

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, **JULIUS M. DRILON, MD**, Head of the Corazon Locsin Montelibano Memorial Regional Hospital, 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 2018**.

Head of Office:


 JULIUS M. DRILON, MD

Date: 2/12/2018

Approved By:


 MARLYN W. CONVOCAR, MD, MPH, CESO IV

Name of Supervisor

Date:

Major Final Output (a)	Success Indicators (Annual Targets + Measures) and Semi - annual Targets (b)	Alloted Budget (c)	Division / Individual Accountable (d)	Actual Accomplishment (e)	Accomplishment Rate (Actual Accomplishment + Target x 100%) (f)	RATING (g)				Remarks (h)
						Q (1)	E (2)	T (3)	A (4)	
Core Functions										
	1. 100% of all internal staff provided with learning & development interventions (LDIs) and/or updates (based on the Training Plan)	1,050,051.00	PET/Ms. Sheila Felicitas A. Go	Efficiency: 100% (1,097/1,097) personnel provided with learning & development interventions	Efficiency: 100%		5		5	Rating is 5. Since Accomplishment could not be higher than 100%
	2. 75% of positions are filled		HRMO/Ms. Maria Gelia N. Ong	Efficiency: 96.62% (1086 out of 1124) filled positions	Efficiency: 129%		4		4	
	3. 75% of Nurse, Medical Officer & Medical Specialist positions are filled		HRMO/Ms. Maria Gelia N. Ong	Efficiency: 97.04% (558/575) filled Nurse, Medical Officer & Medical Specialist positions	Efficiency: 129%		4		4	
	4. Percentage of prescriptions for pharmaceuticals that are completely filled.						4		4	
	a. 90% of prescriptions for drugs and supplies of all patients except NBB-eligible in-patients		Pharmacy/Ms. Grace Tina A. Elevencionado	Efficiency: 98.26%(2,246,188/2,286,064) of prescriptions for drugs and supplies of all patients except NBB-eligible in-patients	Efficiency: 109%		3			

Core Functions	b. 100% of prescriptions for drugs and supplies of NBB-eligible inpatients are completely filled		Pharmacy-Ms. Grace Tina A. Eleveccionado	Efficiency: 100% (1,353,417/1,353,417) of prescriptions for drugs and supplies of NBB-eligible inpatients are completely filled	Efficiency: 100%		5		
	5. 100% of NBB-eligible inpatients without out-of-pocket expenditure			Efficiency: 100% (22,453/22,453) of NBB-eligible inpatients without out-of-pocket expenditure	Efficiency: 100%		5		5
			Materials Mgt.- Mr. Antonio Manuel C. Monfort	Efficiency: 100% (28,460/28,460) of NBB-eligible inpatients without out-of-pocket expenditure	Efficiency: 100%				
	6. 100% of routine blood requests completely served within 24 hours		Laboratory/Dr. Hans Francis Ferraris	Efficiency & Timeliness: 100% (20,737/20,737) of routine blood requests completely served within 24 hours	Efficiency: 100% Timeliness: 100%		5	5	5
	7. Percentage of outpatients provided with hospital services within the Citizen Charter-set deadline (Office-set)								4
	a. 85% of outpatients provided with outpatient services (excluding emergency services) from registration to availing of service within the prescribed timeline		OPD/Ms. Gladys Pasinabo	Timeliness: 97.40% (92,025/94,482) of outpatients provided with outpatient services (excluding emergency services) from registration to availing of service within the prescribed timeline	Timeliness: 115%				4
	b. 85% of outpatients provided with diagnostic services from presentation of request to release of result within the prescribed timeline		DDIRS/Dr. Nenita D. Dumaguit	Timeliness: 98.6% (13,629/13,823) of outpatients provided with diagnostic services from presentation of request to release of result within the prescribed timeline	Timeliness: 116%				4

	c. 85% of outpatients provided with pharmacy services from presentation of prescription to dispensing of medicines within the prescribed timeline		Pharmacy/Ms. Grace Tina A. Elevencionado	Timeliness: 100% (32,938/32,938) of outpatients provided with pharmacy services from presentation of prescription to dispensing of medicines within the prescribed timeline	Timeliness: 118%			4		
Average Rating (Core Functions)										4.4286

Support Functions											
	1. 100% of complete plans and reports submitted within the prescribed timeline							5	5	4.375	4.792
	Plans:							5	5	4.5	
	a. 2018 1. WFP Forms 1A, 1C, 3		Finance/Ms. Shareen J. Caelian	Quality: 100% (3 out of 3 WFP Forms 1A, 1C, 3 submitted are complete) Efficiency: 100% (3 out of 3 WFP Forms 1A, 1C, 3 submitted) Timeliness: 100% (3 out of 3 WFP Forms 1A, 1C, 3 submitted 4 days before deadline)	Quality: 100% Efficiency: 100% Timeliness: 100%			5	5	5	
	b. 2018 Office Performance Review and Commitment (OPCR) Targets (CHD 6)		HRMO/Ms. Maria Gelia N. Ong	Quality: 100% (1 out of 1 2018 Office Performance Review and Commitment (OPCR) Targets submitted complete) Efficiency: 100% (1 out of 1 2018 Office Performance Review and Commitment (OPCR) Targets submitted) Timeliness: 100% (1 out of 1 2018 Office Performance Review and Commitment (OPCR) Targets submitted 2 days before the deadline)	Quality: 100% Efficiency: 100% Timeliness: 100%			5	5	4	

