective management on the acquisition of supplies and properties; maintenance of building, grounds and parks, and transportation ensured.	100 % effective and quality services and management pertaining to supplies and properties delivered.	183,237,170.32	Supply, Property and Records Management Division	100% (13,882/ 13882 procurement documents; 1,217/ 1,217 supply and property management documents; 1,275 /1,275 records management documents) effective and quality services and management pertaining to supplies and properties delivered.		5		**5.000**	
	100% of building well maintained.		Building, Grounds and Parks, Transportation Maintenance Division	100% of building well maintained.		5		**5.000**	
	100% of grounds and parks well maintained.			100% of grounds and parks well maintained		5		**5.000**	
	100% of transportation vehicle well maintained.			100% of transportation vehicle well maintained (984/984) preventive maintenance and (620/620) vehicle repaired.		5		**5.000**	
Effective , efficient and exceptional delivery of services ensured	100% of services under the Citizen's Charter acted upon satisfactorily within the prescribed response time.		Building, Grounds and Parks, Transportation Maintenance Division	100% of services under the Citizen's Charter acted upon satisfactorily with an average response time efficiency of 35% with no backlogs.	5	5		**5.000**	

Energy conservation and efficiency promoted	Energy efficiency and conservation report (inventory of all electronic equipment) accepted on the deadline in accordance with the prescribed standards.		Joseph Burgos, Segundo Magpantay	Energy efficiency and conservation report (inventory of all electronic equipment) accepted on first submission before the deadline in accordance with the prescribed standards.	5		5	**5.000**	
Support Functions:									
Accomplishments evaluated and reported	Office Monthly Accomplishment Reports (OMAR) submitted on the 15th of the following month.		Adminstrative Section	Office Monthly Accomplishment Reports (OMAR) (11/12) submitted and accepted on the first submission before the 15th of the following month.	5		4.83	**4.915**	
Employee productivity promoted and enhanced	Monthly coaching , mentoring and / or counseling sessions or meetings conducted		Leah Almoro, Joseph Burgos, Michelle Afuang, Olivia Bongais, Ellen Opulencia, Segundo. Magpantay	58 coaching , mentoring and / or counseling sessions or meetings conducted with desired learning and development outcomes achieved.	5			**5.000**	
Delivery of basic services and facilities ensured	Annual budget of the office /department submitted within the prescribed deadlines		Ellen Opulencia	Annual budget of the office /department submitted and accepted on the first submission on June 26, 2024, before the prescribed deadline of July 15,2024.	5		5	**5.000**	
	Annual Investment Plan (AIP) submitted within the prescribed deadlines		Ellen Opulencia	Annual Investment Plan (AIP) submitted and accepted on the first submission on May 31,2024, within one week after the prescribed deadline of May 24,2024.	5		2	**3.500**	
	Project Procurement Management Plan (PPMP) submitted within the prescribed deadline.		Apple Vierneza	Project Procurement Management Plan (PPMP) submitted and accepted on the first submission on November 19,2024, within one week after the prescribed deadline:November 15,2024.	5		2	**3.500**	
	Approved Budget for the Contract submitted within the prescribed deadline		Apple Vierneza/ Ellen Opulencia	Approved Budget for the Contract (82/82) submitted and accepted on first submission within the prescribed deadline.	5			**5.000**	
	Summary of Supplies and Materials Issued (SSMI)submitted within the prescribed deadline.		Supply and Property Management Section	Summary of Supplies and Materials Issued (SSMI) (36/36) submitted and accepted on first submission before the deadline.	5		5	**5.000**	
	Report of the Physical Count and Inventories (RPCPI) submitted on January 31,2024		Supply and Property Management Section	Report of the Physical Count and Inventories (RPCPI) submitted and accepted on first submission on March 31,2024	5		1	**3.000**	
	Report of the Physical Count of Property, Plant and Equipment (RPCPPE) submitted on January 31,2024		Supply and Property Management Section	Report of the Physical Count of Property, Plant and Equipment (RPCPPE) submitted and accepted on first submission on February 16,2024	5		1	**3.000**	
	Supplementary Procurement Plan submitted 20 days after each quarter.		Apple Vierneza/ Ellen Opulencia						Supplementary Procurement Plan was already assigned to BAC office.

	100% of services under the Citizen's Charter of the unit conforms with the Whole-of-Government (WOG) Approach		Adminstrative Section						No Revision for this period
	100% administrative support services delivered		Adminstrative Section	100 % administrative support services delivered	5			5.000	
	100% of evaluation and selection of supplies conducted		Leah Almoro, Ellen Opulencia	100% (1,602/ 1,602) of evaluation and selection of supplies conducted.	5	5		5.000	
	100% of Bids and Awards Committee (BAC) resolutions reviewed and signed.			100% (3,314/ 3,314) of Bids and Awards Committee (BAC) resolutions reviewed and signed.	5	5		5.000	

Average Rating:

CATEGORY	MFO	RATING
Strategic Priorities		
Core Functions	3	4.500
Support Functions	3	0.441

Total Overall Functions:	6.000
Final Average Rating:	4.941
Adjectival Rating:	Very Satisfactory

ASSESSED BY:	DATE:	FINAL RATING BY:	DATE:
DENNIS R. LANZANAS City Planning and Development Coordinator		ROSELLER H. RIZAL City Mayor	

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, **SHEILA A. MATIBAG, DVM, City Veterinarian**, of the **CITY VETERINARY SERVICES AND SLAUGHTERHOUSE MANAGEMENT DEPARTMENT** commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **JANUARY-DECEMBER 2024.**

SHEILA A. MATIBAG, DVM
City Veterinarian

Date : Jan. 13, 2025

APPROVED BY:	DATE:
ROSELLER H. RIZAL City Mayor	

MFO (Output/Outcome/Objectives)	SUCCESS INDICATORS (Targets + Measures)	ALLOTTED BUDGET	DIVISION/INDIVIDUAL RESPONSIBLE	ACTUAL ACCOMPLISHMENTS/ EXPENSES	RATING				REMARKS
					Q	E	T	A	
Core Functions:									
Animal health through expanded veterinary services improved	100% of routine services (deworming, castration, vitamin supplements, artificial insemination) for livestock implemented		VETERINARY SERVICES	100% of routine services (deworming 236/236, castration 14/14, vitamin supplementation 69/69, artificial insemination for livestock 25/25) for livestock implemented		5		**5**	
	100% of disease surveillance activity for African Swine Fever/Avian Infuenza and other diseases of livestock and poultry implemented		VETERINARY SERVICES	100%, (29/29) of disease surveillance activity for African Swine Fever/Avian Influenza and other disease of livestock and poultry implemented	5			**5**	
	100% of disinfection programs in small hold farms, private slaughterhouse, poultry dressing plant & lechon houses implemented		VETERINARY SERVICES	100% (62/62)of disinfection program in small hold farms, private slaughterhouse, poultry dressing plant and lechon houses implemented		5		**5**	
	Sanitation standards for slaughterhouses and poultry dressing plant monitored		SLAUGHTERHOUSE MANAGEMENT	Sanitation standards for slaughterhouses and poultry dressing plant monitored	5			**5**	

Safe meat for public consumption ensured	100% of Meat Inspection Certificate (MIC) issued in accordance with the prescribed guidelines		SLAUGHTERHOUSE MANAGEMENT	100% (33,608/33,608) Meat Inspection Certificate (MIC) issued in accordance with the prescribed guidelines	5			**5**	
	100% of Meat establishments inspected		VETERINARY SERVICES	100% (167/167) of meat establishments inspected	5			**5**	
Technical assistance provided	Awareness in the prevention of disease for pet owners, livestock and poultry raisers increased		VETERINARY SERVICES	Awareness in the prevention of disease for pet owners, livestock and poultry raisers increased	5			**5**	
	Awareness in proper meat handling and personal hygiene increased		SLAUGHTERHOUSE MANAGEMENT / VETERINARY SERVICES	Awareness in proper meat handling and personal hygiene increased	5			**5**	
Effective, efficient & exceptional delivery of services ensured	100% of service under the Citizen's Charter acted upon satisfactorily within the prescribed response time		VETERINARY SERVICES	99.78% of service under the Citizen's Charter acted upon satisfactorily with an average response time effciency of 30% with no backlog.	5	5		**5**	
Energy conservation and efficiency promoted	Energy efficiency and conservation report (inventory of all electronic equipment) accepted on the deadline in accordance with the prescribed standards		Jason Elepaño	Energy efficiency and conservation report (inventory of all electronic equipment) accepted on first submission,before the deadline in accordance with the prescribed standards	5		5	**5**	
Support Functions:									
Accomplishments evaluated and reported	Office Monthly Accomplishment Reports (OMAR) submitted on the 15th of the following month		SLAUGHTERHOUSE MANAGEMENT / VETERINARY SERVICES/ ADMIN SECTION	Office Monthly Accomplishment Reports (OMAR) submitted and accepted on the first submission before the 15th of the following month.	5		5	**5**	
Employee productivity promoted and enhanced	Monthly coaching, mentoring and/or counselling sessions or meetings conducted		Division Head/Section Head	34 monthly coaching, mentoring,and meetings conducted with desired learning and development outcomes achieved	4			**4**	
Delivery of basic services and facilities ensured	Annual budget submitted within the prescribed deadlines		ADMINISTRATIVE SECTION	Annual budget submitted and accepted on first submission on July 22,2024, within the one (1) week period after the prescribed deadline of July 15, 2024.	5		2	**3.5**	
	Annual Investment Plan (AIP) submitted within the prescribed deadlines		ADMINISTRATIVE SECTION	Annual Investment Plan (AIP) submitted and accepted on first submission on May 24, 2024, meeting the prescribed deadline of May 24, 2024	5		3	**4**	

Delivery of basic services and facilities ensured	Project Procurement Management Plan (PPMP) submitted within the prescribed deadline		SLAUGHTERHOUSE MANAGEMENT / VETERINARY SERVICES/ ADMIN SECTION	Project Procurement Management Plan (PPMP) submitted and accepted on first submission on Dec. 2, 2024, beyond the one (1) week period after the prescribed deadline of Nov. 15, 2024	5		1	3	
	Approved Budget for the Contract (ABC) submitted within the prescribed deadline		ADMINISTRATIVE SECTION	Approved Budget for the Contract (ABC)submitted and accepted on first submission within the prescribed deadline.	5			5	
	100% of administrative support services delivered		ADMINISTRATIVE SECTION	100% of administrative support services delivered	5			5	

Average Rating:

CATEGORY	MFO	RATING
Strategic Priorities		
Core Functions	5	4.500
Support Functions	3	0.436
	Total Overall Functions:	**8**
	Final Average Rating:	**4.936**
	Adjectival Rating:	**Very Satisfactory**

ASSESSED BY:	DATE:	FINAL RATING BY:	DATE:
DENNIS R. LANZANAS City Planning and Development Coordinator		**ROSELLER H. RIZAL** City Mayor	

I, **LUISITO M. APACIONADO, ADMINISTRATIVE OFFICER III / SECTION HEAD**, of the **PERSONS WITH DISABILITY AFFAIRS OFFICE - OFFICE OF THE CITY MAYOR** commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **JANUARY TO DECEMBER 2024**.

LUISITO M. APACIONADO
Administrative Officer III / Section Head

Date **JANUARY 15, 2025**

REVIEWED AND APPROVED BY:	DATE:
ROSELLER H. RIZAL City Mayor	

MFO (Output/Outcome/Objectives)	SUCCESS INDICATORS (Targets + Measures)	ALLOTTED BUDGET	DIVISION / INDIVIDUAL RESPONSIBLE	ACTUAL ACCOMPLISHMENTS/ EXPENSES	RATING				REMARKS
					Q	E	T	A	
Stategic Functions:									
Core Functions:									
Contribution of the Persons with Disabilities in community development ensured	100% community development programs participated	14,800,000.00	Joni Mae Rose V Vispo	100% (9/9) community development programs participated		5		5	
Welfare of the Persons with Disability promoted	100% learning and development intervention are rated satisfactory or better		Joni Mae Rose V Vispo Louie Roque L. Landicho Jasmin J. Albo	100% (4/4) learning and development intervention are rated satisfactory or better	5			5	
	100% of Persons with Disability birthday incentives are processed in accordance with the prescribed guidelines within the prescribed time or deadline	6,399,000.00	Jasmin J. Albo	100% (14,560) Persons with Disability birthday incentives are processed in accordance with the prescribed guidelines before the prescribed time or deadline	5		5	5	

	Philippine Registry for Persons with Disability system maintained and updated		Joni Mae Rose V Vispo	Philippine Registry for Persons with Disability system maintained and updated	5			5	
Effective, efficient and exceptional delivery of services ensured	100% of services under the Citizen's Charter acted upon satisfactorily within the prescribed response time		Joni Mae Rose V Vispo Louie Roque L. Landicho Jasmin J. Albo	96.31% of services under the Citizen's Charter acted upon satisfactorily with average response time of 30% with no backlogs	4	5		4.5	
Energy conservation and efficiency promoted	Energy efficiency and conservation report (inventory of all electronic equipment) accepted on the deadline in accordance with the prescribed standards		Louie Roque L. Landicho	Energy efficiency and conservation report (inventory of all electronic equipment) accepted on first submission (2/4) within the prescribed deadline in accoirdance with the prescribed standards	5		3.5	4.25	
Support Functions (SF):									
Accomplishments evaluated and reported	Office Monthly Accomplishment Reports (OMAR) submitted on the 15th of the following month		Louie Roque L. Landicho	Office Monthly Accomplishment Reports (OMAR) 11/12 submitted and accepted on first submission before the 15th of the following month	5		4.83	4.915	
Employee productivity promoted and enhanced	Monthly coaching, mentoring and / or counselling sessions or meetings conducted		Lulsito M. Apaclonado	48 coaching, mentoring and / or counselling sessions or meetings conducted with the desired learning and development outcome achieved	5			5	
Delivery of basic services and facilities ensured	Annual budget of the office/department submitted within the prescribed deadlines		Jasmin J. Albo	Annual budget of the office / department submitted on July 19, 2024, within one (1) week period after the deadline of July 15, 2024.	5		2	3.5	
	Annual Investment Plan (AIP) submitted within the prescribed deadlines	20,000,000.00	Jasmin J. Albo	Annual Investment Plan (AIP) submitted and accepted on July 04, 2024, beyond the one(1) week period after the deadline of May 24, 2024	5		1	3	

	Project Procurement Management Plan (PPMP) submitted within the prescribed deadline		Jasmin J. Albo	Project Procurement Management Plan (PPMP) submitted and accepted on first submission within the prescribed deadline of November 15, 2024	5		3	4	
	Approved Budget for the Contract (ABC) submitted within the prescribed deadline		Jasmin J. Albo	Approved Budget for the Contract (ABC) submitted and accepted on first submission within the prescribed deadline	5			5	
	100% of administrative support services delivered		Joni Mae Rose V Vispo Louie Roque L. Landicho Jasmin J. Albo	100% of administrative support services delivered	5			5	

Average Rating:

CATEGORY	MFO	RATING
Strategic Priorities	0	0
Core Functions	4	4.31
Support Functions	3	0.51

Total Overall Functions:	7
Final Average Rating:	4.82
Adjectival Rating:	Very Satisfactory

ASSESSED BY:	DATE:	FINAL RATING BY:	DATE:
DENNIS R. LANZANAS City Planning and Development Coordinator		**ROSELLER H. RIZAL** City Mayor	

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, **MANUELA T. BOLIVAR, ADMINISTRATIVE OFFICER III** of the **OFFICE FOR SENIOR CITIZENS AFFAIRS** of the **MAYORS' OFFICE** commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **JANUARY to DECEMBER 2024.**

MANUELA T. BOLIVAR
Administrative Officer III

Date: January 08,2025

APPROVED BY:	DATE:
ROSELLER H. RIZAL City Mayor	

MFO (Output/Outcome/Objectives)	SUCCESS INDICATORS (Targets + Measures)	ALLOTTED BUDGET	DIVISION/INDIVIDUAL RESPONSIBLE	ACTUAL ACCOMPLISHMENTS/ EXPENSES	RATING				REMARKS
					Q	E	T	A	
Strategic Functions:									
Core Functions:									
Welfare of the Senior Citizen's ensured.	100% of learning and development interventions are rated satisfactory or better	150,000.00	Manuela T. Bolivar	100% of learning and development interventions are rated satisfactory or better.	5			5	
	100% of request for various certificates acted upon are rated satisfactory or better within the prescribed response time		Olga M. Lubaton	100% (484) of request for various certificates acted upon are rated satisfactory or better with average response time efficiency of 30% with no backlog.	5	5		5	
	100% of PhilHealth applications acted upon are rated satisfactory or better within the prescribed response time.		Manuela T. Bolivar	100% of PhilHealth applications acted upon are rated satisfactory or better within the prescribed response time with no backlog.	5	4.2		4.6	
	100% of senior citizens' birthday incentives are processed in accordance with the prescribed guidelines within the prescribed time or deadlines		Olga M. Lubaton	100% of senior citizens' birthday incentives are processed in accordance the prescribed guidelines 3 days before the prescribed time or deadline.	5		5	5	

