

**PORO POINT MANAGEMENT CORPORATION (PPMC)
Validation Result of 2020 Performance Scorecard**

Component			Rating Scale	Target	Submission		GCG Validation		Supporting Documents	GCG Remarks		
Objective / Measure	Formula	Weight			2020	Actual	Rating ¹	Actual			Rating	
SO 1 Increased Economic Activity within the Poro Point Freeport Zone and Be One of the Best Marine Sanctuaries in the Country												
SOCIAL IMPACT	SM 1	Developmental Projects: a. Seaport b. Airport	Total Number of Projects Milestones Accomplished /Target Project Milestone	10%	(Actual / Target) x Weight	1. Approval of the PPMC Board of the Commercialization of the Soiltech Private Pier to Encourage more seaport operation and generate more revenue for PPMC. 2. Signed Contract of Lease with JS Union Oils and Trading Inc. (New Area and Renewal)	1. The PPMC Board approved the Commercialization of the Soiltech Private Pier on November 20, 2020 2. The PPMC Board approved the application of JS Union Oils and Trading, Inc. for the lease of 100 square meters area on December 4, 2020	10%	1. Approval of the PPMC Board thru Board Resolution No. 2020-11-136 of the Commercialization of the Soiltech Private Pier; classifying the Soiltech Private Pier from Non-Commercial Private Port to Commercial Private Port 2. Signed Contract of Lease with JS Union Oils and Trading Inc. (New Area and Renewal) as approved by the Board thru Board Resolution No. 2020-12-146	10%	<ul style="list-style-type: none"> For Seaport: Notarized Secretary's Certificate dated 23 November 2020 and Copy of the Permit to Operate (PTO No. 002) For Airport: Notarized Secretary's Certificate dated 09 December 2020 and copy of the contract of lease 	Target met.
	SM 2	Actual Investment in the Poro Point Freeport Zone (PPFZ)	Absolute amount	10%	(Actual / Target) x Weight	Additional ₱120 Million ²	₱364.95 Million	10%	₱364.95 Million	10%	<ul style="list-style-type: none"> Schedule of Actual Zone Revenues 	Exceeded the target. Validated actual includes investment of 2 PPMC locators, 3

¹ Based on PPMC submission.

² To include investment in PPFZ: Six (6) CAPEX Projects and DPWH Road Projects.

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						<ul style="list-style-type: none"> For TPHP and AICAT: Audited Financial Statements (FS) For Capex Projects: Notice of Award (NOA), Certificate of Project Completion, Statement of Work Accomplished (SOWA) as of 31 December 2020, project contract, and bill of quantities For DPWH: Contractor's Statement of Work Accomplished (SOWA) for the period of 03 November 2020 to 01 December 2020. 	2019 CAPEX projects of PPMC, and 1 DPWH project.				
SM 3	Percentage of Locators Complied with Employment Commitment (Includes Existing)	Actual number of locators complied with employment	5%	$\frac{\text{Actual}}{\text{Target}} \times \text{Weight}$	100%	100% of locators complied with employment commitment	N/A	100%	5%	<ul style="list-style-type: none"> Summary report from the respective Human Resource 	The request to transfer weight previously allocated under SM 4 is APPROVED to consider efforts of

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		commitment / Total number of locators with employment commitment			(4 out of 4 locators complied with employment commitment)				(HR) departments of the locators • Copy of the lease contracts with the locators	PPMC and its locators to provide employment during the pandemic.		
SM 4	Implementation of Roadmap to Develop the PPFZ as a Marine Sanctuary	Actual Accomplishment	0%	-	-	-	No reported accomplishment	-	-	Request to exclude measure and reallocate weight to SM3 is APPROVED in consideration of the revision of PPMC's strategic thrust and vision.		
	Sub-total		25%			20%		25%				
SO 2 Increased Operating Profitability												
FINANCIAL	SM 5	Actual Zone Revenue	Absolute Number	10%	(Actual / Target) x Weight	₱87.68 Million	₱89.58 Million	10%	₱89.58 Million	10%	• Schedule of target additional investment for zone revenues • COA Audit Report	Exceeded the target.
	SM 6	Zone Revenues Collection Efficiency Rate	(Total Collections for the current year / Total Zone Revenues for the current year) x 100	10%	(Actual / Target) x Weight	70%	77.10%	8.57%	77%	10%	• Collection Efficiency Report (Summary and Monthly) • COA Audit Report	Proposal to revise measure and target is APPROVED in consideration of the effect of pandemic.
		Sub-total		20%			18.57%		20%			