	c. 2019 Budget Execution Document (BED) 2		Finance/Ms. Shareen J. Caelian	Quality: 100% (1 out of 1 2019 Budget Execution Document (BED) 2 submitted is complete) Efficiency: 100% (1 out of 1 2019 Budget Execution Document (BED) 2 submitted) Timeliness: 100% (1 out of 1 2019 Budget Execution Document (BED) 2 submitted 2 days before the deadline)	Quality: 100% Efficiency: 100% Timeliness: 100%	5	5	4		
	d. 2020 Annual Gender and Development Plan & Budget		GAD Focal Person/Dr. April Marie G. Anotado	Quality: 100% (1 out of 1 2020 Annual Gender and Development Plan & Budget submitted are complete) Efficiency: 100% (1 out of 1 2020 Annual Gender and Development Plan & Budget submitted) Timeliness: 100% (1 out of 1 2020 Annual Gender and Development Plan & Budget submitted 3 days before the deadline)	Quality: 100% Efficiency: 100% Timeliness: 100%	5	5	5		
	2. Reports:					5	5	4.25		
	a. 1st - 4th Quarter 2018 Quarterly Procurement Status Report		Procurement/Ms. Maria Christina C. Pabicon	Quality: 100% (4 out of 4 1st - 4th Quarter 2018 Quarterly Procurement Status Report submitted are complete) Efficiency: 100% (4 out of 4 1st - 4th Quarter 2018 Quarterly Procurement Status Report submitted) Timeliness: 100% (4 out of 4 Quarter 2018 Quarterly Procurement Status Report submitted 5 days before deadline)	Quality: 100% Efficiency: 100% Timeliness: 100%	5	5	5		

	b. 1st - 4th Quarter 2018 Budget Accountability Report (BAR) 1		Finance/Ms. Shareen J. Caelian	Quality: 100% (1 out of 1 2018 Budget Accountability Report (BAR) 1 submitted is complete) Efficiency: 100% (1 out of 1 2018 Budget Accountability Report (BAR) 1 submitted) Timeliness: 100% (1 out of 1 2018 Budget Accountability Report (BAR) 1 submitted on the deadline)	Quality: 100% Efficiency: 100% Timeliness: 100%	5	5	3		
	c. 1st - 4th Quarter 2018 Financial Accountability Reports 1, 1a, 1b, 2, 2a, 4 and 5			Quality: 100% (28 out of 28 of 2018 BFARS submitted are complete) Efficiency: 100% (28 out of 28 of 2018 BFARS submitted) Timeliness: 100% (28 out of 28 of 2018 BFARS submitted on or before the deadline)	Quality: 100% Efficiency: 100% Timeliness: 100%	5	5	4		
	d. 2018 GAD Accomplishment Report		GAD Focal Person/Dr. April Marie G. Anotado	Quality: 100% (1 out of 1 2018 GAD Accomplishment Report submitted are complete) Efficiency: 100% (1 out of 1 2018 GAD Accomplishment Report submitted) Timeliness: 100% (1 out of 1 2018 GAD Accomplishment Report submitted 3 days before the deadline)	Quality: 100% Efficiency: 100% Timeliness: 100%	5	5	5		
	2. 35% of COA Audit Recommendations fully implemented		Accounting Section/ Ms. Annien May G. Lomugang	Efficiency: 52.08% (50 out of 96) of COA Audit Recommendations Fully Implemented (Based on the submitted AAPSI last Dec. 28, 2018)	Efficiency: 149%		5			5
	3. 100% of required documents uploaded in the Transparency Seal		MISCO-IHOMP/Ms. Hannah V. Recodo	Quality: 100% (11 out of 11 of required documents uploaded in the Transparency Seal)	Quality: 100%	5				5

	4. 92% of complaints closed		PIAD/Mr. John Michael Gabriel Zaragoza	Efficiency: 100% (15 out of 15 complaints from 8888 Hotline closed)	Efficiency: 109%		3		3	
	5. 100% of received FOI requests were responded to within the prescribed timeline		Legal/Atty. Marianne Carmel A. Corgos	No FOI requests received					N/A	

Average Rating (Support Functions) 4.4479

Strategic Functions										
	N/A									
Average Rating (Strategic Functions)										

RATING				
Function	Percentage Distribution	Average Rating per Function	Final Rating per Function (Average Rating x Percentage Distribution)	Remarks
Core Functions	70%	4.4286	3.1000	
Support Functions	20% (30% if no strategic indicators)	4.4479	1.3344	
Strategic Functions	10% (0 if no strategic indicators)			
Final Average Rating (i)			4.4344	
Adjectival Rating (j)			Very Satisfactory	
Prepared by (k): <i>muall</i>		Date:	Validated and Approved by (l): <i>[Signature]</i>	
KAYE V. BARCELONA		1.15.19	MARLYN W. CONVOCAR, MD, MPH, CESO III	
PMT Secretariat			Supervisor	
Assessed by (m):		Date (m):	Final Rating by (n):	
FRANCES ROSE ELGO-MAMARIL				
Planning Office, HPDPB			Chair, Performance Management Team	

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