Contribution of the Senior Citizen in community development ensured.	100% community development programs participated		Manuela T. Bolivar	100% (3/3) community development programs participated		5		5	
Effective, efficient and exceptional delivery of services ensured.	100% services under the Citizen's Charter acted upon satisfactorily within the prescribed response time		All staff	100% services under the Citizen's Charter acted upon satisfactorily within the prescribed response time with no backlog.	5	4.2		4.6	
Energy Conservation and Efficiency	Energy efficiency and conservation report (inventory of all electronic equipment) accepted on the deadline in accordance with the prescribed standards.		Olga M. Lubaton	Energy efficiency and conservation report (inventory of all electronic equipment) accepted on first submission before the deadline (a week after each quarter) in accordance with the prescribed standards.	5		5	5	
Support Functions:									
Accomplishments evaluated and reported	Office monthly Accomplishment Reports (OMAR) submitted on the 15th of the following month		Manuela T. Bolivar	Office monthly accomplishment reports (OMAR) submitted and accepted on the first submission , with (12/12) submitted before the 15th of the following month.	5		5	5	
Employee Productivity promoted and enhanced	Monthly coaching, mentoring and/ or councelling sessions or meetings conducted		Manuela T. Bolivar	49 coaching, mentoring and/ or councelling sessions or meetings conducted with desired learning and development outcomes achieved.	5			5	
Delivery of basic services and facilities ensured	Annual budge of the office/department submitted within the prescribed deadlines		Manuela T. Bolivar	Annual budget of the office/department submitted and accepted on the first submission on June 29, 2024 before the prescribed deadline of July 15, 2024.	5		5	5	
	Annual Investment Plan (AIP) submitted within the prescribed deadlines		Manuela T. Bolivar	Annual Investment Plan (AIP) submitted and accepted on the first submission on May 15, 2024, before the prescribed deadline of May 24, 2024.	5		5	5	
	Project Procurement Management Plan (PPMP) submitted within the prescribed deadline		Aleli B. De La Cruz	Project Procurement Management Plan (PPMP) submitted and accepted on the first submission on November 8, 2024 before the prescribrd deadline of November 15, 2024.	5		5	5	
	Approve Budget for the Contract (ABC) submitted within prescribed deadline		Aleli B. De La Cruz	Approve Budget for the Contract (ABC) submitted and accepted on first submission within the prescribed deadline.	5			5	
	100% of administrative support services delivered		Manuela T. Bolivar and Mary Ann E. Malabanan	100% of administrative support services delivered.	5			5	

Average Rating:

CATEGORY	MFO	RATING
Strategic Priorities		
Core Functions	4	4.37
Support Functions	3	0.50

Total Overall Functions:	7
Final Average Rating:	4.87
Adjectival Rating:	Very Satisfactory

ASSESSED BY:	DATE:	FINAL RATING BY:	DATE:
DENNIS R. LANZANAS City Planning and Development Coordinator		ROSELLER H. RIZAL City Mayor	

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, **ENGR. JOSELITO M. GUEVARRA, CITY BUILDING OFFICIAL**, of the **BUILDING REGULATORY SERVICES OFFICE** commit to deliver and agree to be rated on the attainment of the following targets per the indicated measures for the period **JANUARY - DECEMBER 2024.**

ENGR. JOSELITO M. GUEVARRA
City Building Official

Date: January 14, 2025

APPROVED BY:	DATE:
ROSELLER H. RIZAL City Mayor	

MFO (Output/Outcome/Objectives)	SUCCESS INDICATORS (Targets + Measures)	ALLOTTED BUDGET	DIVISION/INDIVIDUAL RESPONSIBLE	ACTUAL ACCOMPLISHMENTS/ EXPENSES	RATING				REMARKS
					Q	E	T	A	
Strategic Functions:									
Core Functions:									
Safety and compliance of buildings and structure within the City ensured	Annual inspection of industrial and commercial establishments conducted	21,646,561.25	Building Permits Inspection and Enforcement Division	4144 Annual Inspection of industrial and commercial establishments conducted	5			**5**	
Effective, efficient and exeptional delivery of services ensured	100% of services under the Citizen's Charter acted upon satisfactorily within the prescribed response time		Building Permits Inspection and Enforcement Division & Building Permits Processing and Evaluation Division	100% of services under the Citizen's Charter acted upon satisfactorily with an average response time efficiency of 35%, with no backlog	5	5		**5**	
Energy conservation and efficiency promoted	Energy efficiency and conservation report (inventory of all electronic equipment) accepted on the deadline in accordance with the prescribed standards		Building Permits Inspection and Enforcement Division	Energy efficiency and conservation report (inventory of all electronic equipment) accepted on the first submission before the deadline in accordance with the prescribed standards.	5		3.5	**4.25**	
Support Functions:									
Accomplishments evaluated and reported	Office monthly Accomplishment Reports (OMAR) submitted on the 15th of the following month		Administrative Staff	Office monthly Accomplishment Reports (OMAR) submitted and accepted on first submission before the 15th of the following month	5		4.417	**4.7085**	

Employee productivity promoted and enhanced	Monthly coaching, monitoring and/or counselling sessions or meetings conducted		Division Head and Section Head	50 coaching, monitoring and/or counselling sessions or meetings conducted with desired learning and development outcomes achieved	5			5	
Delivery of basic services and facilities ensured	Annual budget of the office/department submitted within the prescribed deadlines		Administrative Staff	Annual Budget of the office submitted and accepted on first submission within the prescribed deadline of July 15, 2024.	5		3	4	
	Annual Investment Plan (AIP) submitted within the prescribed deadlines		Administrative Staff	Annual Investment Plan (AIP) submitted and accepted on the first submission on April 24, 2024, before the prescribed deadline of May 24, 2024.	5		5	5	
	Project Procurement Management Plan (PPMP) submitted within the prescribed deadline		Administrative Staff	Project Procurement Management Plan (PPMP) submitted and accepted on first submission within the prescribed deadline of November 15, 2024	5		3	4	
	Approved Budget for the Contract (ABC) submitted within the prescrbed deadline		Administrative Staff	Approved Budget for the Contract (ABC) submitted and accepted on first submission within the prescribed deadline	5			5	
	100% of services under the Citizen's Charter of the unit conforms with the Whole-of-Government (WOG) approach		Building Permits Inspection and Enforcement Division, Building Permits Processing and Evaluation Division & Administrative Staff						No revision on the existing CC is necessary
	100% of administrative support services delivered		Administrative Staff	100% of administrative support services delivered	5			5	

Average Rating:

CATEGORY	MFO	RATING
Strategic Priorities		
Core Functions	3	4.275
Support Functions	3	0.467
	Total Overall Functions:	6
	Final Average Rating:	4.74
	Adjectival Rating:	VERY SATISFACTORY

ASSESSED BY:	DATE:	FINAL RATING BY:	DATE:
DENNIS R. LANZANAS City Planning and Development Coordinator		ROSELLER H. RIZAL City Mayor	

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, **OLIVE B. NATIVIDAD, MARKET SUPERVISOR IV**, of the **OFFICE OF THE CITY MAYOR - MARKET MANAGEMENT DIVISION** commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **JANUARY - DECEMBER 2024.**

OLIVE B. NATIVIDAD
MARKET SUPERVISOR IV

Date: **January 10, 2025**

REVIEWED AND APPROVED BY:	DATE:
HON. ROSELLER H. RIZAL City Mayor	

MFO (Output/Outcome/Objectives)	SUCCESS INDICATORS (Targets + Measures)	ALLOTTED BUDGET	DIVISION/INDIVIDUAL RESPONSIBLE	ACTUAL ACCOMPLISHMENTS/ EXPENSES	RATING				REMARKS
					Q	E	T	A	
Strategic Functions:									
Core Functions:									
Effective and efficient public market management services ensured	100% of stallholders' ledger updated		Karen Mae P. Delas Llagas Candelaria Rhodora DC. Agoncillo Johnseph Andrew S. Geca Arceli G. Manaig	100% (851) of stallholders' ledger updated		5		**5**	
	Number of delinquency decreased		Karen Mae P. Delas Llagas Candelaria Rhodora DC. Agoncillo Johnseph Andrew S. Geca Arceli G. Manaig	Number of delinquency decreased by 10%		5		**5**	
	100% Price monitoring report reviewed, approved and posted weekly		Jonathan C. Noprada	100% (387) Price monitoring report reviewed, approved and poseted weekly		5		**5**	
Cleanliness and maintenance of market facility and premises ensured	100% Cleanliness of market facility and premises maintained		Santiago Estayani Jr.	100% (5 Buildings) Cleanliness of market facility and premises maintained					
Energy conservation and efficiency promoted	Energy efficiency and conservation (inventory of all electric equipment) accepted on the deadline in acordance with the prescribed standards		Johnseph Andrew S. Geca	Energy efficiency and conservation (inventory of all electric equipment) (2/4) accepted on first submission,before the deadline within the prescribed standard	5		3.75	**4.375**	

Support Functions:									
Accomplishments evaluated and reported	Office Monthly Accomplishment Reports (OMAR) submitted on the 15th of the following month		Karen Mae P. Delas Llagas	Office Monthly Accomplishment Reports (OMAR) submitted and accepted on first submission, submitted on the 15th of the following month	5		4.75	**4.875**	
Employee Productivity and enhanced	Monthly coaching, mentoring, and/or counselling sessions or meetings conducted		Candelaria Rhodora DC. Agoncillo	50 coaching, mentoring, and/or counselling sessions or meetings conducted with the desired learning and development outcomes achieved	5			**5**	
Delivery of basic services and facilities ensured	Annual Budget of the office/department submitted within the prescribed deadlines		Mariza C. Robas						Annual budget for the division included in the submission by the Office of the City Mayor
	Annual Investment Plan (AIP) submitted within the prescribed deadlines		Mariza C. Robas	Annual Investment Plan (AIP) submitted and accepted on the first submission on August 5, 2024, beyond the one (1) week period after the prescribed deadline of May 24, 2024	5		1	**3**	
	Project Procurement Management Plan (PPMP) submitted within the prescribed deadline		Mariza C. Robas	Project Procurement Management Plan (PPMP) submitted and accepted on first submission on December 9, 2024 beyond the one (1) week period after the prescribed deadline of November 15, 2024.	5		1	**3**	
	Approve Budget for the Contract (ABC) submitted within the prescribed deadline		Mariza C. Robas	Approved Budget for the Contract (ABC) submitted within the prescribed deadline	5			**5**	
	100% of the administrative support services delivered		Karen Mae P. Delas Llagas	100% of the administrative support services delivered	5			**5**	

Average Rating:

CATEGORY	MFO	RATING
Strategic Priorities		
Core Functions	**3**	**4.359**
Support Functions	**3**	**0.431**

Total Overall Functions:	**6**
Final Average Rating:	**4.791**
Adjectival Rating:	**VERY SATISFACTORY**

ASSESSED BY:	DATE:	FINAL RATING BY:	DATE:
DENNIS R. LANZANAS CITY PLANNING AND DEVELOPMENT COORDINATOR		HON. ROSELLER H. RIZAL City Mayor	

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, **DENNIS R. LANZANAS, CITY PLANNING AND DEVELOPMENT COORDINATOR**, of the **CITY PLANNING AND DEVELOPMENT OFFICE** commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **JANUARY - DECEMBER 2024.**

DENNIS R. LANZANAS
City Planning and Development Office

Date: JANUARY 08, 2025

APPROVED BY:	DATE:
ROSELLER H. RIZAL City Mayor	

MFO (Output/Outcome/Objectives)	SUCCESS INDICATORS (Targets + Measures)	ALLOTTED BUDGET	DIVISION/INDIVIDUAL RESPONSIBLE	ACTUAL ACCOMPLISHMENTS/ EXPENSES	RATING				REMARKS
					Q	E	T	A	
Core Functions:									
Integrated sectoral developmental plans and policies formulated, updated, and endorsed	100% of integrated sectoral developmental plans and policies formulated, updated, and endorsed for approval within the prescribe deadlines.		Research, Monitoring, & Evaluation Division (RMED) Planning, Land Use & Zoning Division (PLUZ)	100% (1/1) of integrated sectoral developmental plans and policies formulated, updated, and endorsed for approval before the prescribed deadlines.	5		5	**5**	
	100% of Formal Learning and Development (L&D) Interventions are rated satisfactory or better.			97% of Formal Learning and Development (L&D) Interventions are rated satisfactorily or better.	5			**5**	
	100% of all applications compiled and reviewed with comparative analyses based on project type and location to determine adaptability of government plans and projects, and potential changes to the City's CLUP, CDP, and Zoning Ordinance.			100% (1,027/1,027) of all applications compiled and reviewed with comparative analyses based on project type and location to determine the adaptability of government plans and projects, and potential changes to the City's CLUP, CDP, and Zoning Ordinance.		5		**5**	
Gathering of comprehensive evidence-based data ensured	100% of the Community-Based Monitoring System survey coordinated among 54 barangays to ensure effective implementation.		Research, Monitoring, & Evaluation Division (RMED)	100% of the Community-Based Monitoring System survey coordinated among 54 barangays to ensure effective implementation.		5		**5**	
Infrastructure Development concerns administered	100% of infrastructure development projects reviewed and endorsed for approval within the prescribe deadlines.		Planning, Land Use & Zoning Division (PLUZ)	100% (251/251) of infrastructure development projects reviewed and endorsed for approval before the prescribed deadlines.		5		**5**	

Lot acquisition procedures for developmental projects administered	100% of documents, certificates, and clearance for lot acquisition reviewed and endorsed for approval within the prescribe deadlines.		Land Management Division	100% (899/899) of documents, certificates, and clearance for lot acquisition reviewed and endorsed for approval before the prescribed deadlines.		5		5	
Effective, efficient and exceptional delivery of services ensured	100% of the services under the Citizen's Charter Acted upon satisfactory within the prescribed response time.		Research, Monitoring, & Evaluation Division (RMED) Planning, Land Use & Zoning Division (PLUZ) Land Management Division Information and Communications Technology (ICT)	97% of services under the Citizen's Charter acted upon satisfactorily within the prescribed response time, with no backlog.	5	4.2		4.6	
Fiscal accountability and Transparency ensured	Full Disclosure Policy (FDP) reports and/or documentary requirements submitted and published in accordance with the prescribed guidelines and deadlines.		Research, Monitoring, & Evaluation Division (RMED)	Full Disclosure Policy (FDP) reports and/or documentary requirements submitted, accepted and published on first submission before the prescribed deadlines.	5		5	5	
Energy conservation and efficiency promoted	Energy efficiency and conservation report (inventory of all electronic equipment) accepted on the deadline in accordance with the prescribed standards.		Information and Communications Technology (ICT) Administrative Staff Division	Energy efficiency and conservation report (inventory of all electronic equipment) accepted on first submission before the deadline in accordance with the prescribed standards.	5		5	5	
Effective support to various committees and councils ensured	Meetings by various committees and councils attended as scheduled.		Research, Monitoring, & Evaluation Division (RMED) Planning, Land Use & Zoning Division (PLUZ) Land Management Division Information and Communications Technology (ICT) Administrative Staff Division	532 Meetings by various committees and councils attended as scheduled.		5		5	
	100% of the functions of the Secretariat performed for various committees and councils.			100% of the functions of the Secretariat performed for various committees and councils.		5		5	
	Invitations or notice of meetings prepared and endorsed for approval of the department head or chairman of the committee and council concerned.			Invitations or notices of meetings, prepared and endorsed for approval of the department head or the chairman of the committee and council concerned.		5		5	
	Minutes of meeting prepared and attested for approval of the committee and council concerned.			Minutes of the meeting, prepared and attested for approval of the committee and council concerned.		5		5	
	100% committee and council resolutions prepared and recommended for approval of the Local Chief Executive.			100% (63/63) committee and council resolutions were prepared and recommended for approval by the Local Chief Executive.		5		5	
	100% of services related to records management as prescribed by NAP acted upon satisfactorily within the prescribed response time.			97% of services related to records management as prescribed by NAP acted upon satisfactorily with an average response time efficiency of 30%, with no backlog.	5	5		5	
Audit and assessment for local government performance conducted	100% of audit and assessment of local government performance conducted in accordance with the prescribed guidelines and schedule.		Research, Monitoring, & Evaluation Division (RMED)	100% of audits and assessments of local government performance conducted in accordance with the prescribed guidelines and schedule.	5		3	4	
	100% of monitoring and evaluation of local policies and programs conducted as scheduled.			100% of monitoring and evaluation of local policies and programs conducted as scheduled.	5		3	4	
Documentary requirements for national programs, audits, and assessments gathered, reviewed, and	100% of documentary requirements for national audits and assessments gathered, reviewed and compiled in accordance with the prescribed guidelines and deadlines.		Research, Monitoring, & Evaluation Division (RMED)	100% of documentary requirements for national audits and assessments gathered, reviewed and compiled before the deadlines in accordance with the prescribed guidelines.	5		5	5	

compiled	100% of data for national programs gathered and endorsed to the requesting authority before the prescribed deadline.		Evaluation Division (RMED)	100% of data for national programs gathered and endorsed to the requesting authority before the prescribed deadline.	5		3	4	
Access and use of technology for economic development, promoting digital literacy, fostering innovation, and facilitating communication through technological means ensured	100% of economic development programs and services are monitored and implemented through reliable network infrastructure and dependable technological support.		Information and Communications Technology (ICT)	100% of economic development programs and services are monitored and implemented through reliable network infrastructure and dependable technological support.	5			5	
Support Functions:									
Accomplishments evaluated and reported	Office monthly accomplishment reports (OMAR) submitted on the 15th of the following month.		Divisions Heads/Section Heads	Office monthly accomplishment reports (OMAR) submitted and accepted on first submission before the 15th of the following month.	5		5	5	
Employee productivity promoted and enhanced	Monthly coaching, mentoring and/or counselling sessions or meetings conducted.			48 coaching, mentoring and/or counselling sessions or meetings conducted with desired learning and development outcomes achieved.	5			5	
Delivery of basic services and facilities ensured	Annual Budget of the office/department submitted within the prescribe deadlines.			Annual Budget of the office/department submitted and accepted on November 19, 2024 beyond one week period after the deadline of July 15, 2024	5		1	3	
	Annual Investment Plan (AIP) submitted within the prescribe deadlines.			Annual Investment Plan (AIP) submitted and accepted on first submission on August 08, 2024, beyond the one (1) week period after the deadline on May 24, 2024.	5		1	3	
	Project Procurement Management Plan (PPMP) submitted within the prescribe deadline.			Project Procurement Management Plan (PPMP) submitted and accepted on first submission on November 19, 2024, after the deadline of November 15, 2024	5		2	3.5	
	Approved Budget for the Contract submitted within the prescribe deadline.			22 Approved Budget for the Contract submitted and accepted on first submission within the prescribed deadline.	5			5	
	100% of services under the Citizen's Charter of the unit conforms with the Whole-of-Government (WOG) Approach.		Planning, Land Use & Zoning Division (PLUZ)	100% (2/2) services under the Citizen's Charter of the unit conforms with the Whole-of-Government (WOG) Approach as approved/deliberated/screened by CART accepted before the deadline on March 29, 2024	5		5	5	
	100% of evaluation and selection of suppliers conducted.		City Planning and Development Coordinator (CPDC) Research, Monitoring, and	100% (1,363/1,363) evaluation and selection of suppliers conducted.	5			5	
	100% of Bids and Awards Committee (BAC) Resolutions reviewed and signed.			100% (3,319/3,319) BAC resolutions reviewed and signed.	5	5		5	
	100% of administrative support services delivered.		Administrative Staff Division	100% of administrative support services delivered.	5			5	

