

I, Engr. Hurdy F. Denosta, head of the Supply and property Division, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures of the period of January 1 to June 30, 2016.

ENGR. HURDY F. DENOSTA
Acting Supply Officer V

Date: _____

| Approved by: | | | | | | | | | |
|---|---|-----------------|-----------------------------------|-----------------------|--|----|----|-------------|-------------------|
| ATTY. EMERSON S. CARLOS | | | | | | | | Date: _____ | |
| (Name of Agency Head) Head of Agency | | | | | | | | | |
| RATING SCALE: | | | | | 9.50 - 10.0 Outstanding (O) 7.51 - 9.49 Very Satisfactory (VS) 4.01 - 7.50 Satisfactory (S) 2.01 - 4.0 Unsatisfactory (US) 2.00 - below Poor | | | | |
| MFO/PAP | SUCCESS INDICATORS (TARGETS+ MEASURES) | ALLOTTED BUDGET | Division/ Individuals Accountable | Actual Accomplishment | Rating | | | | Remarks |
| | | | | | Q1 | E2 | T3 | A4 | |
| CORE FUNCTIONS | | | | | | | | | |
| 1. Preparation and Processing of Purchase Requests (PR) | Number of Purchase Requests received and processed | | Procurement | 546 | 8 | 10 | 8 | 8.67 | Very Satisfactory |
| 2. Preparation and Posting in the PhilGEPS of Request for Quotations (RFQ) amounting to P50,000.00 up to P499,000.00 in compliance with RA 9184 | Number of RFQ's prepared and posted | | Procurement | 146 | 8 | 10 | 8 | 8.67 | Very Satisfactory |
| 3. Conduct Bidding Procedures and Alternative Methods of Procurement for various requisitions. | No. of Biddings & Alternative methods of procurement conducted | | Procurement | 348 | 8 | 10 | 10 | 9.33 | Very Satisfactory |
| 4. Preparation of Purchase Orders/ Contracts for Approved Purchase Requests | Number of PO/ Contracts prepared and processed for duly approved PR | | Procurement | 348 | 10 | 10 | 8 | 9.33 | Very Satisfactory |
| 5. Processing and issuance of the following documents relative to the accountability of MMDA officials and employees | | | Inventory and Issue Section | | 8 | 10 | 10 | 9.33 | Very Satisfactory |
| a. Property Clearance | No. of Property Clearance received and Processed | | | 188 | | | | | |
| b. Inventory Custodian Slip (ICS) | No. of ICS received and Processed | | | 300 | | | | | |
| c. Acknowledgement Receipts for Equipment (ARE) | No. of ARE received and Processed | | | 412 | | | | | |
| d. Report of Waste Material (RWM) | No. RWM received and processed | | | 348 | | | | | |
| 6. Conduct Physical Inventory of the Authority's Assets | one (1) Annual Inventory Report | | Inventory and Issue Section | 1 | 8 | 10 | 8 | 8.67 | Very Satisfactory |
| 7. Control and Issuance of supplies | No. of RIS Processed and Issued | | Storage and Issue section | 353 | 8 | 10 | 8 | 8.67 | Very Satisfactory |

Average Rating

| Category Strategic Priority | MPO Supply and Property Division | Rating | | | |
|--------------------------------|--|--------|----|----|------|
| | | Q1 | E2 | T3 | A4 |
| Core Functions | 1. Preparation and Processing of Purchase Requests (PR) | 8 | 10 | 8 | 8.67 |
| | 2. Preparation and Posting in the PhilGEPS of Request for Quotations (RFQ) amounting to P50,000.00 up to P499,000.00 in compliance with RA 9184 | 8 | 10 | 8 | 8.67 |
| | 3. Conduct Bidding Procedures and Alternative Methods of Procurement for various requisitions. | 8 | 10 | 10 | 9.33 |
| | 4. Preparation of Purchase Orders/ Contracts for Approved Purchase Requests | 10 | 10 | 8 | 9.33 |
| | 5. Processing and issuance of the following documents relative to the accountability of MMDA officials and employees a. Property Clearance b. Inventory Custodian Slip (ICS) c. Acknowledgement Receipts for Equipment (ARE) d. Report of Waste Material (RWM) | 8 | 10 | 10 | 9.33 |
| | 6. Conduct Physical Inventory of the Authority's Assets | 8 | 10 | 8 | 8.67 |
| | 7. Control and Issuance of supplies | 8 | 10 | 8 | 8.67 |

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|---------------------------------------|
| Support Functions |
| Total Overall Rating : 62.67 |
| Total Average Rating : 8.95 |
| Adjectival Rating : Very Satisfactory |

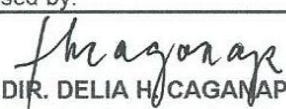

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|--------------|------|-----|------------------|---|-------|
| Assessed by: | | | Final Rating by: | | Date: |
| _____ | Date | PMT | Date | ATTY. EMERSON S. CARLOS CHAIRMAN Head of Agency | |

OFFICE: SUPPLY AND PROPERTY DIVISION

Average Rating

| Category Strategic Priority | MPO Supply and Property Division | Rating | | | |
|--------------------------------|--|--------|----|----|------|
| | | Q1 | E2 | T3 | A4 |
| Core Functions | 1. Preparation and Processing of Purchase Requests (PR) | 8 | 10 | 8 | 8.66 |
| | 2. Preparation and Posting in the PhilGEPS of Request for Quotations (RFQ) amounting to P50,000.00 up to P499,000.00 in compliance with RA 9184 | 8 | 10 | 8 | 8.66 |
| | 3. Conduct Bidding Procedures and Alternative Methods of Procurement for various requisitions. | 8 | 10 | 10 | 9.33 |
| | 4. Preparation of Purchase Orders/ Contracts for Approved Purchase Requests | 10 | 10 | 8 | 9.33 |
| | 5. Processing and issuance of the following documents relative to the accountability of MMDA officials and employees a. Property Clearance b. Inventory Custodian Slip (ICS) c. Acknowledgement Receipts for Equipment (ARE) d. Report of Waste Material (RWM) | 8 | 10 | 10 | 9.33 |
| | 6. Conduct Physical Inventory of the Authority's Assets | 8 | 10 | 8 | 8.66 |

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|------------------------|-------------------|
| Support Functions | |
| Total Overall Rating : | 53.97 |
| Total Average Rating : | 8.99 |
| Adjectival Rating : | Very Satisfactory |

| | | | | | |
|---|------|-----|--|--|-------|
| Assessed by: | | | Final Rating by: | | Date: |
|  DIR. DELIA H. CAGANAP Corporate Planning and Management Staff | | |  ATTY. EMERSON S. CARLOS GENERAL MANAGER Head of Agency | | |
| | Date | PMT | | | |