

(a)

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, ISAGANI L. BAGUS Acting Chief UP System SPMO agree to be rated on the attainment

of the following targets in accordance with the indicated measures for the period

January to December 2025

Approved by:

TIFFANY ADELAIN TAN

Name and Signature of Unit Head

Date : _____

Name and Signature

Date : _____

Rating Scale	MFO/PAP (b)	SUCCESS INDICATORS (TARGETS + MEASURES) (c)	Allotted Budget (d)	Divisions/ individuals Accountable (e)	Actual Accomplishments (f)	% Distribution (g)	Rating				Ave. Score (l = g x k) (k = ave of h, i, j) (l = g x k)	Remarks (m)
							Q ¹	E ²	T ³	A ⁴		
							(h)	(i)	(j)	(k)		
							(h)	(i)	(j)	(k)		
							(h)	(i)	(j)	(k)		
							(h)	(i)	(j)	(k)		
Outstanding							130% and above			5		
Very Satisfactory							115%-129%			4		
Satisfactory							90%-114%			3		
Unsatisfactory							51%-89%			2		
Poor							50% and below			1		
Strategic Functions:												
Institutionalization of Quality Management System "Institutionalization of Quality Management System - Conduct a baseline audit to identify current gaps and areas needing enhancement. - Address non-conformities through corrective and preventive measures. - Ensure the alignment of processes with ISO standards by creating detailed documentation and workflows."		Attained ISO 9001:2015 certification for the administrative offices within the UP System. <i>Key Milestones:</i> - By June 2025: Complete internal audits. - By June 2025: 70% of audit findings addressed (either with approved or implemented corrective measures.) - By December 2025: Secure ISO 9001:2015 certification. - By December 2025: 100% implementation of corrective measures.		UPSSPMO Head and Staff								

UP SYSTEM HRDO
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By: Isagani L. Bagus 04/30/2025

Digitalization of Inventory System and Supply Storeroom	To establish a fully digital efficient inventory and storeroom system processes and ensuring accurate inventory tracking Percentage of inventory and storeroom digitalized and uploaded to the system, 90% by December 2025		UPSSPMO Head and Staff		15%					
Core Functions:										
Acquisition of Common Use Supplies	To prevent over and under-stocking of CSE by replenishing stocks when the stock level reaches 50% every quarter including items not available in PS DBM 90% of the requested supplies are delivered to the end-users Requested supplies must be ready for pick/delivery within 3 days		UPSSPMO Head and Staff		15%					
Asset Management of UPSA properties: GSIS Insurance PPE, Vehicles, ICS	To secure UPSA properties from fire and other natural disaster with 100% financial coverage annually 100% insurance of all UPSA PPEs per GSIS guidelines GSIS insurance must be renewed 1 month before the deadline/ expiration of current insurance coverage		UPSSPMO Head, Staff and Stakeholders		5%					
Asset Management Physical Inventory	To ensure all UPSA properties are accounted for by determining the actual quantity, condition, and location of all physical properties owned by the UPSA offices annually To reconcile all actual properties based on SSPMO and SAO records Reconcile SSPMO records with physical inventory with 80% matched Submit RPCPPE to COA 15 days before the year ends.		UPSSPMO Head, Staff and Inventory Committee		10%					

Disposal of unserviceable property	To properly dispose all unserviceable, obsolete, and outdated materials, supplies, and equipment based on the submitted IIRUP semi-annually. Dispose 80% of the items listed in the IIRUP by the end of the year		UPSSPMO Head and Staff		10%						
Transfer of property and accountability within the UP System	To transfer 100% of the assigned property and accountability of government assets from the UP System office to another office within 10 days (upon the request of the unit) with completed Property Transfer Report (PTR) To transfer 100% of the assigned property and accountability of government assets from the UP System to other CUs within within 20 working days with completed Property Transfer Report (PTR)		UPSSPMO Head and Staff		5%						
Personnel Clearance for Permanent, JOs, Cos, and other personnel of UP System and UP CUs	Personnel Clearance of property accountability for retirement, resignation, and transfer Sent letter to retirees six (6) months prior to retirement for advance processing of clearance, and relief of accountability Result on inquiries of personal clearances for accountability must be released within 3 working days		UPSSPMO Head and Staff		5%						
Relief of accountability for lost/missing or damaged properties	To settle the accountability of the person by transferring the assigned government-issued assets to another accountable person 2 months before retirement or 15 days before resignation and transfer		UPSSPMO Head and Staff		5%						
Issuance of Property Acknowledgement Receipt, Inventory Custodian Slip and Property Tags	To issue Property Acknowledgement Receipt (PAR)/ Inventory Custodian Slip (ICS) and Property Tags within 5 working days		UPSSPMO Head and Staff		10%						

Issuance of Inspection and Acceptance Report	To issue Issuance of Inspection and Acceptance Report within 5 working days upon delivery of newly procured items, and submission of complete procurement documents				5%						
Support Functions:											
Review of Vehicle Request for DBM approval	To review and endorse the documents and other important documents needed to facilitate the request for a vehicle must be endorsed within 5 working days		UPSSPMO Head and Staff		5%						
Review of procurement contracts needing UP President and BOR Approval	Review and endorse procurement documents as submitted by the concern CU within 10 days upon receipt Endorse procurement documents to OVPA with observations/ completeness of documents		UPSSPMO Head and Staff		5%						
Client Satisfaction Rating of SSPMO services to stakeholders	To receive a rating 90% satisfaction among stakeholders both in UP System and other Cus		UPSSPMO Head and Staff		5%						
TOTAL					100%	0.00	0.00	0.00	0.00	0.00	

Final Average Rating

Adjectival Rating

Assessed by PMT Secretariat	Reviewed by PMT Chair	Final Rating by:
Start of the Rating Period ISAGANI L. BAGUS Name and Signature Date :	End of the Rating Period ISAGANI L. BAGUS Name and Signature Date :	Start of the Rating Period TIFFANY ADELAINE G. TAN Name and Signature Date :
		End of the Rating Period TIFFANY ADELAINE G. TAN Name and Signature Date :
		AUGUSTUS C. RESURRECCION Name and Signature Date :

Legend: 1 – Quality 2 – Efficiency 3 – Timeliness 4- Average