Average Rating:

CATEGORY	MFO	RATING
Strategic Priorities	_	_

Core Functions	11	4.347
Support Functions	3	0.445

Total Overall Functions:	**14**
Final Average Rating:	**4.792**
Adjectival Rating:	**Very Satisfactory**

ASSESSED BY:	DATE:	FINAL RATING BY:	DATE:
		ROSELLER H. RIZAL City Mayor	

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, **IRWIN M. PACADA, CITY ENGINEER**, of the **CITY ENGINEERING AND INFRASTRUCTURE DEVELOPMENT DEPARTMENT** commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **JANUARY TO DECEMBER 2024.**

IRWIN M. PACADA
City Engineer

Date: January 14, 2025

APPROVED BY:	DATE:
ROSELLER H. RIZAL City Mayor	

MFO (Output/Outcome/Objectives)	SUCCESS INDICATORS (Targets + Measures)	ALLOTTED BUDGET	DIVISION/INDIVIDUAL RESPONSIBLE	ACTUAL ACCOMPLISHMENTS/ EXPENSES	RATING				REMARKS
					Q	E	T	A	
Strategic Functions:									
Core Functions:									
Sustainable, resilient, integrated and modernized infrastructure facilities delivered.	100% of infrastructure/building projects implemented in accordance with the approved detailed plans and programs		Planning and Construction Management Division	100% (193/193) of infrastructure/building projects implemented in accordance with the approved detailed plans and programs	5			5	
Effective, effcient and exceptional delivery of services ensured.	100% of services under the Citizens Charter acted upon satisfactorily within the prescribed response time.		All divisions and Admin Section	89% of services under the Citizens Charter acted upon satisfactorily within the prescribed response time, with no backlog.	4	4.2		4.1	
Energy conservation and efficiency promoted.	Energy efficiency and conservation report (inventory of all electronic equipment) accepted on the deadline in accordance with the prescribed standards.		B. Mendoza and M. Herrero	Energy efficiency and conservation report (inventory of all electronic equipment) (3/4) accepted on first submission before the deadline in accordance with the prescribed standards.	5		4	4.5	
Support Functions:									
Accomplishments evaluated and reported.	Office Monthly Accomplishment Reports (OMAR) submitted on the 15th of the following month.		All divisions and Admin Section	Office Monthly Accomplishment Reports (OMAR) (12/12) submitted and accepted on the first submission with (10/12) submitted before the 15th of the following month.	5		4.415	4.708	

Employee productivity promoted and enhanced	Monthly coaching, mentoring and/or counseling sessions or meetings conducted			48 coaching, mentoring and/or counseling sessions or meetings conducted with learning and development outcomes achieved	5			5	
Delivery of basic services and facilities ensured.	Annual budget of the department approved and submitted within the prescribed deadline		Planing and Construction Management Divison/L. Villaver	Annual budget of the department submitted and accepted on the first submission on July 17, 2024 after the prescribed deadline of July 15, 2024	5		2	3.5	
	Annual Investment Plan (AIP) approved and submitted within the prescribed deadlines		L. Villaver	Annual Investment Plan (AIP) approved, submitted and accepted on first submission on May 27, 2024 after the prescribed deadline of May 24, 2024	5		2	3.5	
	Project Procurement Management Plan (PPMP) submitted within the prescribed deadline.		B. Patinio	Project Procurement Management Plan (PPMP) submitted and accepted on first submission on December 23, 2024 beyond the one week period after the deadline of November 15, 2024	5		1	3	
	Approved Budget for the Contract approved and submitted within the prescribed deadline.		B. Patinio	Approved Budget for the Contract approved, submitted and accepted on first submission within the prescribed deadline.	5			5	
	100% of administrative support services delivered.		Admin Section	100% of administrative support services delivered.	5			5	
	100% of Bidding and Awards Committee (BAC) Resolutions reviewed and signed.			100% (91/91) Bidding and Awards Committee (BAC) Resolutions reviewed and signed.	5	5		5	
	100% of committee hearings/meetings participated.			100% (112/112) committee hearings/meetings participated.		5		5	

Average Rating:

CATEGORY	MFO	RATING
Strategic Priorities		
Core Functions	3	4.080
Support Functions	3	0.4412

Total Overall Functions:	**6.000**
Final Average Rating:	**4.5212**
Adjectival Rating:	**Very Satisfactory**

ASSESSED BY:	DATE:	FINAL RATING BY:	DATE:
DENNIS R. LANZANAS City Planning and Development Coordinator		**ROSELLER H. RIZAL** City Mayor	

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, **MAXIMA O. LAPASTORA, City Human Resource Management Officer**, of the **City Human Resource Management Office** commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **January to December 2024.**

MAXIMA O. L APASTORA
City Human Resource Management Officer

Date: January 15, 2025

APPROVED BY:	DATE:
ROSELLER H. RIZAL City Mayor	

MFO (Output/Outcome/Objectives)	SUCCESS INDICATORS (Targets + Measures)	ALLOTTED BUDGET	DIVISION/INDIVIDUAL RESPONSIBLE	ACTUAL ACCOMPLISHMENTS/ EXPENSES	RATING				REMARKS
					Q	E	T	A	
Strategic Functions:									
CSC Accreditation (Maturity Level 2 of the Enhanced PRIME-HRM) maintained	Maturity Level of the Enhanced PRIME-HRM maintained; One core system (RSP) enhanced vis-à-vis Action Plan/Maturity Level Indicators	(Refer to AIP)	PRIME-HRM Team	Maturity Level of the Enhanced PRIME-HRM is maintained during the year; Draft revised policies were submitted to the PRIME-HRM Team for review and appropriate action; improvements on all four (4) core HR systems introduced and implemented which includes the following: *On Recruitment, Selection and Placement (RSP)* - Monitoring Tools updated (Google Workspace) - Procedures for Updating HR Inventory established *On Performance Management (PM)* - Established Rules on Amendments - Established Interim Performance Standards - Established Performance Eval. for JO/COS *On Learning and Development (L&D)* - Use of electronic L&D Evaluation - Established interim LNA mechanism *On Rewards and Recogntion (R&R)* - Establishment and Integration of the Huwarang Kawani	5.000		5.000	**5.000**	
	100% of records on the four (4) core HR systems organized and digitized vis-à-vis workplan by the end of the year.			100% of records on the four (4) core HR systems organized and digitized by the end of the year; existing accreditation documents were already organized and digitized but may need to be reclassified due to its volume.	5.000			**5.000**	

MFO (Output/Outcome/Objectives)	SUCCESS INDICATORS (Targets + Measures)	ALLOTTED BUDGET	DIVISION/INDIVIDUAL RESPONSIBLE	ACTUAL ACCOMPLISHMENTS/ EXPENSES	RATING				REMARKS
					Q	E	T	A	
CSC Accreditation (Maturity Level 2 of the Enhanced PRIME-HRM) maintained (cont.)	PRIME-HRM Maturity Level 3 Action Plan accepted/adopted by HR Committees by the end of the year		PRIME-HRM Team	-				-	*As per the CSC Technical Assistance, target will be moved to the succeeding year to incorporate findings and recommendations during the same, and the results of the benchmarking activities during the year.*
Integrated Human Resource Management System implemented and enhanced	Roadmap and framework for human resource management and development digitalization finalized by the end of the year.		IHRMIS Team	Roadmap and framework for human resource management and development digitalization finalized in November 2024 and is ready to be implemented in the succeeding year.	5.000		5.000	**5.000**	*May still require revision subject to revision of policies, mechanisms, and procedures*
	Leave administration and attendance management system vis-a-vis specifications fully-operational by the end of the year.			Leave administration and attendance management system vis-a-vis specifications operational in November 2024. Migration is still ongoing due to the volume of data	4.000		5.000	**4.500**	*As per scope and testing requirements; expected to be deployed in the succeeding year*
	Office human resource development plan approved/noted by the City Mayor by June 2024.			Office human resource development plan approved on November 2024 as part of the approved budget of the CHRMO for 2025.	5.000		5.000	**5.000**	*Target was moved at the end of the year in relation to the CSC Technical Assistance and approval of the new budget*
Core Functions:									
Outcome 1: Sufficient talent and competent human resources guaranteed.									
Recruitment, Selection and Placement (RSP)									
Effective and efficient administration of recruitment, selection and placement process ensured	100% of requested positions for publications evaluated; published within thirty (30) days upon completion of requirements		Talent Acquisition, Selection and Planning Section	100% (119 of 119) of requested positions for publications evaluated; published within 15 days upon completion of requirements	5.000	5.000		**5.000**	*Excludes postponements as per the instruction of the HRMPSB*
	100% of positions published and processed submitted to the Appointing Authority within sixty (60) days from the date of publication.			100% (91 of 91) of positions published and processed submitted to the Appointing Authority within 15 days from the date of the deliberation.	5.000		5.000	**5.000**	
	100% of HRMPSB meetings and activities organized and facilitated satisfactorily.			100% of HRMPSB meetings and activities organized and facilitated satisfactorily.	5.000			**5.000**	
	100% of appointments and other human resource actions processed and acted upon in accordance with the CSC ORA-OHRA within the prescribed time			100% (102 of 102) of appointments and other human resource actions processed and acted upon in accordance with the CSC ORA-OHRA within the prescribed time; submissions to the CSC were all before their respective deadlines; no delays were observed	5.000		5.000	**5.000**	

MFO (Output/Outcome/Objectives)	SUCCESS INDICATORS (Targets + Measures)	ALLOTTED BUDGET	DIVISION/INDIVIDUAL RESPONSIBLE	ACTUAL ACCOMPLISHMENTS/ EXPENSES	RATING				REMARKS
					Q	E	T	A	
Effective and efficient administration of recruitment, selection and placement process ensured (cont.)	100% of newly-hired employees onboarded; rated the onboarding activity as satisfactory or better		Talent Acquisition, Selection and Planning Section Glaiza M. Balba Bryan Frank A. Agamin	100% (102 of 102) of newly-hired employees onboarded (includes newly-promoted); rated the onboarding activity as satisfactory or better. - Pre-Deployment Orientation (Feb. 2) - 3.78 - Pre-Deployment Orientation (Feb. 21) - 4.00 - Pre-Deployment Orientation (Apr. 12) - 4.00 - Pre-Deployment Orientation (Apr. 12) - 4.00 - Pre-Deployment Orientation (Aug. 30) - 3.5 - Pre-Deployment Orientation (Nov. 5) - 4 - Pre-Deployment Orientation (Nov. 27) - 4 Average: 3.897/4.000 = 4.871/5.000 Q: 4.871 (50%) + 100 of NHE (50%) = 4.936	4.936			**4.936**	
Outcome 2: Competent, agile, motivated and resilient human resources supported and ensured									
Learning and Development (L&D)									
Effective, efficient and timely administration of the Learning and Development (L&D) system ensured	Human Resource Development (HRD) Plan for CY 2025-2027 approved by the Human Resource Development Committee (HRDC) by the end of the year.		Glaiza M. Balba PRIME-HRM Team	-				-	*As per the CSC Technical Assistance, target will be moved to the succeeding year to incorporate findings and recommendations during the same, and the results of the benchmarking activities during the year. The same should also coincide with local development plans.*
	CY 2025 Training Calendar approved by the City Mayor by the end of the year.		Glaiza M. Balba Bryan Frank A. Agamin	CY 2025 Training Calendar approved by the City Mayor by November 2024 following the approval of the CY 2025 budget of the CHRMO.	5.000		5.000	**5.000**	
	100% of activities in the CY 2024 Training Calendar implemented satisfactorily or better			100% of activities in the CY 2024 Training Calendar implemented satisfactorily or better (3.00-4.00) - Orientation on Gender-responsive CS Tow. Ex. (Mar. 6-8) - 3.91 - Orientation on Government CompBen Series (Mar. 25-26) - 3.85 - Supervisory Development Course - Track 1 (Apr. 2-5) - 3.95 - Learning Session on Basic Records Management (May 22-24) - 3.55 - Training on Service Process Streamlining (Jul. 17-19) - 3.40 - Orientation on CS policies on GMDI (Aug. 19-20) - 2.41 - Supervisory Development Course - Track 2 (Sep. 17-20) - 3.63 - Orientation on CS policies on GMDI (Sep. 30) - 3.56 - Orientation on the Establishment of CBLD (Nov. 21,25) - 3.53 - Learning Session on Values Orientation (Dec. 16-17) - 3.8 Average: 3.559/4.00 = ~4.449/5.000	4.449			**4.449**	*Pre-deployment orientations are regarded as or as part of the onboarding programs for purposes of distinction*

MFO (Output/Outcome/Objectives)	SUCCESS INDICATORS (Targets + Measures)	ALLOTTED BUDGET	DIVISION/INDIVIDUAL RESPONSIBLE	ACTUAL ACCOMPLISHMENTS/ EXPENSES	RATING				REMARKS
					Q	E	T	A	
Effective, efficient and timely administration of the Learning and Development (L&D) system ensured (cont.)	100% of HRDC meetings and activities organized and facilitated satisfactorily.		Glaiza M. Balba Bryan Frank A. Agamin	-				-	*No meetings were conducted during the year in line with the planned reconstitution of the HRDC*
Performance and Rewards Management (PRM)									
Performance management system implemented and enhanced	100% of individual performance evaluation reports accepted by the PRAISE Committee (for rewarding and recognition) and HRDC (for development purposes) within one (1) month upon completion of submission.		Mary Claire G. Pesarillo Jhoemar D. Mendiogarin	-				-	*As per the CSC Technical Assistance, target will be moved to the succeeding year to incorporate findings and recommendations during the same, and the results of the benchmarking activities during the year. Listing of employees and other relevant findings are nonetheless available and may be submitted as soon as mechanisms are clarified*
Awards and incentives system implemented and enhanced	100% of financed awards and incentives conferred to qualified individuals		Maria Blesilda Olivia Y. Aguila Francis Modesto M. Galang	100% of financed awards and incentives conferred to qualified individuals	5.000			**5.000**	
	100% of PRAISE Committee meetings and activities organized and facilitated satisfactorily.			100% of PRAISE Committee meetings and activities organized and facilitated satisfactorily.	5.000			**5.000**	
Compensation and Benefits (CompBen)									
Timely and judicious payment/grant of compensation and benefits ensured	100% of regular compensation and benefits acted upon timely in accordance with the approved workplan.		Compensation Management Section Sheryl M. Tesoro Myra S. Araneta Angelic N. Alcantara Quennie C. Samson	100% of regular compensation and benefits acted upon timely in accordance with the approved workplan.	5.000		5.000	**5.000**	*Excludes those which delays caused by other offices such as delay in the processing of contracts, delays in crediting, etc.*
	100% of claims for compensation and benefits acted upon within the prescribed time. - Special payrolls (overtime, honoraria, etc.) - Loan applications (GSIS & Landbank) - Leave applications			100% of claims for compensation and benefits acted upon within the prescribed time. - Special payrolls (overtime, honoraria, etc.) - Loan applications (GSIS & Landbank) - Leave applications	5.000		3.000	**4.000**	*Excludes those which delays caused by other offices such as delays in crediting, etc.*