Component		Rating Scale	Target 2020	Submission		GCG Validation		Supporting Documents	GCG Remarks			
Objective / Measure	Formula			Weight	Actual	Rating ¹	Actual			Rating		
SO 3 Improved Business Environment												
CUSTOMER/STAKEHOLDER	SM 7	Implementation of Infrastructure and Development Projects	Actual number of projects completed / Total number of projects	10%	$(\frac{\text{Actual}}{\text{Target}}) \times \text{Weight}$	Completed 100% of the implementation of the Contract for the Construction of Various 2019 CAPEX Infrastructure Projects within the Poro Point Freeport Zone: 1. <u>Construction of Drainage at the Poro Point Baywalk Commercial Strip;</u> 2. <u>Construction of San Fernando Airport Fuel Shed;</u> 3. <u>Rehabilitation of the CAAP Quarters with proposed expansion; and</u>	Completed 100% implementation of the Contract for the Construction of Various 2019 CAPEX Infrastructure Projects within the Poro Point Freeport Zone, City of San Fernando, La Union, to wit: 1. Construction of Drainage at the Poro Point Baywalk Commercial Strip; 2. Construction of San Fernando Airport Fuel Shed; 3. Relocation and Construction of PNP AVSEG Office and Quarters.	5%	Completed 75% of the implementation of the contract for the construction of various CAPEX infrastructure Projects within the Poro Point Freeport Zone: 1. Construction of Drainage at the Poro Point Baywalk Commercial Strip 2. Construction of San Fernando Airport Fuel Shed 3. Relocation and Construction of PNP AVSEF Office and Quarters	7.5%	<ul style="list-style-type: none"> • Certificate of Project Completion • Inspection Sheets • Contract • Statement of Work Accomplished (SOWA) 	The request for reconsideration to reduce the target from six (6) projects to four (4) projects is APPROVED . The Governance Commission also revised the Rating Scale as consideration to the restrictions and effects of pandemic. Reported accomplishment is acceptable.

Component		Rating Scale	Target 2020	Submission		GCG Validation		Supporting Documents	GCG Remarks	
Objective / Measure	Formula			Weight	Actual	Rating ¹	Actual			Rating
			4. Relocation and Construction of PNP AVSEG Office and Quarters							
SO 4 Achieve Stakeholders Satisfaction										
SM 8	Percentage of Satisfied Customers	Total number of respondents who gave a rating of at least Satisfactory / Total number of respondents	10%	(Actual / Target) x Weight 0% = If less than 80%	90%	94.74% customers gave a rating of at least Satisfied	10%	PPMC failed to adhere to the Enhanced Standard Methodology and use of Prescribed Questionnaire for 2020	0%	<ul style="list-style-type: none"> CSS Final Report by Saint Louis College San Fernando (La Union) <p>Based on the submitted final report, it was stated that the data gatherers may opt to a) use face-to-face in interviewing the respondents, depending on the convenience of the respondents or b) use of an online survey tool/platform (e.g. google form) or the self-accomplishment of the survey questionnaire sent through email, if it was preferred by the respondents or if a difficulty in securing an appointment was encountered by the data gatherers. It must be noted, however, that as provided in the Enhanced Standard Methodology for the Conduct of the CSS and as reiterated in Item 8 of the Additional</p>

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										<p>Guidelines in the conduct of 2020 CSS, the use of hybrid data collection for the same customer type is not allowed.</p> <p>Review of the submitted accomplished surveys show that PPMC did not comply with the GCG-prescribed questionnaire, specifically the deletion of questions (e.g. Part I of the questionnaire was deleted, Part III on Regulatory - PPMC policies, rules and regulations are clear, consistent, and sufficient, are strictly implemented, are properly updated, are properly disseminated, reportorial/ documentary requirements are reasonable, timeline for compliance is fair and reasonable, and fees and/or penalties are fair and reasonable). Note that Part V of the Enhanced Standard Methodology for the Conduct of the CSS provides that, "Questions under the</p>

