

Metropolitan Manila Development Authority

Division Performance Commitment and Review Form (DPCR)

I, **ENGR. WINSTON T. BESA**, of the **General Administrative Services Division (GASD)**, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures of the period **January 1, 2016 to June 30, 2016**.

ENGR. WINSTON T. BESA
Administrative Officer V - GASD

Ratee

Date _____

Reviewed by  Dir. LYDIA P. DOMINGO Director III - Administrative Service Immediate Supervisor _____ Date	Approved by  EDENISON F. FAINSAN Assistant General Manager for Finance and Administration Head of Office _____ Date	Rating Scale: 9.50 - 10.0 Outstanding (O) 7.51 - 9.45 Very Satisfactory (VS) 4.01 - 7.50 Satisfactory (S) 2.01 - 4.00 Unsatisfactory (US) 2.00 - below Poor (P)
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Output	SUCCESS INDICATOR (TARGETS + MEASURES)	Actual Accomplishment	Rating				REMARKS
			Q ¹	E ²	T ³	A	
Supervise the efficient delivery of general services of the Authority.	100 number of job to supervise	140 number of job done / supervised	8	10	10	9.33	
Review plans and cost estimates for the proposed projects requested of various offices.	20 number of plans reviewed and cost estimate	30 number of plans reviewed and cost estimated	8	10	10	9.33	
Inspect the on-going projects of the Authority.	20 number of projects inspected	30 number of inspected projects	10	8	10	9.33	
Administer the activities of GASD personnel in the performance of duties and function.	75 number of activities administered	95 number of activities administered	8	10	10	9.33	
Submit reports to the Office of the Administrative Service on the status of the activities/programs and project of the Division.	20 number of reports submitted	37 number of reports submitted	10	8	10	9.33	
FINAL AVERAGE RATING						9.33	

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Comments and Recommendations for Development Purpose

Discussed with


ENGR. WINSTON T. BESA
Administrative Officer V - GASD
Employee _____
Date _____

Assessed by

I certify that I discussed my assessment of the performance with the employee.


DIR. LYDIA P. DOMINGO
Director III - Administrative Service
Division Head _____
Date _____

Final Ranking by


EDENISON F. FAINSAN
Assistant General Manager for Finance and Administration
Final Ranking _____

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