MFO (Output/Outcome/Objectives)	SUCCESS INDICATORS (Targets + Measures)	ALLOTTED BUDGET	DIVISION/INDIVIDUAL RESPONSIBLE	ACTUAL ACCOMPLISHMENTS/ EXPENSES	RATING				REMARKS
					Q	E	T	A	
Employee Relations and Discipline (ERD)(Attendance, Grievance, Counseling and Complaints)									
Judicious, fair and efficient administration of human resource relations and discipline ensured	100% of employee's Daily Time Record (DTR) generated and released within five (5) days upon receipt of attendance records.		IHRMIS Team	100% of employee's Daily Time Record (DTR) generated and released within five (5) days upon receipt of attendance records.	5.000	3.000		**4.000**	
	100% of complaints acted upon within three (3) days upon receipt.		Francis Modesto M. Galang	100% (21 of 21) of complaints acted upon within the day.	5.000			**5.000**	
	Employee's Handbook published by the end of the year.		Francis Modesto M. Galang PRIME-HRM Team	-					*Since various changes in human resource policies, mechanisma and procedures were observed during the year, as the result of the CSC Technical Assistance and various benchmarking activities, target will be moved to the succeeding year for purposes of efficiency in the utilization of budget*
	100% of retirees rated the pre-retirement orientation as satisfactory or better		Sheryl M. Tesoro	-					*No pre-retirement orientation conducted during the semester*
	2024 Analysis Report on employee turn-over established		Ric Jason M. Pailan	2024 Analysis Report on employee turn-over established by December 2024 (statistics are automatically generated as per system generation; qualitative analysis requires the conduct of exit interviews which shall be fully-implemented in the succeeding year)	5.000			**5.000**	
Health and Wellness (H&W)									
Access to human resource health and wellness facilities and programs diversified and ensured	One (1) health and wellness program implemented rated as satisfactory or better by attendees.		Maria Blesilda Olivia Y. Aguila	Zumba program implemented; rated as outstanding by attendees	5.000			**5.000**	
Outcome 3: <u>Government functions, systems and mechanisms rationalized, digitalized and strengthened</u>									
Human Resource Records and Information Management									
Efficient and timely human resource administration ensured	CY 2025 Plantilla of LGU Personnel accepted by the City Budget Officer by August 30, 2024		Ric Jason M. Pailan	CY 2025 Plantilla of LGU Personnel accepted by the City Budget Officer by July 19, 2024	5.000		5.000	**5.000**	
	2023 SALN of LGU officials and employees transmitted to Ombudsman by April 30, 2024		Maria Blesilda Olivia Y. Aguila	2023 SALN of LGU officials and employees accepted by the Ombudsman by April 30, 2024	5.000		5.000	**5.000**	*Transmitting of documents cannot be done earlier due to late submissions of employees*
	100% of updates on human resource information acted upon within one (1) day upon receipt of information.		IHRMIS Team	100% of updates on human resource information acted upon immediately upon receipt of information.	5.000	5.000		**5.000**	
	Reissuance of human resource identification cards completed by September 2024			Reissuance of human resource identification cards completed by the end of the year.	5.000		1.000	**3.000**	*Reissuance of cards for those with pictures and signatures are included.*

MFO (Output/Outcome/Objectives)	SUCCESS INDICATORS (Targets + Measures)	ALLOTTED BUDGET	DIVISION/INDIVIDUAL RESPONSIBLE	ACTUAL ACCOMPLISHMENTS/ EXPENSES	RATING				REMARKS
					Q	E	T	A	
Efficient and timely human resource administration ensured (cont.)	100% of individuals practicing their profession notified one (1) month prior to the expiration of their licenses.		IHRMIS Team	All individuals practicing their profession notified one (1) month prior to the expiration of their licenses.	5.000			**5.000**	
	100% of requests for human resource identification card replacement acted upon within three (3) days upon receipt			-				-	*Requests for ID replacements are on hold until the reissuance of id cards are completed*
Effective liaison with the Civil Service Commission (CSC) and other agencies ensured	100% of mandatory HR reports and records submitted to regulatory agencies - 2024 ACEC (CSC) - Agency Information Sheet (GSIS) - FDP Manpower Complement (DILG)		Ric Jason M. Pailan Sheryl M. Tesoro Bryan Frank A. Agamin	100% of mandatory HR reports and records submitted to regulatory agencies on the deadline. - 2024 ACEC (CSC) - Agency Information Sheet (GSIS) - FDP Manpower Complement (DILG)	5.000		3.000	**4.000**	
Effective and efficient human resource records and information management ensured.	Inventory of physical HR records completed by the end of the year.		Records and Information Management Section	Inventory of physical HR records completed on October 2024	5.000		5.000	**5.000**	
	Office Records Management Manual established and functional by the end of the year			Office Records Management Manual established and functional by the end of the year.	5.000			**5.000**	*May still require revision subject to revision of policies, mechanisms, and procedures*
	100% of the following records digitized and migrated to the HRMIS: - SALN (2024 to years prior) - Leave Cards (separated employees) - 300 (approx. 25%) of 201 files			100% of the following records digitized and migrated to the HRMIS; accesibility of records ensured: - SALN (2024 to years prior) - Leave Cards (separated employees, CHRMO, CATSDD) - 700 of 201 files	5.000	5.000		**5.000**	
	100% of requested records or certifications acted upon within the prescribed time			100% of requested records acted upon within the prescribed time (3 days for simple records, 20 days for archived records) ART: 1 day for SR (66.67% more efficient)/5 days for AR (68.18% more efficient) ~67.425% more efficient RR: 100% of all requests acted upon. CSMR: 4.83/5.00 ~96.60%	5.000	5.000		**5.000**	
Organizational Development (OD)									
Rationalized and streamlined processes and procedures ensured	Citizen's Charter CY 2024 published by the end of the year		Mary Claire G. Pesarillo Francis Modesto M. Galang	-				-	*Citizen's charter handbook was not published as the revision was pushed in the suceeding year for purposes of budget efficiency*
	100% of ISO 9001:2015 certified processes maintained; no non-conformity on audit		Ric Jason M. Pailan Orlando C. Tapia	100% of ISO 9001:2015 certified processes maintained; no non-conformity on audit	5.000			**5.000**	

MFO (Output/Outcome/Objectives)	SUCCESS INDICATORS (Targets + Measures)	ALLOTTED BUDGET	DIVISION/INDIVIDUAL RESPONSIBLE	ACTUAL ACCOMPLISHMENTS/ EXPENSES	RATING				REMARKS
					Q	E	T	A	
Others									
Energy conservation and efficiency promoted	Energy efficiency and conservation report (EECR) (inventory of all electronic equipment) accepted on the deadline in accordance with the prescribed standards		Reynante M. Napolitano	Energy efficiency and conservation report (EECR) (inventory of all electronic equipment) accepted in accordance with the prescribed standards	5.000		1.000	**3.000**	
Support Functions:									
Accomplishments evaluated and reported	Office Monthly Accomplishment Reports (OMAR) submitted on the 15th of the following month		Orlando C. Tapia	OMAR submitted and accepted on first submission on the following dates: January: February 15 (3) February: March 15 (3) March: April 16 (3 [next wd]) April: May 14 (5) May: June 14 (5) June: July 9 (5) July: Aug 14 (5) August: Sep. 12 (5) September: Oct. 11 (5) October: Nov. 20 (2) November: Dec. 18 (2) December: Jan.13 (5) Average: 4.000	5.000		4.000	**4.500**	
Employee productivity promoted and enhanced	Monthly coaching, mentoring and/or counselling sessions or meetings conducted		Maxima O. Lapastora	Weekly coaching, mentoring and/or counselling sessions or meetings conducted	5.000			**5.000**	

MFO (Output/Outcome/Objectives)	SUCCESS INDICATORS (Targets + Measures)	ALLOTTED BUDGET	DIVISION/INDIVIDUAL RESPONSIBLE	ACTUAL ACCOMPLISHMENTS/ EXPENSES	RATING				REMARKS
					Q	E	T	A	
Delivery of basic services and facilities ensured	Annual budget of the office/department submitted within the prescribed deadlines		Reynaldo C. Salisi Orlando C. Tapia	Annual budget (proposal) of the office/department submitted and accepted by the CBMO prior to the conduct of budget deliberations	5.000		3.000	**4.000**	
	Annual Investment Plan (AIP) submitted within the prescribed deadlines		Orlando C. Tapia	Annual Investment Plan (AIP) submitted within the prescribed deadlines	5.000		3.000	**4.000**	
	100% of services under the Citizen's Charter of the unit conforms with the Whole-of-Government (WOG) approach		Orlando C. Tapia	100% of services under the Citizen's Charter of the unit conforms with the Whole-of-Government (WOG) approach; pending submission to CART upon release of calls for revision	5.000			**5.000**	

Average Rating:

CATEGORY	MFO	RATING
Strategic Priorities	6	4.900
Core Functions	34	4.718
Support Functions	5	4.500

Total Overall Functions:	**45**
Final Average Rating:	**4.778**
Adjectival Rating:	**VERY SATISFACTORY**

ASSESSED BY:	DATE:	FINAL RATING BY:	DATE:
DENNIS R. LANZANAS City Planning and Development Coordinator		**ROSELLER H. RIZAL** City Mayor	

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, **ATTY. ANGELITA S. BANTATUA-ALONZO,** of the **CITY LEGAL SERVICES OFFICE** commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **JANUARY TO DECEMBER 2024.**

ATTY. ANGELITA S. BANTATUA-ALONZO
City Legal Officer

Date: January 9, 2025

APPROVED BY:	DATE:
ROSELLER H. RIZAL City Mayor	

MFO (Output/Outcome/Objectives)	SUCCESS INDICATORS (Targets + Measures)	ALLOTTED BUDGET	DIVISION/INDIVIDUAL RESPONSIBLE	ACTUAL ACCOMPLISHMENTS/ EXPENSES	RATING				REMARKS
					Q	E	T	A	
Core Functions:									
Adequate and efficient legal and technical assistance, staff services and support to the City Government of Calamba provided.	100% of ordinances, resolutions, executive orders and other legal documents reviewed for legal opinion		Investigation and Litigation Division/ Research and Documentation Division	100% of resolutions (491/491) and legal documents (153/153) reviewed for legal opinion	5	5		5.000	
	100% of the civil actions and special proceedings cases represented		Investigation and Litigation Division	100% of the (8/8) civil actions and special proceedings cases represented		5		5.000	
	100% of Learning and Development interventions are rated satisfactory or better		Research and Documentation Division	100% of Learning and Development interventions are rated satisfactory or better	5			5.000	
Effective, efficient and exceptional delivery of services ensured	100% of services under the Citizen's Charter acted upon satisfactorily within the prescribed response time		Investigation and Litigation Division	100% of services under the Citizen's Charter acted upon satisfactorily within the prescribed response time with no backlog	5	4.2		4.600	

Energy conservation and efficiency promoted	Energy and conservation report (inventory of all electronic equipment) accepted on the deadline in accordance with the prescribed standards		Sarah T. Dimayacyac	Energy and conservation report (inventory of all electronic equipment) accepted on first submission before the deadline and in accordance with the prescribed standards.	5		5	5.000	
Support Functions:									
Accomplishments evaluated and reported	Office Monthly Accomplishment Reports (OMAR) submitted on the 15th of the following month		Administrative Section	Office Monthly Accomplishment Reports (OMAR) submitted and accepted on first submission with (10/12) submitted before the 15th of the following month.	5		4.412	4.706	
Employee productivity promoted and enhanced	Monthly coaching, mentoring and/or counselling sessions or meetings conducted		Research and Documentation Division	15 coachings, mentorings and/or cousellings or meetings conducted with the desired learning and development objective/s achieved	3			3.000	
Delivery of basic services and facilities ensured	Annual budget of the office/department submitted within the prescribed deadlines		Sarah T. Dimayacyac	Annual budget of the office/department submitted on first submission on July 12, 2024 before the prescribed deadline on July 15, 2024	5		5	5.000	
	Annual Investment Plan (AIP) submitted within the prescribed deadlines		Judith R. Maritana	Annual Investment Plan (AIP) submitted on May 21, 2024 before the prescribed deadline of May 24, 2024.	5		5	5.000	
	Project Procurement Management Plan (PPMP) submitted within the prescribed deadline		Sarah T. Dimayacyac	Project Procurement Management Plan (PPMP) (8) submitted and accepted on first submission on July 12, 2024 before the prescribed deadline on November 15, 2024.	5		5	5.000	
	Approved Budget for the Contract (ABC) submitted within the prescribed deadline		Sarah T. Dimayacyac	Approved Budget for the Contract (ABC) (4) submitted and accepted on first submission within the prescribed deadline	5			5.000	
	100% of administrative support services delivered		Administrative Section	100% of administrative support services delivered	5			5.000	

Average Rating:	CATEGORY	MFO	RATING
	Strategic Priorities		
	Core Functions	3	4.428
	Support Functions	3	0.467
		Total Overall Functions:	6
		Final Average Rating:	4.895
		Adjectival Rating:	VERY SATISFACTORY

ASSESSED BY:	DATE:	FINAL RATING BY:	DATE:
DENNIS R. LANZANAS City Planning and Development Coordinator		ROSELLER H. RIZAL City Mayor	

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, **RUTH A. MARANAN, CITY TREASURER**, of the **CITY TREASURY MANAGEMENT DEPARTMENT** commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **JANUARY TO DECEMBER 2024.**

RUTH A. MARANAN
CITY TREASURER

Date: MM DD, YYYY

APPROVED BY:	DATE:
ROSELLER H. RIZAL City Mayor	

MFO (Output/Outcome/Objectives)	SUCCESS INDICATORS (Targets + Measures)	ALLOTTED BUDGET	DIVISION/INDIVIDUAL RESPONSIBLE	ACTUAL ACCOMPLISHMENTS/ EXPENSES	RATING				REMARKS
					Q	E	T	A	
Strategic Functions:									
Core Functions:									
Fiscal stability and sustainability ensured	**5.0% growth in local revenue collection**		Fund Management Division Revenue Collection Division Revenue Regulation & Information Division Revenue Enforcement Division	10.76 % growth in local revenue collection		5		5	
Fiscal accountability and transparency ensured	**100% of reports and/or documentary requirements submitted in accordance with the prescribed guidelines and deadlines**		Fund Management Division Revenue Collection Division Revenue Regulation & Information Division Revenue Enforcement Division	100% of reports and/or documentary requirements submitted and accepted on first submission in accordance with the prescribed guideliness 2 days before the deadline	5		5	5	

Effective, Efficient and exceptional delivery of services ensured	100% of services under the Citizen's Charter acted upon satisfactorily within the prescribed response time		Fund Management Division Revenue Collection Division Revenue Regulation & Information Division Revenue Enforcement Division	98.90% of services under the Citizen's Charter acted upon satisfactorily with an average response time efficiency of 30% with no backlogs	5	5		5	
Energy conservation and efficiency promoted	Energy efficiency and conservation report (inventory of all electronic equipment) accepted on the deadline in accordance with the prescribed standards		Leo Tristan C. Banzuela Michelle C. Piano Lirra Camille J. Rodriguez	Energy efficiency and conservation report (inventory of all electronic equipment) accepted on first submission before the deadline in accordance with the prescribed standards	5		5	5	
Support Functions:									
Accomplishments evaluated and reported	Office Monthly Accomplishments Reports (OMAR) submitted on the 15th of the following month		Fund Management Division Revenue Collection Division Revenue Regulation & Information Division Revenue Enforcement Division	Office Monthly Accomplishments Reports (OMAR) submitted and accepted on first submission 5 days before the 15th of the following month	5		5	5	
Employee productivity promoted and enhanced	Monthly coaching, mentoring and/or counselling sessions or meetings conducted		DIVISION HEADS	62 coaching, mentoring and/or counselling sessions or meetings conducted with the desired learning and development outcomes achieved	5			5	
Delivery of basic services and facilities ensured	Annual budget of the office/department submitted within the prescribed guidelines		RUTH A. MARANAN	Annual budget of the office/department submitted and accepted on first submission on July 10, 2024 before the prescribed deadline of July 15, 2024.	5		5	5	
	Annual Iinvestment Plan (AIP) submitted within the prescribed deadlines		ANITA C. ALMERIA	Annual Investment Plan (AIP) submitted and accepted on first submission within the prescribed deadline as of May 24, 2024	5		3	4	
	Project Procurement Management Plan (PPMP) submitted within the prescribed deadlines		GLADIE MAE L. MANJARES	Project Procurement Management Plan (PPMP) submitted and accepted on first submission on November 18, 2024, within one (1) week period after the prescribed deadline of November 15, 2024	5		2	3.5	
	Approved Budget for the Contract (ABC) submitted within the prescribed deadlines		GLADIE MAE L. MANJARES	Approved Budget for the Contract (ABC) submitted and accepted on first submission within the prescribed deadlines	5			5	

Delivery of basic services and facilities ensured	100% of services under the Citizen's Charter of the unit conforms with the Whole-of-Government (WOG) approach		ALL TREASURY PERSONNEL	100% of services under the Citizen's Charter of the unit conforms with the Whole-of-Government (WOG) approach as approved/deliberated/ screened by CART on March 20, 2024 before the deadline (March 29, 2024)	5		5	5	
	100% of administrative support services delivered		KAREN KAYE U. MACASADIA	100% of administrative support services delivered	5			5	

Average Rating:

CATEGORY	MFO	RATING
Strategic Priorities		
Core Functions	4	4.500
Support Functions	8	0.469

Total Overall Functions:	7
Final Average Rating:	4.969
Adjectival Rating:	VERY SATISFACTORY

ASSESSED BY:	DATE:	FINAL RATING BY:	DATE:
DENNIS R. LANZANAS City Planning and Development Coordinator		ROSELLER H. RIZAL City Mayor	

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, NORIEL N. HABAÑA, LOCAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICER IV, of the CITY DISASTER RISK REDUCTION AND MANAGEMENT DIVISION OF OFFICE OF THE MAYOR commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JANUARY TO DECEMBER 2024.