Component		Rating Scale	Target	Submission	GCG Validation	Supporting Documents	GCG Remarks					
Objective / Measure	Formula	Weight	2020	Actual	Rating ¹	Actual	Rating					
								Main Questionnaire are fixed and may not be altered, modified, or deleted."				
	Sub-total				15%		7.5%					
SO 5 Streamline Services Provided												
INTERNAL PROCESS	SM 9	Percentage of Requests Processed within Applicable Processing Time ³	Total number of requests processed within applicable processing time / Total number of requests processed in the year	15%	(Actual / Target) x Weight	100%	98.83% or 1,526 out of 1,544 applications were processed within the applicable processing time	14.83%	89.65%	13.45%	<ul style="list-style-type: none"> • Summary of Permits Processed for 2020 • Editable excel file of the summary reports • System generated report for online applications • Logbook • Internal Form on Complete Requirements • Routing Slips, acknowledgement receipts, official receipts, certificate of registration, screenshots of viber/email 	Based on the review of documents provided, only 1,526 applications were received and processed in 2020. Of which, only 1,368 were validated to had been processed in 2020, within the applicable processing time. Details of the validation is attached as Appendix A .

³ Permits under the Citizens Charter of PPMC. Applicable time should be in compliance with Republic Act No. 11032 otherwise known as the Ease of Doing Business and Efficient Government Service Delivery Act of 2018.

Validation Result of 2020 Performance Scorecard (Annex A)

Component					Rating Scale	Target	Submission		GCG Validation		Supporting Documents	GCG Remarks
Objective / Measure		Formula	Weight	2020		Actual	Rating ¹	Actual	Rating			
											communications • Disbursement Vouchers (DVs), Statement of Account (SOA), Inspection and Acceptance Reports	
		Sub-total		15%				14.83%		13.45%		
ORGANIZATION/ LEARNING AND GROWTH	SO 6 Institutionalize a Quality and Environmental Management System											
	SM 10	Maintain ISO Certification	Actual accomplishment	5%	All or Nothing	ISO 9001:2015 Certification Retained	PPMC passed the Re-Surveillance Audit for ISO 9001:2015 conducted by SOCOTEC Certification Philippines, Inc. (SCPI) on December 09 to 10, 2020 with one (1) Minor Non-Conformity	5%	ISO Certification Retained	5%	• ISO Audit Report by SOCOTEC Certification Philippines, Inc. • ISO 9001:2015 Certificate	Target met.
	SM 11	Establishment of Environmental Management System Certifiable to ISO 14001:2015	Actual accomplishment	5%	All or Nothing	PPMC Board Approved Terms of Reference (TOR) for Consulting Services for EMS Training	The PPMC Board approved the Terms of Reference for Consulting Services for Environmental System (EMS) Training	5%	PPMC Board Approved Terms of Reference (TOR) for Consulting Services for EMS Training	5%	• Memorandum to the PCEO re: Approval via Referendum of the Terms of Reference for the Selection of	Target met.

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Objective / Measure	Formula			Weight	Actual	Rating ¹	Actual			Rating	
								Third Party to Provide Consulting Services for the Establishment of Environmental Management System Certifiable to ISO 14001:2015 • Secretary's Certificate • Screenshots of the viber/email communications approving the TOR			
SM 12	Attain Aerodrome Registration ⁴	Actual accomplishment	0%	N/A	Compliance with CAAP Standards in managing PPMC's Airport – 20% compliance with the latest CAAP Audit Findings	No reported accomplishment	-	No reported accomplishment	-	-	For monitoring purposes only.

⁴ This measure is for monitoring purposes only; thus, no weight has been assigned.

Component		Rating Scale	Target	Submission	GCG Validation	Supporting Documents	GCG Remarks				
Objective / Measure	Formula	Weight	2020	Actual	Rating ¹	Actual	Rating				
SO 7 Develop a Competent and Motivated Workforce											
SM 13	Percentage of Employees Meeting Required Competencies	Actual accomplishment	5%	All or Nothing	Establish Competency Baseline ⁵	No reported accomplishment	0%	No reported accomplishment	0%	-	Request to exclude this measure is DENIED .
SO 8 Automate Key Processes											
SM 14	Implementation of IT-based System for Key Processes	Actual accomplishment	2.5%	All or Nothing	Automation of Business Registration, Clearance and Permitting System (BCDA's eGov System One-Stop-Shop Project Phase I)	No reported accomplishment	-	No reported accomplishment	0%	-	Target not met.
			2.5%	All or Nothing	Board-approved Information Systems Strategic Plan (ISSP) as submitted to DICT						
Sub-total			20%				10%		10%		
TOTAL			100%				78.4%		75.95%		

