

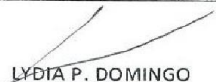
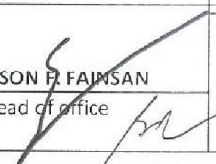
Metropolitan Manila Development Authority
Division Performance Commitment and Review Form (DPCR)


I, Engr. Hurdy F. Denosta, Head of the Supply and Property Division, Division of Administrative Service commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period to January to June, 2016.



Ratee

Date: _____

Reviewed by:	Date	Approved by:	Date	Rating Scale			
 LYDIA P. DOMINGO Immediate Supervisor		 EDENISSON F. FAJNSAN Head of office		9.50 - 10.0 Outstanding (O)			
				7.51 - 9.49 Very Satisfactory (VS)			
				4.01 - 7.50 Satisfactory (S)			
				2.01 - 4.00 Unsatisfactory (US)			
				2.00 - below Poor (P)			
OUTPUT	Success Indicator (Target + Measure)	Actual Accomplishment	Rating				Remarks
			Q1	E2	T3	A4	
Core Functions :							
Output 1. Supervises the preparation and processing of Purchased Request (PR)	Number of Purchase Requests received and processed	546	10	10	8	9.33	
Output 2. Reviews Purchase Order/Contracts for signature of the AGM for Finance & Admin.	Number of PO/Contracts prepared and processed for duly approved PR	348	10	10	8	9.33	
Output 3. Supervises the conduct of Bidding Procedures and activities for requisitions amounting to P500,000.00 and above	Number of Biddings conducted	25	10	10	8	9.33	
Output 4. Supervises the Appropriate Alternative method of Procurement to be used for various requisitions	Number of Alternative Methods of Procurement conducted	348	10	8	10	9.33	
Output 5. Supervises compliance of Philgeps posting for shopping and small value procurement (Approved Request amounting to P500,000.00 below) as required by Appendix 18 of the Revised IRR of RA 9184	Number of RFQ's prepared and posted	146	10	10	8	9.33	
Output 6. Supervises Processing and Issuance of the following documents relative to the accountability of MMDA Officials and employees a.) Property Clearances b.) Inventory Custodian Slips (ICS)	Number of Property Clearance received and processed	188	10	10	10	10	
	Number of ICS received and processed	300					

c.) Acknowledgement Receipts of Equipment (ARE)	Number of ARE received and processed	486					
d.) Report of Waste Materials	Number of RWM received and processed	197					
Output 7. Preparation and Submission of an Annual Inventory Report	One (1) Annual Inventory Report	One Annual Inventory Report	10	10	8	9.33	
Final Average Rating							
<i>Comments and Recommendation for Development Purposes</i>							
Discussed with	Date	Assessed by	Date	Final Ranking by		Date	
		I certify that I discussed my assessment of the performance with the employee					
ENGR. HURDY F. DENOSTA Employee		LYDIA P. DOMINGO Division Head		EDENISON FAINSAN AGM FOR FINANCE & ADMIN.			
<i>Legend:</i> 1 - Quality 2 - Efficiency/Quantity 3 - Timeless 4 - Average							