NORIEL N. HABAÑA
LDRRM OFFICER IV

Date: January 08, 2025

APPROVED BY:	DATE:
ROSELLER H. RIZAL City Mayor	

MFO (Output/Outcome/Objectives)	SUCCESS INDICATORS (Targets + Measures)	ALLOTTED BUDGET	DIVISION/INDIVIDUAL RESPONSIBLE	ACTUAL ACCOMPLISHMENTS/ EXPENSES	RATING				REMARKS
					Q	E	T	A	
Strategic Functions:									
Core Functions:									
Disaster risk resillience of communities and institution increased	100% of disaster prevention and mitigation, preparedness response and other interventions are rated satisfactory or better		Administrative and Training Section Research and Planning Section	100% (52/52) conducted disaster prevention and mitigation, preparedness and other interventions are rated satisfactory or better	5			5	
	Local Disaster Risk Reduction and Management Plan, Contingency Plan - Flood and Contingency Plan - Earthquake approved by the City Mayor and adopted by the SP by the end of the year		Research and Planning Section	Local Disaster Risk Reduction and Management Plan, Contingency Plan - Flood and Contingency Plan - Earthquake approved by the City Mayor and adopted by the SP on 02 December 2024	5		5	5	Additional Resolution: CDRRMD's Manual of Operations (Resolution no. 639 series 2024)
Effective disaster response ascertained	Zero casualty for anticipated calamities/disasters		Operations and Warning Section	Zero casualty for calamities/disaster (Typhoon Aghon, TY Carina, STS Kristine, TS Leon, TS Marce, TS Nika, TS Ofel and TS Pepito)	5			5	
	100% reported emergencies acted upon in accordance with the prescribed standards		Operations and Warning Section	100% (2,293/2,293 reported emergencies acted upon in accordance with the prescribed standards	5	5		5	

Energy conservation and efficiency promoted	Energy efficiency and conservation report (inventory of all electronic equipment) accepted on the deadline in accordance with the prescribed standards		Administrative and Training Section Research and Planning Section Operations and Warning Section	Energy efficiency and conservation report (inventory of all electronic equipment) submitted and accepted on first submission, before the deadline in accordance with the prescribed standards	5		4.25	4.625	
Effective, efficient and exceptional delivery of services ensured	100% of services under the Citizens' Charter acted upon satisfactorily within the prescribed response time		Administrative and Training Section Research and Planning Section Operations and Warning Section	100% of services under the Citizens' Charter acted upon satisfactorily within the prescribed response time, with no back log	5	4.2		4.6	
Support Functions:									
Accomplishments evaluated and reported	Office Monthly Accomplishment Reports (OMAR) submitted on the 15th of the following month		Administrative and Training Section Research and Planning Section Operations and Warning Section	Office Monthly Accomplishment Reports (OMAR) submitted and accepted on the first submission, with (7/12) submitted before the 15th of the following month	5		3.83	4.415	
Employee productivity promoted and enhanced	Monthly coaching, mentoring and/or counselling sessions or meetings conducted		Division Head Section Head	51 coaching, mentoring and/or counselling sessions or meetings conducted with desired learning and development outcomes achieved	5			5	
Delivery of basic services and facilities ensured	Annual budget of the office/department submitted within the prescribed deadlines		Administrative and Training Section	Annual budget of the office/department submitted and accepted on first submission before the prescribed deadlines					Not applicable in CDRRMD because we undergo different procedures in terms of Annual budget preparation
	Annual Investment Plan (AIP) submitted within the prescribed deadlines		Administrative and Training Section	Annual Investment Plan (AIP) submitted within the prescribed deadlines	5			5	As per COA guidelines, exact amount of LDRRM Fund from the City Budget should reflect in the AIP. This must be endorsed for approval of the CDRRM Council, City Development Council and the Sanggunian Panlungsod for adoption.
	Project Procurement Management Plan (PPMP) submitted within the prescribed deadline		Administrative and Training Section	Project Procurement Management Plan (PPMP) submitted within the prescribed deadline	5			5	Proposed PPMP is subject to the Sanggunian approved AIP.
	Approve Budget for the Contract (ABC) submitted within the prescribed deadline		Administrative and Training Section	Approve Budget for the Contract (ABC) (77/77) submitted and accepted on first submission within the prescribed deadline	5			5	
	100% of services under the Citizens's Charter of the unit conforms with the Whole-of-Government (WOG) approach		Administrative and Training Section Research and Planning Section Operations and Warning Section	100% of services under the Citizens's Charter of the unit conforms with the Whole-of-Government (WOG) approach as approved/deliberated/screened by CART on March 27, 2024 before the deadline (March 29, 2024)	5		5	5	
	100% of administrative support services delivered		Administrative and Training Section Research and Planning Section Operations and Warning Section	100% of administrative support services delivered	5			5	

City Disaster Risk Reduction and Management (CDRRM) Council Resolutions acted upon	100% CDRRM Council meeting facilitated		Administrative and Training Section Research and Planning Section Operations and Warning Section	100% (16/16) CDRRM Council meeting facilitated		5		5	
	100% of CDRRM Council Minutes of the meeting attested and corrected		Division Head	100% (16/16) of CDRRM Council Minutes of the meeting attested and corrected		5		5	
	100% of CDRRM Council Resolution/s reviewed, signed and recommended for approval to the LCE		Division Head	100% (9/9) of CDRRM Council Resolution/s reviewed, signed and recommended for approval to the LCE	5	5		5	

Average Rating:

CATEGORY	MFO	RATING
Strategic Priorities		
Core Functions	4	4.384
Support Functions	4	0.494

Total Overall Functions:	**8**
Final Average Rating:	**4.878**
Adjectival Rating:	**VS**

ASSESSED BY:	DATE:	FINAL RATING BY:	DATE:
DENNIS R. LANZANAS CITY PLANNING AND DEVELOPMENT COORDINATOR		ROSELLER H. RIZAL City Mayor	

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, **RAYSEN B. ESTABILLO** of the **CITY POPULATION MANAGEMENT OFFICE** commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **January to December 2024.**

RAYSEN B. ESTABILLO
Head of Office
Date: January 7,2025

APPROVED BY:	DATE:
ROSELLER H. RIZAL City Mayor	

MFO (Output/Outcome/Objectives)	SUCCESS INDICATORS (Targets + Measures)	ALLOTTED BUDGET	DIVISION/INDIVIDUAL RESPONSIBLE	ACTUAL ACCOMPLISHMENTS/ EXPENSES	RATING				REMARKS
					Q	E	T	A	
Strategic Functions:									
Adolescent Health & Development ensured	Fully functional Teen Center Commmunity -based on operational guidelines		Responsible Parenthood Division	100% Fully functional Teen Center Commmunity -based on operational guidelines	5			5	
Core Functions:									
Responsible Parenthood promoted	100% Learning and Development intervention are rated satisfactory or better	250,000.00	Responsible Parenthood Division	100% Learning and Development intervention are rated satisfactory or better	5			5	
Adolescent Health Development ensured	100% of Learning and Development interventions are rated satisfactory or better		Responsible Parenthood Division	100% of Learning and Development interventions are rated satisfactory or better	5			5	
Effective, efficient and exceptional delivery of services ensured	100% of services under the Citizen's Charter acted upon satisfactorily within the prescribed response time		Responsible Parenthood Division	99% of services under the Citizen's Charter acted upon satisfactorily with average response time efficiency of 30% with no backlog	5	5		5	
Energy conservation and efficiency promoted	Energy efficiency & conservation report accepted on the deadline in accordance with the prescribed standards		A. Gillaco	Energy efficiency & conservation report (inventory of all electronic equipment) accepted on first submission before the deadline (a week after each quarter) in accordance with the prescribed standards	5		5	5	

Support Functions:

Accomplishments evaluated and reported	Office Monthly Accomplishment Reports (OMAR) submitted on the 15th of the following month		A. Gillaco	Office Monthly Accomplishment Reports (OMAR) submitted & accepted on the first submission before the 15th of the following month	5		5	5	
Employee productivity promoted and enhanced	Monthly coaching, mentoring and/or counselling sessions or meetings conducted		A. Gillaco	48 coaching, mentoring and/or counselling sessions or meetings conducted with designed learning & development outcome achieved	5			5	
Delivery of basic services and facilities ensured	Annual Budget of the office/ department submitted within the prescibed dealines		V. Parayno	Annual Budget of the office/department submitted and accepted on first submission on July 16,2024 after the prescribed deadline of July 15,2024	5		2	3.5	
	Annual Investment Plan (AIP)sbumitted within the prescribed deadlines		V. Parayno	Annual Investment Plan (AIP)submitted and accepted on first submission on June 13,2024 beyond the one (1) week period after the deadline of May 24,2024	5		1	3	
	Project Procurement Management Plan (PPMP) submitted within the prescribed deadline		V. Parayno	Project Procurement Management Plan (PPMP) submitted and accepted on first submission on Nov. 15, 2024 meeting the prescribed deadline.	5		3	4	
	Approve Budget for Contract (ABC) submitted within the prescribed deadline		V. Parayno	20 Approve Budget for Contract (ABC) submitted & accepted within the prescribed deadline	5			5	
	100% of administrative support services rendered		A. Gillaco	100% of administrative support services rendered	5			5	

Average Rating:	CATEGORY	MFO	RATING
	Strategic Priorities	1	2.25
	Core Functions	4	2.25
	Support Functions	3	0.43
		Total Overall Functions:	8
		Final Average Rating:	4.93
		Adjectival Rating:	Very Satisfactory

ASSESSED BY:	DATE:	FINAL RATING BY:	DATE:
DENNIS R. LANZANAS CITY PLANNING AND DEVELOPMENT COORDINATOR		ROSELLER H. RIZAL City Mayor	

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, **LEONARDO F. OPULENCIA SR.- DEPARTMENT HEAD I**, of the **COOPERATIVES AND LIVELIHOOD DEVELOPMENT DEPARTMENT** commit to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period **JANUARY - DECEMBER 2024.**

LEONARDO F. OPULENCIA SR
DEPARTMENT HEAD I

Date: 3 January 2025

APPROVED BY:	DATE:
ROSELLER H. RIZAL City Mayor	

MFO (Output/Outcome/Objectives)	SUCCESS INDICATORS (Targets + Measures)	ALLOTTED BUDGET	DIVISION/INDIVIDUAL RESPONSIBLE	ACTUAL ACCOMPLISHMENTS/ EXPENSES	RATING				REMARKS
					Q	E	T	A	
Core Functions									
Cooperative and Livelihood Promotion, Organization and Development Ensured	100 % of formal Cooperative and Livelihood -Learning and Development (L&D) interventions are rated satisfactory or better.	8,811,176.98	Promotion Education and Training Division ,Livelihood Development and Monitoring Division and Product Development and Marketing Division	100 % of formal Cooperative and Livelihood -Learning and Development (L&D) interventions are rated satisfactory or better	5			**5**	
Effective, efficient and exceptional delivery of services ensured	100 % of services under the Citizens Charter acted Upon satisfactorily within the prescribed response time.	48,716,034.00	Promotion Education and Training Division ,Livelihood Development and Monitoring Division and Product Development and Marketing Division	100 % of services under the Citizens Charter acted upon satisfactorily within the prescribed response time with no backlogs	5	4.2		4.6	
Energy conservation and efficiency promoted	Energy Efficiency Conservation Report Submitted within the prescribed guidelines and deadlines.		Promotion Education and Training Division ,Livelihood Development and Monitoring Division and Product Development and Marketing Division	Energy efficiency conservation report submitted and accepted on first submission before the prescribed guidelines and deadlines	5		5	5	
Support Functions									
Accomplishments evaluated and reported	Office Monthly Accomplishment Reports (OMAR) submitted on the 15th of the following month		Promotion Education and Training Division ,Livelihood Development and Monitoring Division, Product Development and Marketing Division and Administrative Support	Office Monthly Accomplishment Reports (OMAR) submitted and accepted on first submission with (10/12) before the 15th of the following month	5		4.665	**4.833**	
Employee productivity promoted and enhanced	Monthly coaching, mentoring and/or counselling sessions or meetings conducted		Promotion Education and Training Division ,Livelihood Development and Monitoring Division, Product Development and Marketing Division and Administrative Support	55 coaching, mentoring and/or counselling sessions or meetings conducted with desired learning and development outcomes achieve	5			**5**	

Delivery of Basic services and facilities ensured	Annual budget of the office/department submitted within the prescribed deadlines.		Administrative Support	Annual budget of the office/ department submitted and accepted on the first submission on Oct 4, 2024 before the prescribed deadline of July 15, 2024	5		1	3	
Delivery of Basic services and facilities ensured	Annual Investment Plan (AIP) submitted within the prescribed deadline		Administrative Support	Annual Investment Plan (AIP) submitted and accepted on first submission on May 24, 2024 meeting the prescribed deadline	5		3	4	
	Project Procurement Management Plan (PPMP) submitted within the prescribed deadlne		Administrative Support	Project Procurement Management Plan (PPMP) submitted and accepted on first submission on November 11, 2024 before the prescribed deadline of November 15,2024	5		5	5	
	Approve Budget for the Contract (ABC) submitted within the prescribed deadline		Administrative Support	Approve Budget for the Contract (ABC) submitted and accepted within the prescribed deadline	5			5	
	100 % of the services under the Citizen's Charter of the unit conforms with the Whole-of-Government approach.		Promotion Education and Training Division ,Livelihood Development and Monitoring Division, Product Development and Marketing Division and Administrative Support	100 % of the services under the Citizen's Charter of the unit conforms with the Whole-of-Government approach as approved / deliberated/screened by cart on March 27, 2024, before deadline (March 29, 2024).	5		5	5	
	100 % of Administrative support services delivered		Administrative Support	100 % of Administrative support services delivered	5			5	

Average Rating:

CATEGORY	MFO	RATING
Strategic Priorities		
Core Functions	3	4.380
Support Functions	3	0.4604

Total Overall Functions:	**6**
Final Average Rating:	**4.840**
Adjectival Rating:	**Very Satisfactory**

ASSESSED BY:	DATE:	FINAL RATING BY:	DATE:
DENNIS R. LANZANAS CITY PLANNING AND DEVELOPMENT COORDINATOR		ROSELLER H. RIZAL City Mayor	

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, EDITHA M. MALABANAN, CITY ACCOUNTANT, of the CITY ACCOUNTING AND INTERNAL CONTROL commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to December 2024.