⁵ Improvement in the competency baseline of the organization shall pertain to the average percentage of required competencies met which can be computed using the following formula:

$$\frac{\sum_{b=1}^B \left[\frac{\sum_{a=1}^A (\text{Actual Competency Level})}{(\text{Required Competency Level})} \right]}{B}$$

where: a = Competency required, A = Total number of competencies required of position, b = Personnel profiled, B = Total number of personnel profiled

PORO POINT MANAGEMENT CORPORATION

SM 8: Percentage of Requests Processed within the Applicable Processing Time

Permit and Applicable Processing Time per PPMC Citizen's Charter	PPMC-Reported Accomplishment	Requests Processed Within Applicable Time	Remarks
Granting of New Certificate of Registration (2 Working Days and 4 hours)	0 out 1	0 out of 1	Acceptable
Renewal of Existing Certificate of Registration (2 Working Days and 4 hours)	3 out 5	0 out of 5	Unverifiable. The turnaround time relative to the processes involved in the permit application are not verifiable in the submitted memorandum of PPMC on their evaluation of the permit application, routing slip, email transmittal/exchanges, and certificate of registration.
Granting of New and Renewal of Existing Certificate of Accreditation for PTO (4 hours)	14 out of 14	11 out of 14	Acceptable. Three (3) permit applications were deemed unverifiable due to lack of supporting document.
Issuance of Permit to Bring-In Local Articles (15 Minutes)	560 out of 560 (1 Working Day)	560 out of 560	Acceptable.
Issuance of Permit to Bring-In Imported Articles (1 Working Day)	9 out of 9	9 out of 9	Acceptable.
Issuance of Permit to Bring Out Local Articles (1 Working Day)	2 out of 2	2 out of 2	Acceptable.
Issuance of Permit to Bring Out Imported Articles (1 Working day)	None for the year	None for the year	-
Issuance of Import Permit (1 Working Day)	15 out of 15 (1.5 Working Days)	14 out of 15	One (1) permit application was unverifiable due to absence of document to support that the application was approved.

Validation of SM 8: Percentage of Requests Processed within the Applicable Processing Time

Permit and Applicable Processing Time per PPMC Citizen's Charter	PPMC-Reported Accomplishment	Requests Processed Within Applicable Time	Remarks
Issuance of Export Clearance (1 Working Day)	None for the year (1.5 Working Days)	None for the year	-
Issuance of Gate Pass (25 Minutes)	560 out of 560 (1 Working Day)	560 out of 560	Acceptable.
Approval of Request for Extension of Operating Hours (30 Minutes)	4 out of 4 (1 Working Day)	0 out of 4	Unverifiable. The copies of the approved requests including the email exchanges were provided; however, the time of receipt of the request and the time the client was notified of its approval are not stated therein.
Airside Vehicle Clearance (5 minutes)	51 out of 51 (15 minutes)	0 out of 51	Unverifiable. The copies of the approved clearances were provided; however, the time of receipt of the request and the time the client was notified of its approval are not stated therein.
Issuance of Building Permit (10 Working days, 2 hours, 10 minutes)	3 out of 3	3 out of 3	Acceptable.
Issuance of Occupancy permit (14 Working days, 1 hour, 20 minutes)	2 out of 2	2 out of 2	Acceptable.
Payment to Supplier (1 Working Day)	300 out of 312 (7 Working Days)	205 out of 294	There is a variance in the reported total number of applications received per PPMC. The GCG-validated number of applications received per summary report is only 294.

Validation of SM 8: Percentage of Requests Processed within the Applicable Processing Time

Permit and Applicable Processing Time per PPMC Citizen's Charter	PPMC-Reported Accomplishment	Requests Processed Within Applicable Time	Remarks
Review of Simple Contracts (<i>7 Working Days</i>)	3 out of 6 (<i>2 Working Days</i>)	2 out of 6	Three (3) permit applications were processed beyond applicable time while the turnaround time for one (1) permit application was unverifiable based on the submitted supporting documents.

Validation of SM 8: Percentage of Requests Processed within the Applicable Processing Time

Turnaround Time of Permit Applications Processed by PPMC