EDITHA M. MALABANAN
City Accountant

DATE: January 06, 2025

APPROVED BY:	DATE:
ROSELLER H. RIZAL City Mayor	

MFO (Output/Outcome/Objectives)	SUCCESS INDICATORS (Targets + Measures)	ALLOTTED BUDGET	DIVISION/INDIVIDUAL RESPONSIBLE	ACTUAL ACCOMPLISHMENTS/ EXPENSES	RATING				REMARKS
					Q	E	T	A	
Strategic Functions:									
Core Functions:									
Fiscal accountability and transparency ensured	100% of reports and/or documentary requirements submitted in accordance with the prescribed guidelines and deadlines.		Accounting Division Internal Control Division Barangay Financial Management Division	100% of reports and/or documentary requirements submitted and accepted on first submission in accordance with the prescribed guidelines 2 days before the deadline.	5		5	5	
	Accounting System maintained and enchanced.		Yvan Aliazas	Accounting System maintained and enchanced.	5			5	

Effective, Efficient and exceptional delivery of services ensured	100% of services under the Citizen's charter acted upon satisfactorily within the prescribed response time.		Accounting Division Barangay Financial Management Division	100% of services under the Citizen's charter acted upon satisfactorily with an average response time of 30% with no backlog.	5	5		5	
Energy conservation and efficiency promoted	Energy efficiency and conservation report (inventory of all electronic equipment) accepted on the deadline in accordance with the prescribed standards .		Habaña, Marissa	Energy efficiency and conservation report (inventory of all electronic equipment) accepted on first submission before the deadline in accordance with the prescribed standards.	5		5	5	
Support Functions:									
Accomplishments evaluated and reported	Office Monthly Accomplishment Reports (OMAR) submitted on the 15th of the following month		Editha M. Malabanan	Office Monthly Accomplishment Reports (OMAR) submitted and accepted on first submission before the 15th of the following month	5		5	5	
Employee productivity promoted and enchanced	Monthly Coaching, mentoring and/or counselling sessions or meetings conducted		Division Head and Section Heads	60 Coaching, mentoring and/or counselling sessions or meetings conducted with desired learning and development outcomes achieved.	5			5	
Delivery of basic services and facilities ensured	Annual budget of the office/department submitted within the prescribed deadline		Habaña, Marissa	Annual budget of the office/department submitted and accepted on first submission on July 9, 2024 before the prescribed deadline on July 15, 2024	5		5	5	
	Annual Investment Plan (AIP) submitted within the prescribed deadline		Habaña, Marissa	Annual Investment Plan (AIP) submitted and accepted on first submission on May 20, 2024 before the prescribed deadline of May 24, 2024	5		5	5	
	Project Procurement Management Plan (PPMP) submitted within the prescribed deadline		Macatangay, Grace	Project Procurement Management Plan (PPMP) submitted and accepted on first submission on November 13, 2024 before the prescribed deadline of November 15, 2024.	5		5	5	
	Approved Budget for the Contract (ABC) submitted within the prescribed deadline		Macatangay, Grace	Approved Budget for the Contract (ABC) submitted and accepted on first submission within the prescribed deadline	5			5	

	100% of administrative support services delivered			100% of administrative support services delivered	5			5	

Average Rating:

CATEGORY	MFO	RATING
Strategic Priorities		
Core Functions	3	4.500
Support Functions	3	0.500

Total Overall Functions:	6
Final Average Rating:	5.000
Adjectival Rating:	OUTSTANDING

ASSESSED BY:	DATE:	FINAL RATING BY:	DATE:
DENNIS R. LANZANAS City Planning and Development Coordinator		ROSELLER H. RIZAL City Mayor	

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, **GRACIANO G. ALDABE, CITY ASSESOR**, of the **CITY ASSESSOR'S OFFICE** commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JANUARY TO DECEMBER **2024.**

GRACIANO G. ALDABE, REA
City Assessor

Date: 01/10/2025

APPROVED BY:	DATE:
ROSELLER H. RIZAL City Mayor	

MFO (Output/Outcome/Objectives)	SUCCESS INDICATORS (Targets + Measures)	ALLOTTED BUDGET	DIVISION/INDIVIDUAL RESPONSIBLE	ACTUAL ACCOMPLISHMENTS/ EXPENSES	RATING				REMARKS
					Q	E	T	A	
Strategic Functions:									
Core Functions:									
Fiscal stability and sustainability ensured	3% growth in local revenue generation	40,421,868.60	Assistant Department Head, Appraisal and Assessment Division, Tax Mapping Operations Division, Assessment, Examination & Records Division	47% growth in local revenue generation (Php 5,375,526,110.00).		5		**5.00**	
Local Revenue Code updated	Local Revenue Code regularly updated		Asst. City Assessor, Records Management Division	Local Revenue Code regularly updated	5			**5.00**	
Schedule of Real Property Market Values updated	Schedule of Real Property Market Values regularly updated		Asst. City Assessor, Records Management Division, Tax Mapping Division, Appraisal Division	Schedule of Real Property Market Values regularly updated	5			**5.00**	
Fiscal accountability and transparency ensured	Quarterly Report on Real Property Assessment in accordance with the prescribed guidelines and deadline.		Asst. City Assessor, Records Management Division	Quarterly report on Real Property Assessment submitted and accepted on first submission in accordance within the prescribed guidelines 5th of the following quarter.	5		3	**4.00**	
Energy conservation and efficiency promoted	Energy efficiency and conservation report (inventory of all electronic equipment) accepted on the deadline in accordance with prescribed standards.		Engr. Chester R. Herrera Engr. John Billy A. Lavapiez	Energy efficiency and conservation report (inventory of all electronic equipment) accepted on the first submission, before the deadline (a week after each quarter) in accordance with the prescribed standards.	5		3.75	**4.38**	
Effective, efficient and exceptional delivery of services ensured	100% of services under the Citizen's Charter acted upon satisfactorily within the prescribed response time		Assistant Department Head, Appraisal and Assessment Division, Tax Mapping Operations Division, Assessment, Examination & Records Division	100% of services under the Citizen's Charter acted upon satisfactorily within the prescribed response time with no backlog.	5	4.2		**4.60**	

Support Functions:									
Accomplishments evaluated and reported	Office Monthly Accomplishments Reports (OMAR) submitted on the 15th of the following month.		Assistant Department Head, Appraisal and Assessment Division, Tax Mapping Operations Division, Assessment, Examination & Records Division	Office Monthly Accomplishments Reports (OMAR) submitted and accepted on the first submission beyond the one (1) week period after the 15th of the following month.	5		1.335	3.168	
Employee Productivity promoted and enhanced	Monthly coaching, mentoringand/or counselling sessions or meetings conducted		Assistant Department Head, Appraisal and Assessment Division, Tax Mapping Operations Division, Assessment, Examination & Records Division	54 monthly coaching, mentoring and/or counselling sessions or meetings conducted with desired learning and development outcomes achieved.	5			5.00	
Delivery of basic services and facilities ensured	Annual Budget of the office.department submitted within the prescribed deadlines		Assessment, Examination & Records Management Division, Administrative Staff	Annual Budget of the office.department submitted and accepted on the first submission on July 15, 2024, within then prescribed deadline.	5		3	4.00	
	Annual Investment Plan (AIP) submitted within the prescribed dealines		Assessment, Examination & Records Management Division, Administrative Staff	Annual Investment Plan (AIP) submitted and accepted on the first submission on May 23, 2024, before the prescribed deadline of May 24, 2024.	5		5	5.00	
	Project Procurement Management Plan (PPMP) submitted with the prescribed deadline		Assessment, Examination & Records Management Division, Administrative Staff	Project Procurement Management Plan (PPMP) submitted and accepted on the first submission on november 15, 2024, within the prescribed deadline.	5		3	4.00	
	Approve Budget for the Contract (ABC) submitted within the prescribed deadline		Assessment, Examination & Records Management Division, Administrative Staff	Approve Budget for the Contract (ABC) submitted within the prescribed deadline.	5			5.00	
	100% of services under the Citizen's Charter of the unit conforms with the Whole-of-Government (WOG) Approach		Assessment, Examination & Records Management Division, Administrative Staff	100% of services under the Citizen's Charter of the unit conforms with the Whole-of-Government (WOG) approach as approved/deliberated/screened by CART on April 02, 2024, within the one (1) week period after the deadline (March 29, 2024).	5		2	3.50	
	100% of administrative support services delivered		Assessment, Examination & Records Management Division, Administrative Staff	100% of administrative support services delivered	5			5.00	

Average Rating:

CATEGORY	MFO	RATING
Strategic Priorities	0	N/A
Core Functions	6	4.196
Support Functions	3	0.433

Total Overall Functions:	**9**
Final Average Rating:	**4.630**
Adjectival Rating:	**Very Satisfactory**

ASSESSED BY:	DATE:	FINAL RATING BY:	DATE:
DENNIS R. LANZANAS City Planning and Development Coordinator		ROSELLER H. RIZAL City Mayor	

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, **CONRADO T. MASONGSONG, CITY GOVERNMENT DEPARTMENT HEAD I**, of the **PUBLIC ORDER AND SAFETY OFFICE** commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **JANUARY - DECEMBER 2024.**

CONRADO T. MASONGSONG
Executive Asst. IV in Charge of Office

Date: Jan. 15, 2025

APPROVED BY:	DATE:
ROSELLER H. RIZAL City Mayor	

MFO (Output/Outcome/Objectives)	SUCCESS INDICATORS (Targets + Measures)	ALLOTTED BUDGET	DIVISION/INDIVIDUAL RESPONSIBLE	ACTUAL ACCOMPLISHMENTS/ EXPENSES	RATING				REMARKS
					Q	E	T	A	
Strategic Functions:									
Core Functions:									
Effective, efficient, safe traffic transportation management system ensured	100% of complaints and observed road hazards acted upon within the prescribed response time		Traffic Management Division	100% of complaints and observed road hazards acted upon within prescribed response time (91/91 complaints)		4.20		**4.20**	
	100% of traffic violatiors apprehended		Traffic Management Division	100% of traffic violatiors apprehended (19,092 violators)		5.00		**5.00**	
	100% of traffic citation tickets acted upon		Traffic Management Division	100% of traffic citation tickets acted upon	5.00	5.00		**5.00**	
	Installed permanent regulatory signages increased		Traffic Management Division	Installed permanent regulatory signages increased (210 signages installed)	5.00			**5.00**	
	Two (2) interagency coordination related to traffic and safety concerns conducted		Traffic Management Division / Special Services Division	13 interagency coordination related to traffic and safety concerns conducted		5.00		**5.00**	
	Learning and development (L&D) interventions conducted are rated satisfactorily or better		all divisions & section	Learning and development (L&D) interventions conducted are rated satisfactorily or better	3.00			**3.00**	
	Awareness of traffic laws and regulations increased (IEC)		Traffic Management Division	Awareness of traffic laws and regulations increased (IEC)		5.00		**5.00**	

MFO (Output/Outcome/Objectives)	SUCCESS INDICATORS (Targets + Measures)	ALLOTTED BUDGET	DIVISION/INDIVIDUAL RESPONSIBLE	ACTUAL ACCOMPLISHMENTS/ EXPENSES	RATING				REMARKS
					Q	E	T	A	
Implementation of national laws and local ordinances strictly enforced	100% of complaints and observed violations acted upon within the prescribed response time		Special Services Division	100% of complaints and observed violations acted upon within the prescribed response time (595/595 complaints)		4.20		**4.20**	complaints and observed violations received through social media and hotline were not counted in Jan - June
	100% of violators apprehended		Special Services Division	100% of violators apprehended (3,704 violators)		5.00		**5.00**	
	100% of permitted business establishments inspected in accordance with City Ordinance No. 777		Special Services Division	100% of permitted business establishments inspected in accordance with City Ordinance No. 777 (902 establishments)	5.00	5.00		**5.00**	
Effective, efficient and exceptional delivery of services ensured	100% of services under the Citizen's Charter acted upon satisfactorily within the prescribed response time		all divisions/section	100% of services under the Citizen's Charter acted upon satisfactorily within the prescribed response time, with no backlog	5.00	4.20		**4.60**	
Energy conservation and effciency promoted	Energy efficiency and conservation report (inventory of all electronic equipment) accepted on the deadline in accordance with the prescribed standards		Special Services Division	Energy efficiency and conservation report (inventory of all electronic equipment) accepted before the deadline in accordance with the prescribed standards	5.00		1.00	**3.00**	
Support Functions:									
Accomplishments evaluated and reported	Office Monthly Accomplilshment Report (OMAR) submitted on the 15th of the following month		Administrative Section	Office Monthly Accomplilshment Report (OMAR) submitted and accepted on first submission with 6/12 submitted before the 15th of the following month	5.00		3.25	**4.13**	
Employee productivity promoted and enhanced	Monthly coaching, mentoring and/or counselling sessions or meetings conducted		all divisions & section	191 coaching, mentoring and/or counselling sessions or meetings conducted	5.00			**5.00**	
Delivery of basic services and facilities ensured	Annual budget of the office submitted within the prescribed deadline		Designated Supply Officer	Annual budget of the office submitted and accepted on the first submission on Jul. 10, 2024 before the prescribed deadline of Jul. 15, 2024	5.00		5.00	**5.00**	
	Annual Investment Plan (AIP) submitted within the prescribed deadline		Designated Supply Officer	Annual Investment Plan (AIP) submitted and accepted on first submission on June 26,2024 beyond the one (1) week period after the deadline of May 24, 2024	5.00		1.00	**3.00**	
	Project Procurement Plan (PPMP) submitted within the prescribed deadline		Designated Supply Officer	Project Procurement Plan (PPMP) submitted and accepted on first submission on Dec. 16, 2024, beyond the 1 week period after the prescribed deadline of Nov. 15, 2024	5.00		1.00	**3.00**	
	Approved Budget for Contract (ABC) of the office submitted within the prescribed deadline		Designated Supply Officer	Approved Budget for Contract (ABC) of the office submitted within the prescribed deadline	5.00			**5.00**	
	100% of administrative support services delivered		Administrative Section	100% of administrative support services delivered	5.00		5.00	**5.00**	

Average Rating:

CATEGORY	MFO	RATING
Strategic Priorities		
Core Functions	4	4.050
Support Functions	3	0.430

Total Overall Functions:	7
Final Average Rating:	4.480
Adjectival Rating:	Very Satisfactory

ASSESSED BY:	DATE:	FINAL RATING BY:	DATE:
DENNIS R. LANZANAS City Planning and Development Coordinator		ROSELLER H. RIZAL City Mayor	

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, **CELINA D. MANABAT, CITY SOCIAL WELFARE AND DEVELOPMENT OFFICER**, of the **CITY SOCIAL SERVICES DEPARTMENT** commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **JANUARY TO DECEMBER 2024.**

CELINA D. MANABAT
City Social Welfare and Development Officer

Date: January 6, 2025

APPROVED BY:	DATE:
ROSELLER H. RIZAL City Mayor	

MFO (Output/Outcome/Objectives)	SUCCESS INDICATORS (Targets + Measures)	ALLOTTED BUDGET	DIVISION/INDIVIDUAL RESPONSIBLE	ACTUAL ACCOMPLISHMENTS/ EXPENSES	RATING				REMARKS
					Q	E	T	A	
Strategic Functions:									
Welfare of the youth ensured	Fully functional Special Drug Educational Center (SDEC) Community facility based on operational guidelines		Family and Community Welfare Division	Fully functional Special Drug Educational Center (SDEC) Community facility based on operational guidelines	5			5.000	
Core Functions:									
City Social Services Department clientele capacitated	Awareness in social welfare services increased	**171,756,454**	Family and Community Welfare Division / Special Social Services Division / Manpower Development Division	Awareness in social welfare services increased by 100%	5			5.000	
	100% of Formal Learning and Development (L&D) interventions are rated satisfactory or better		Family and Community Welfare Division / Special Social Services Division / Manpower Development Division	100% (129 out of 129) of Formal Learning and Development (L&D) interventions were rated satisfactory or better	5			5.000	

City Social Services Department clientele capacitated	100% of enrolled day care children completed session and recognized		Family and Community Welfare Division	4,902 out of 5,488 of enrolled day care children completed session and recognized	5	4		4.500	
	Weight/height of enrolled day care children under supplemental feeding program increased		Family and Community Welfare Division	Weight/Height of enrolled day care children under supplementary feeding program increased by 100%	5			5.000	5,792 enrolled day care children for SY 2024-2025
	100% of enrolled children with special needs completed session and recognized		Family and Community Welfare Division	100% (83 out of 83) enrolled children with special needs completed session and recognized	5	5		5.000	83 children with special needs were recognized for SY 2023-2024; 120 children with special needs are enrolled for SY 2024-2025
	100% of admitted children-at-risk completely served		Family and Community Welfare Division	100% (222 out of 222) of admitted children at Risk completely served (Second Chance Home - 75 clients; Calamba Children Shelter of Hope - 69 clients; Kanlungan ni Rizal - 28 clients; Women Crisis Therapy Center - 50 clients)	5			5.000	173 out of 222 children-at-risk are still under the program at the end of December 2024
	100% of clients in crisis intervention shelter catered		Family and Community Welfare Division	100% (22 out of 22) clients in crisis intervention shelter catered	5			5.000	

City Social Services Department clientele capacitated	100% of sectoral services delivered		Family and Community Welfare Division	100% (8 out of 8) of sectoral services delivered	5			5.000	Sectoral services: Youth, LGBTQ, Women, Children, Solo Parent, PWD, Senior Citizen, TVET
	100% of Rehabilitated Drug Dependents completed after care services		Family and Community Welfare Division	100% (2 out of 2) of Rehabilitated Drug Dependents completed after care services	5			5.000	
	100% of clients under community service completed		Family and Community Welfare Division	100% (108 out of 108) of clients under community service completed	5			5.000	
	100% of national programs coordinated and facilitated		Family and Community Welfare Division / Special Social Services Division / Manpower Development Division	100% (11 out of 11) of national programs coordinated and facilitated	5			5.000	Supplemental Feeding Program, 4Ps, Sustainable Livelihood Program, Emergency Housing Assistance Program, Ayuda para sa Kapos ang Kita Program (AKAP), Social Pension, Food Share Program, COMPRE Program, Oplan Pag-abot, Cash for Work, TESDA Scholarship Program
	Number of enrollees increased		Manpower Development Division	Number of enrollees increased by 0.88% (2,178 trainees enrolled for the period of January to December 2024)	5			5.000	The accomplishment for January to December 2023 was 2,159 enrolled trainees
	Number of graduates employed increased		Manpower Development Division	Number of graduates employed increased by 34.13% (951 graduates were employed for the period of January to December 2024)	5			5.000	The accomplishment for January to December 2023 was 709 employed graduates
	Number of certified trainees for skills assessment increased		Manpower Development Division	Number of certified trainees for skills assessment increased by 1.45% (977 graduates were certified under the skills assessment and certification program for the period of January to December 2024)	5			5.000	The accomplishment for January to December 2023 was 963 certified trainees for skills assessment

City Social Services Department clientele capacitated	Unified TVET Program Registration and Accreditation System (UTPRAS) registered and accredited in accordance with the prescribed guidelines		Manpower Development Division	4 out of 4 of TVET programs maintained accreditation under the Unified TVET Program Registration and Accreditation System of TESDA in accordance with the prescribed guidelines	5			5.000	
City Social Services Department clientele capacitated	100% of admitted at risk (abused, neglected, abandoned children; battered/abused women) children and women completely served		Special Social Services Division	100% (1,378 out of 1,378) of admitted at risk (abused, neglected, abandoned children, battered/abused women) children and women completely served (529 children, 718 women, 131 Men)	5			5.000	
City Social Services Department clientele capacitated	100% of clients inside the centers under temporary shelter catered		Special Social Services Division/Family and Community Welfare Division	100% (231 out of 231) of clients inside the centers under temporary shelter catered (CCHs - 69, WCTC - 50, SCH - 75, Kanlungan - 37)	5			5.000	
Effective, efficient, and exceptional delivery of services ensured	100% of services under the Citizen's Charter acted upon satisfactorily within the prescribed response time		All Division Heads / Administrative Section	100% of services under the Citizen's Charter acted upon satisfactorily with an average response time efficiency of 28%, with no backlog	5	4.6		4.800	
Energy conservation and effeciency promoted	Energy effeciency and conservation report (inventory of all electronic equipment) accepted on the deadline in accordance with the prescribed standards		Administrative Section/ Dario Jarilla/ Edgardo Sacopla	Energy efficiency and conservation reports (inventory of all electronic equipment) accepted on first submission (3/4) before the deadline and in accordance with the prescribed standards	5		4.5	4.750	
Support Functions:									
Accomplishments evaluated and reported	Office Monthly Accomplishment Reports (OMAR) submitted on the 15th of the following month		All Division Heads	Office Monthly Accomplishment Reports (OMAR) submitted and accepted on first submission (4/12) before the 15th of the following month	5		2.667	3.834	

Employee productiviy promoted and enhanced	Monthly coaching, mentoring and/or counselling sessions or meetings conducted		All Division Heads	Four or more sessions of monthly coaching, mentoring and/or counselling sessions or meetings conducted with desired learning and development outcomes achieved	5			5.000	
Delivery of basic services and facilities ensured	Annual budget of the department submitted within the prescribed deadline		All Division Heads	Annual budget of the department submitted and accepted on first submission on July 15, 2024, meeting the prescribed deadline	5		3	4.000	
	Annual Investment Plan (AIP) submitted within the prescribed deadlines		All Division Heads	Annual Investment Plan (AIP) submitted and accepted on first submission on August 6, 2024, beyond the one (1) week period after the deadline of May 24, 2024	5		1	3.000	
Delivery of basic services and facilities ensured	Project Procurement Management Plan (PPMP) submitted within the prescribed deadline		All Division Heads	Project Procurement Management Plan (PPMP) submitted and accepted on first submission on November 15, 2024, meeting the prescribed deadline	5		3	4.000	
	Approved Budget for the Contract (ABC) submitted within the prescribed deadline		All Division Heads	Approved Budget for the Contract (ABC) submitted and accepted on first submission within the prescribed deadline	5			5.000	
	100% of services under the Citizen's Charter of the unit conforms with the Whole-of-Government (WoG) Approach		All Division Heads						No revision in the existing Citizen Charter is necessary
	100% of administrative support services delivered		All Division Heads / Administrative Section	100% of administrative support services delivered	5			5.000	

Average Rating:

CATEGORY	MFO	RATING
Strategic Priorities	1	2.250
Core Functions	3	2.228
Support Functions	3	0.426

Total Overall Functions:	7
Final Average Rating:	4.904
Adjectival Rating:	Very Satisfactory

ASSESSED BY:	DATE:	FINAL RATING BY:	DATE:
DENNIS R. LANZANAS City Planning and Development Coordinator		ROSELLER H. RIZAL City Mayor	

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, RUBY V. ARENAS, **City Agriculturist**, of the **CITY AGRICULTURAL SERVICES DEPARTMENT** commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JANUARY TO DECEMBER 2024.

RUBY V. ARENAS
City Agriculturst

Date: January 8, 2025

APPROVED BY:	DATE:
ROSELLER H. RIZAL City Mayor	

MFO (Output/Outcome/Objectives)	SUCCESS INDICATORS (Targets + Measures)	ALLOTTED BUDGET	DIVISION/INDIVIDUAL RESPONSIBLE	ACTUAL ACCOMPLISHMENTS/ EXPENSES	RATING				REMARKS
					Q	E	T	A	
Strategic Functions:									
Core Functions:									
Productivity and resiliency of the local agriculture and fisheries sector boosted	100% of trainings and seminar conducted are rated satisfactorily or better	612,750	Agri-Aqua Management Services Division,Agri-Aqua Research and Technical Services Division	100% of trainings and seminar conducted are rated satisfactorily or better	5			**5.000**	
	100% of barangays convened for updates in agri/fishery concerns in farmers/fisherolks'meeting in accordance with prescribed guidelines	0	Agri-Aqua Management Services Division,Agri-Aqua Research and Technical Services Division	100% of barangays convened for updates in agri/fishery concerns in farmers/fisherolks'meeting in accordance with prescribed guidelines	5			**5.000**	

Productivity and resiliency of the local agriculture and fisheries sector boosted	100% of the agricultural inputs distributed to recipients before expiry date or within shelflife	16,422,351	Agri-Aqua Management Services Division,Agri-Aqua Research and Technical Services Division	100% of the agricultural inputs distributed to recipients before expiry date or within shelflife	5		3	**4.000**	
	100% of the soil sample collected generated with appropriate recommendations	2,274	Agri-Aqua Management Services Division,Agri-Aqua Research and Technical Services Division	100% (136/136) of soil samples collected generated with appropriate recommendations	5			**5.000**	
	Biological control propagated and distributed to farmers within prescribed timing of application	3,000	AC Opeña / LT Molinyawe	310,000/310,000 Biological control propagated and distributed to farmers within prescribed timing of application	5		3	**4.000**	
	100% of farmers'/fisherfolks' masterlists updated in the Registry System for Basic Sectors in Agriculture	0	Agri-Aqua Management Services Division,Agri-Aqua Research and Technical Services Division	100% of farmers'/fisherfolks' masterlists updated in the Registry System for Basic Sectors in Agriculture	5			**5.000**	
	100% of selected technologies tested and showcased to farmers/fisherfolks through establiishment of demonstration areas	265,834.80	GR Legaspi / MJR Buenaflor / AC Opeña	100% (7/7) of selected technologies tested and showcased to farmers/fisherfolks through establiishment of demonstration areas	5			**5.000**	
	Yankaw fish garden monitored as fish protected area	144,000	CC Buen / RR Nemes	Yankaw fish garden monitored as fish protected area	5			**5.000**	
Awards and Incentive System in the agricultural sector implemented	100% documentation prepared and submitted according to prescribed criteria	0	Agri-Aqua Management Services Division,Agri-Aqua Research and Technical Services Division	100% (11/11) of documentation prepared and submitted according to prescribed criteria	5			**5.000**	
	100% of Gawad Bayani sa Agri activities conducted and facilitated	625,000	RV Arenas Agri-Aqua Management Services Division,Agri-Aqua Research and Technical Services Division, Administrative Services Division	100% of Gawad Bayani sa Agri activities conducted and facilitated last October 2024	5			**5.000**	

Awards and Incentive System in the agricultural sector implemented	100% of students enrolled in a BS Agriculture and Agri-related courses under the Agriskolar ni Rizal sustained	500,000	TM Espino	100% (10/10) of students enrolled in a BS Agriculture and Agri-related courses under the Agriskolar ni Rizal sustained		3		**3.000**	
Energy conservation and efficiency promoted	Energy efficiency and conservation report (inventory of all electronic equipment) accepted on the dealine in accordance with the prescribed standards	0	Administrative Services Division	Energy efficiency and conservation report (inventory of all electronic equipment) accepted on first submission before the deadline in accordance with the prescribed standards	5		5	**5.000**	
Effective, efficient and exceptional delivery of services ensured	100% of services under the Citizen's Charter acted upon satisfactorily within the prescribed response time		Agri-Aqua Management Services Division,Agri-Aqua Research and Technical Services Division	100% of services under the Citizen's Charter acted upon satisfactorily with am average response time of efficiency of 67.85% with no backlogs	5	5		**5.000**	
Support Functions:									
Accomplishments evaluated and reported	Office Monthly Accomplishment Reports submitted on the 15th of the following month	none	RV Arenas	Office Monthly Accomplishment Reports submitted and accepted on first submission before the 15th of the following month	5		4.75	**4.875**	
Employee Productivity promoted and enhanced	Monthly coaching, mentoring, and/or counselling sessions or meetings conducted	none	RV Arenas / TM Espino / JM Lanip / MD Reyes / MJ Reyes / SG Quilay / GR Legaspi	90 Monthly coaching, mentoring, and/or counselling sessions or meetings conducted with desired learning and development outcomes achieved	5			**5.000**	
Delivery of basic services and facilities ensured	Annual budget of the office/ department submitted within the prescribed deadlines	none	RV Arenas / TM Espino / JM Lanip / MD Reyes / MJ Reyes / SG Quilay / GR Legaspi	Annual budget of the office/ department submitted and accepted on July 26, 2024 beyond the one (1) week period after the prescribed deadline of July 15, 2024.	5		1	**3.000**	
	Annual Invesment Plan (AIP) submitted within the prescribed deadlines	none	RV Arenas / TM Espino / JM Lanip / MD Reyes / MJ Reyes / SG Quilay / GR Legaspi	Annual investmentPlan (AIP) submitted and accepted on first submission on June 4, 2024 beyond the one (1) week period after the deadline (May 24, 2024)	5		1	**3.000**	
	Project Procurement Management Plan (PPMP) submitted within the prescribed deadline	none	RV Arenas / TM Espino / JM Lanip / MD Reyes / MJ Reyes / SG Quilay / GR Legaspi	Project Procurement Management Plan (PPMP) submitted and accepted on Dec. 2, 2024 beyond the one (1) week period after the prescribed deadline of November 15, 204	5		1	**3.000**	
	Approve Budget for the Contract (ABC) submitted within the prescribed deadline	none	RV Arenas / TM Espino / JM Lanip / MD Reyes / MJ Reyes / SG Quilay / GR Legaspi	Approved and Budget for the Contract (ABC) submitted and accepted on first submission within the prescribed deadline	5			**5.000**	

Delivery of basic services and facilities ensured	100% of administrative support services delivered		RV ARENAS Agri-Aqua Management Services Division,Agri-Aqua Research and Technical Services Division, Administrative Services Division	100% of administrative support services delivered	5			**5.000**	

Average Rating:

CATEGORY	MFO	RATING
Strategic Priorities		
Core Functions	**4**	**4.243**
Support Functions	**3**	**0.413**

Total Overall Functions:	**7**
Final Average Rating:	**4.655**
Adjectival Rating:	**VERY SATISFACTORY**

ASSESSED BY:	DATE:	FINAL RATING BY:	DATE:
DENNIS R. LANZANAS City Planing and Development Coordinator		**ROSELLER H. RIZAL** City Mayor	

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, **EDNALINA S. MASONGSONG, CITY CIVIL REGISTRAR**, of the **CITY GOVERNMENT OF CALAMBA CIVIL REGISTRY OFFICE** commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **JANUARY TO DECEMBER 2024.**

EDNALINA S. MASONGSONG
City Civil Registrar

Date: 15-Jan-25

APPROVED BY:	DATE:
ROSELLER H. RIZAL City Mayor	

MFO (Output/Outcome/Objectives)	SUCCESS INDICATORS (Targets + Measures)	ALLOTTED BUDGET	DIVISION/INDIVIDUAL RESPONSIBLE	ACTUAL ACCOMPLISHMENTS/ EXPENSES	RATING				REMARKS
					Q	E	T	A	
Core Functions:									
1. Effective, efficient and exceptional delivery of services ensured	100% of services under the Citizen's Charter acted upon satisfactorily within the prescribed response time	16,075,642.95	Civil Registration Division and Civil Certification and Archival Division	100% of services under the Citizen's Charter acted upon satisfactorily within the prescribed response time, with no backlog	5	4.2		**4.6**	
2. Demographics and Other Statistics report submitted to PSA	100% of Demographics and Other Statistics report submitted to PSA every 10th of the succeeding month	250,000.00	Civil Registration Division and Civil Certification and Archival Division	100% 12/12 of Demographics and Other Statistics report submitted to PSA before every 10th of the succeeding month	5		5	**5**	
3. Technical Assistance Provided	Awareness of the Importance of Civil Registration increased	550,000.00	Civil Registration Division, Civil Certification and Archival Division and Administrative Staff	Awareness of the Importance of Civil Registration increased	5			**5**	
4. Energy conservation and efficiency promoted	Energy efficiency and conservation report (inventory of all electronic equipment) accepted on the deadline in accordance with the prescribed standards	25,000.00	Administrative Staff	Energy efficiency and conservation report (inventory of all electronic equipment) accepted on first submission before the deadline (a week after each quarter) in accordance with the prescribed standards	5		4.25	**4.625**	
Support Functions:									
1. Accomplishments evaluated and reported	Office Monthly Accomplishment Reports (OMAR) submitted on the 15th of the following month	48,000.00	Administrative Staff	Office Monthly Accomplishment Reports (OMAR) submitted and accepted on the first submission before the 15th of the following month	5		5	**5**	

2. Employee Productivity promoted and enhanced	Monthly coaching, mentoring and/or counseling sessions or meetings conducted	60,000.00	Civil Registration Division, Civil Certification and Archival Division and Administrative Staff	53 Coaching, mentoring and/or counseling sessions or meetings conducted with desired learning and development outcomes achieved	5			5	
3. Delivery of basic services and facilities ensured	Annual budget of the office/department submitted within the prescribed deadlines	300,000.00	Administrative Staff	Annual budget of the office/department submitted and accepted on the first submission on July 16, 2024, within the one (1) week period after the prescribed deadlines on July 15, 2024.	5		2	3.5	
	Annual Investment Plan (AIP) submitted within the prescribed deadlines		Administrative Staff	Annual Investment Plan (AIP) submitted and accepted on the first submission on May 27, 2024, after the prescribed deadline of May 24, 2024.	5		2	3.5	
	Project Procurement Plan (PPMP) submitted within the prescribed deadlines		Administrative Staff	Project Procurement Plan (PPMP) submitted and accepted on December 19, 2024, beyond the one week period after the prescribed deadline of November 15, 2024.	5		1	3	
	Approved Budget for the Contract (ABC) submitted within the prescribed deadline		Administrative Staff	Approved Budget for the Contract (ABC) submitted and accepted on first submission within the prescribed deadlines.	5			5	
	100% of services under the Citizen's Charter of the unit conforms with the Whole -of-Government (WOG) approach	200,000.00	Civil Registration Division and Civil Certification and Archival Division	100% of services under the Citizen's Charter conforms with the Whole -of-Government (WOG) approach as approved/deliberated/screened by CART on March 20, 2024, before the deadline (March 29, 2024)	5		5	5	
	100% of administrative support services delivered	50,000.00	Civil Registration Division and Civil Certification and Archival Division	100% of administrative support services delivered	5			5	
4. Laguna Association of Civil Registrars meeting facilitated/hosted	Laguna Association of Civil Registrars meeting faciltated/hosted on the second semester of 2024	150,000.00	Administrative Staff	Laguna Association of Civil Registrars meeting facilitated/hosted on November 19, 2024	5			5	

Average Rating:

CATEGORY	MFO	RATING
Core Functions	4	4.325
Support Functions	4	0.444

Total Overall Functions:	**8.000**

Final Average Rating:	4.769
Adjectival Rating:	Very Satisfactory

ASSESSED BY:	DATE:	FINAL RATING BY:	DATE:
DENNIS R. LANZANAS City Planning and Development Coordinator		ROSELLER H. RIZAL City Mayor	

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, MAOLEN KARLA M. BOHOLANO, DEPARTMENT HEAD, of the CULTURAL AFFAIRS, TOURISM AND SPORTS DEVELOPMENT DEPARTMENT commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JANUARY TO DECEMBER 2024.

MAOLEN KARLA M. BOHOLANO
Department Head

Date: 07-Jan-25

APPROVED BY:	DATE:
ROSELLER H. RIZAL City Mayor	

MFO (Output/Outcome/Objectives)	SUCCESS INDICATORS (Targets + Measures)	ALLOTTED BUDGET	DIVISION/INDIVIDUAL RESPONSIBLE	ACTUAL ACCOMPLISHMENTS/ EXPENSES	RATING				REMARKS
					Q	E	T	A	
Strategic Functions:									
Core Functions:									
Sustainable tourism development ensured	1 ecotourism site identified with Memorandum of Agreement		All divisions						MOA still with the private owners for their approval
	Fully functional tourism circuit		All divisions	Four (4) fully functional tourism circuit	5			5	
	5% increase in accredited tourist related establishment		All divisions						Accreditation of resorts pending with DOT
	10% increase in tourist arrival		All divisions	15% increase in tourist arrival.		5		5	
	100% of formal Learning and Development (L&D) interventions are rated satisfactory or better		All divisions	100% (3/3) of formal Learning and Development (L&D) interventions are satisfactory or better	5			5	
Sustainable tourism ensured and fostered	Local Tourism Development Plan approved by the City Mayor and adopted by the SP by the end of the year.		Tourism and Sports Development Division						Ongoing - documents with the consultant
Tourism and sports, sociocultural, and heritage activities/events conducted and promoted	100% of tourism and sports activities / events conducted		Tourism and Sports Development Division	100% (30/30) of tourism and sports activities / events conducted		5		5	
	100% of cultural promotions and community affairs activities / events conducted		Cultural Promotions and Community Affairs Division	100% (39/39) of cultural promotions and community affairs activities / events conducted		5		5	
	Number of elements in cultural mapping increased		Cultural Promotions and Community Affairs Division	Number of elements in cultural mapping increased by 4 elements		5		5	
	Cultural inventory updated		Cultural Promotions and Community Affairs Division	Cultural inventory updated, new elements from cultural mapping added	5			5	
	Sports participation in all levels increased		Tourism and Sports Development Division	Sports participation in all levels increased by average of 45% per level		5		5	

	100% of formal Learning and Development (L&D) interventions are rated satisfactory or better		Tourism and Sports Development Division	100% (19/19) of formal Learning and Development (L&D) interventions are satisfactory or better	5			5	
	Number of participants in all sectors increased		Tourism and Sports Development Division	Number of participants in all sectors increased by 170.5%		5		5	
Effective, efficient and exceptional delivery of services ensured	100% of services under the Citizen's Charter acted upon satisfactorily within the prescribed response time.		All divisions	100% of services under the Citizen's Charter acted upon satisfactorily within the prescribed response time with no backlog.	5	4.2		4.6	
Energy conservation and efficiency promoted	Energy efficiency and conservation report (inventory of all electronic equipment) accepted on the deadline in accrodance with the prescribed standards.		Francis Fajardo and Administrative Section	Energy efficiency and conservation report (inventory of all electronic equipment) accepted on the deadline in accrodance with the prescribed standards.	5		5	5	
Support Functions:									
Accomplishments evaluated and reported	Office Monthly Accomplishment Reports (OMAR) submitted on the 15th of the following month		Administrative Section	Office Monthly Accomplishment Reports (OMAR) submitted and accepted on first submission before the 15th of the following month	5		4.335	4.67	
Employee productivity promoted and enhanced	Monthly coaching, mentoring and/or counseling sessions or meetings conducted		Administrative Section	54 coaching, mentoring and/or counseling sessions or meetings conducted	5			5.00	
Delivery of basic services and facilities ensured	Annual budget of the office/department submitted within the prescribed deadlines		Administrative Section	Annual budget of the office/department submitted and accepted on August 7, 2024, beyond the one week period after the deadline of July 15, 2024	5		1	3.00	
	Annual Investment Plan (AIP) submitted within the prescribed deadlines		All divisions	Annual Investment Plan (AIP) submitted and accepted on first submission on July 30, 2024, beyond the one (1) week period after the deadline of May 24, 2024.	5		1	3.00	
	Project Procurement Management Plan (PPMP) submitted within the prescribed deadline		Administrative Section	Project Procurement Management Plan (PPMP) submitted and accepted on December 20, 2024, beyond the one (1) week period after the deadline of November 15, 2024.	5		1	3.00	
	Approve Budget for the Conract (ABC) submitted within the prescribed deadline		Administrative Section	32 Approve Budget for the Conract (ABC) submitted within the prescribed deadline	5			5.00	
	100% of services under the Citizen's Charter of the unit conforms with the Whole-of- Government (WOG) approach.		All divisions						No revision on the existing Citizens Charter is necessary
	100% of administrative support services delivered		Administrative Section	100% of administrative support services delivered	5			5.00	

Average Rating:

CATEGORY	MFO	RATING
Strategic Priorities		
Core Functions	**5**	**4.470**
Support Functions	**3**	**0.410**

Total Overall Functions:	8
Final Average Rating:	4.880
Adjectival Rating:	Very Satisfactory

ASSESSED BY:	DATE:	FINAL RATING BY:	DATE:
DENNIS R. LANZANAS City Planning and Development Coordinator		ROSELLER H. RIZAL City Mayor	

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, **JASMIN P. SIMAN, Supervising Administrative Officer**, of the **GENDER AND DEVELOPMENT OFFICE** commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **JANUARY - DECEMBER 2024.**

JASMIN P. SIMAN
Supervising Administrative Officer

Date: January 10, 2025

APPROVED BY:	DATE:
ROSELLER H. RIZAL City Mayor	

MFO (Output/Outcome/Objectives)	SUCCESS INDICATORS (Targets + Measures)	ALLOTTED BUDGET	DIVISION/INDIVIDUAL RESPONSIBLE	ACTUAL ACCOMPLISHMENTS/ EXPENSES	RATING				REMARKS
					Q	E	T	A	
Strategic Functions:									
Core Functions:									
Gender-responsive City ensured	75% of the City GAD Plan and Budget utilized	152,544,000.00	Planning Section	72.64% of City GAD Plan and Budget or P152,544,000.00 utilized.		2		2	
	100% technical assistance provided satisfactorily or better	100,000.00	Planning Section	100% (115/115) technical assistance provided satisfactorily or better	5			5	
	100% of trainings and Learning and Development conducted satisfactorily or better	4,060,000.00	Planning Section	100% (6/6) Learning and Development conducted satisfactorily or better	5			5	

	100% of City's Annual GAD Plan and Budget consolidated and submitted to the Department of Interior and Local Government by the GAD Focal Point System (GFPS) by March 31, 2024		Planning Section	100% of City's Annual GAD Plan and Budget consolidated and submitted to the Department of Interior and Local Government by the GAD Focal Point System (GFPS) on March 31, 2024	5		3	4	
	100% of Barangay's Annual GAD Plan and Budget reviewed and submitted to the Department of Interior and Local Government by March 31, 2024.		Planning Section	100% of Brgy. Annual GAD Plan and Budget reviewed and submitted to the Department of Interior and Local Government on March 27, 2024	5		5	5	
	100% of vulnerable employees in need of transport services catered satisfactorily or better	5,819,000.00	Monitoring and Evaluation Section	100% (174,562/174,562) of vulnerable employees in need of transport services catered satisfactorily or better	5			5	
	100% of GAD Database Management Information System maintained and updated.	1,448,000.00	Monitoring and Evaluation Section	100% of GAD Database Management Information System (Database reports on the Age-Sex composition of 54 barangays) maintained and updated.	5			5	
Gender equality and women empowerment in the City promoted and advocated	3% increased in annual viewership in GAD advocacy in radio and print media	1,878,000.00	Planning Section	4% increase in annual viewership in GAD advocacy in radio and print media (21,579 viewers for Dear GAD and 23,893 viewers for Pulso ni Juana)		5		5	
	100% of National mandated advocacy campaign conducted	4,438,000.00	GAD personnel	100% of National mandated advocacy campaign conducted (Women's Month Celbration and 18-Day Camapaign to End VAW)		5		5	
	100% of the National new policies and GAD-related laws in advancing women's status coordinated to Sangguniang Panlungsod through Committee on GAD for localization or adoption	Included at the allocated budget for capacity development program	Monitoring and Evaluation Section	100% of the National new policies and GAD-related laws in advancing women's status coordinated to Sangguniang Panlungsod through Committee on GAD for localization or adoption (Calamba City GAD Code revised and enacted)	5			5	

Energy conservation and efficiency promoted	Energy efficiency and conservation report (inventory of all electronic equipment) accepted on the deadline in accordance with the prescribed standards		Monitoring and Evaluation Section	Energy efficiency and conservation report (inventory of all electronic equipment) submitted and accepted on first submisson before the deadline in accordance with the prescribed standards	5		5	5	
Support Functions:									
Accomplishments evaluated and reported	Office Monthly Accomplishment Reports (OMAR) submitted on the 15th of the following month		Jasmin P. Siman	Office Monthly Accomplishment Report (OMAR)submitted and accepted on first submission with 8/12 submitted before the 15th of the following month	5		3.08	4.04	
Employee productivity promoted and ensured	Monthly coaching, mentoring and/or counselling sessions or meetings conducted;		GAD Personnel	96 coaching, mentoring and/or counselling sessions or meetings conducted with desired learning and development outcomes achieved	5			5	
Delivery of basic services and facilities ensured	Annual Budget of the office/department submitted within the prescribed deadlines		Planning Section	Annual Budget of the office submitted and accepted on the first submssion on July 14, 2024, before the prescirbed deadline of July 15, 2024	5		5	5	
	Annual Investment Plan (AIP) submitted within the prescribed deadlines		Planning Section	Annual Investment Plan (AIP) submitted and accepted on first submission on first submission on October 14, 2024 within the prescribed deadline of October 16, 2024	5		5	5	
	Project Procurement Management Plan (PPMP) submitted within the prescribed deadline		Jasmin P. Siman	Project Procurement Management Plan (PPMP) submitted and accepted on first submission on December 18, 2024 beyond the one week period after deadline of November 15, 2024	5		1	3	
	Approved Budget for the Contract submitted within the prescribed deadline		Jasmin P. Siman	Approved Budget for the Contract submitted within the prescribed deadline	5			5	
	100% of administrative support services delivered		Jasmin P. Siman	100% of administrative support services delivered	5			5	

Average Rating:	CATEGORY	MFO	RATING

Strategic Priorities		
Core Functions	3	4.173
Support Functions	3	0.458

Total Overall Functions:	6
Final Average Rating:	4.631
Adjectival Rating:	Very Satisfactory

ASSESSED BY:	DATE:	FINAL RATING BY:	DATE:
DENNIS R. LANZANAS City Planning and Development Coordinator		ROSELLER H. RIZAL City Mayor	

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, **JOHNNY R. PAMUSPUSAN, CITY ADMINISTRATOR**, of the **CITY ADMINISTRATION OFFICE** commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **JANUARY TO DECEMBER 2024.**

JOHNNY R. PAMUSPUSAN
Position

Date: Month DD, YYYY January 09, 2025

APPROVED BY:	DATE:
ROSELLER H. RIZAL City Mayor	

MFO (Output/Outcome/Objectives)	SUCCESS INDICATORS (Targets + Measures)	ALLOTTED BUDGET	DIVISION/INDIVIDUAL RESPONSIBLE	ACTUAL ACCOMPLISHMENTS/ EXPENSES	RATING				REMARKS
					Q	E	T	A	
Strategic Functions:									
Non-ISO departments/offices for ISO 9001:2015 pre-certification trained	17 departments/offices trained	1.5 M	Management Systems Division						ISO expansion training of the 16 departments started on February 23 and ongoing. System Development (SD) Trainings 1-5 have been conducted from January -June. 4 Various ISO Training Topics have been conducted from July to December by Rosehall to the 48 ISO Expansion Team Members from various offices.

Core Functions:									
Effective management and administrative services ensured	100% of operations, services and programs monitored and evaluated	31.534M	City Administrator assisted by CGADH I	100% of operations, services and programs monitored and evaluated (i.e. all programs and activities of the City Government - Nationwide Simultaneous Earthquake Drill, participation in Anilag 2024, Cityhood Anniversary, Independence Day Celebration, Buhayani Festival); Department Heads' Meeting presided on January 4, February 29, April 4, and June 6. Monitored the implementation of eBOSS/Lexys Project. 282nd Foundation Day and SOCA - Aug. 28, JR Coliseum; 32nd National Family Week Celebration- Sept. 23; CCB Virtual Partner Recognition Program-September 27; Alay-Lakad 2024- November 23, Christmas Parade of Children, December 11, Employees' Gen. Assembly - December 12, JR Coliseum, Departmental Yearend Assessment and Review, December 13; 128th Anniversary of Martyrdom of Jose Rizal, JRP and Rizal Shrine)	5.000			**5.000**	
	100% of issuances, drafted and submitted to the Chief Executive for approval within the prescribed deadline		City Administrator assisted by CGADH I	100% of issuances, drafted and submitted to the Chief Executive for approval before the prescribed deadline (57 Executive Order, 37 Memoranda, 112 Office Order)		5.000		**5.000**	
	100% of issuances and other forms of communications prepared and transmitted to concerned departments/offices within two days upon receipt		City Administrator assisted by CGADH I	100% of issuances and other forms of communications prepared and transmitted to concerned departments/offices within the day upon receipt (146 Memoranda, 114 Notice of Meeting, 1200 external communications/issuances from other agencies)		5.000		**5.000**	
	100% of employees requests and financial obligation documents approved within two days upon receipt		City Administrator assisted by CGADH I	100% of employees requests and financial obligation documents approved within the day upon receipt (Mandatory Obligations - 2,168 PR/PO; 6,542 DV; 6,561 Checks : Procurement Checks - 799; F/A Checks - 9,600; Coop Loan Checks - 122)		5.000		**5.000**	

ISO 9001:2015 certification maintained	Conducted of 2 Internal Audits, 2 Management Reviews, and 1 Performance Assessment Workshop by the end of CY 2024 incompliance to ISO 9001:2015 rules	900T	City Administrator assisted CGADH I and Management Systems Division	Conducted the 1st of two Internal Audits/year on March 13 , 1st of 2 Management Reviews/year on April 17. Conducted the 2nd of 2 Internal Audits/year on October 9-10, Passed ISO Surveillance Audit on July 10, and conducted 2nd of 2 Management Reviews/year on November 23.	5.000			**5.000**	
Fiscal accountability and transparency ensured	100% of posted/uploaded Full Disclosure Policy Documents monitored in accordance with the prescribed guidelines and deadlines	31.534M	City Administrator assisted by CGADH I	100% of posted/uploaded Full Disclosure Policy Documents monitored in accordance with the prescribed guidelines and before the prescribed deadlines	5.000		5.000	**5.000**	
Effective, efficient and exceptional delivery of services ensured	100% of services under the Citizen's Charter acted upon satisfactorily within the prescribed response time		City Administrator assisted by CGADH I	100% of 633 services (Issuance of Certifications) and 565 Endorsement to Other Agencies for Financial Assistance application of constituents under the Citizen's Charter acted upon satisfactorily with average response time efficiency of 30%, with no backlogs	5.000	5.000		**5.000**	Recognized by CSC Contact Center ng Bayan (CCB) for Outstanding Resolution and Compliance Rating for Referred Transactions on September 27
Energy conservation and efficiency promoted	Energy Efficiency and Conservation Report (Inventory of all electronic equipment) submitted to CPDO on April 5, 2024 as per Memo CAO 2024-017 and in accordance with the prescribed standards. Energy Efficiency Quarterly Monitoring Report submitted every 1st week of the succeeding quarter.		City Administrator assisted by SAO	Energy Efficiency and Conservation Report (Inventory of all electronic equipment) accepted on the deadline in accordance with the prescribed standards	5.000		3.000	**4.000**	
Support Functions:									
Accomplishments evaluated and reported	Office Monthly Accomplishment Reports (OMAR) submitted on the 15th of the following month	31.534M	City Administrator assisted by CGADH I	Office Monthly Accomplishment Reports (OMAR) submitted and accepted on first submission before the 15th of the following month	5.000		5.000	**5.000**	
Employee productivity promoted and enhanced	Monthly staff meeting for the purpose of coaching, mentoring or counselling conducted		City Administrator, CGADH I and SAOs	Weekly/Monday regular staff meetings and 6 other meetings done for the purpose of coaching, mentoring or counselling conducted with desired learning and development achieved	5.000			**5.000**	
Delivery of basic services and facilities ensured	Annual Budget of the office/department submitted within the prescribed deadlines		City Administrator assisted by SAO	Annual Budget of the office/department submitted on August 2, 2024, beyond the one week after the deadline of July 15, 2024	5.000		1.000	**3.000**	

Delivery of basic services and facilities ensured *(continuation)*	Annual Investment Plan (AIP) submitted on May 24, 2024 as per Memo CAO 2024-055 and digitalized copy on August 2, 2024 as per Memo CAO 2024-097	31.534M	City Administrator, CGADH I and SAOs	Annual Investment Plan (AIP) submitted and accepted on first submission on May 24 and the digitalized version on August 2, 2024.	5.000		3.000	**4.000**	
	Project Procurement Management Plan (PPMP) submitted within the prescribed deadline		City Administrator, CGADH I and SAOs	Project Procurement Management Plan (PPMP) submitted on August 2, 2024 before the prescribed deadline of November 15, 2024	5.000		5.000	**5.000**	
	Approved Budget for the Contract (ABC) submitted within the prescribed deadline		City Administrator, CGADH I and SAOs	3 Approved Budget for the Contract (ABC) submitted and accepted on first submission before the prescribed deadline	5.000		5.000	**5.000**	
	100% of administrative support services delivered		City Administrator assisted by all staff	100% of administrative support services delivered. Approved 21,663 Travel Orders, 10,203 employees' Leave Application, and 172 Authority to Render Overtime. Prepared 208 Authority to Travel Abroad. Attended 622 various meetings. Reviewed and approved 1,569 Approved Budget for the Contracts of different departments.	5.000			**5.000**	

Average Rating:

CATEGORY	MFO	RATING
Strategic Priorities	1	
Core Functions	5	4.388
Support Functions	4	0.457
	Total Overall Functions:	10
	Final Average Rating:	4.845
	Adjectival Rating:	VERY SATISFACTORY

ASSESSED BY:	DATE:	FINAL RATING BY:	DATE:
DENNIS R. LANZANAS City Planning and Development Coordinator		**ROSELLER H. RIZAL** City Mayor	