



### NOTICE OF MEETING

Date: November 26, 2021

**To** : All SPMO Staff  
**From** : Head of SPMO  
**Subject** : Staff Meeting  
**Date & Time** : November 29, 2021; 2:00PM  
**Venue** : SPMO Conference Room

### AGENDA

1. Review the Observation for Improvements (OFI's) received last November 24, 2021.
  - a.) Alignment of the IPCR of the employees to the OPCR (Re: inventory taking per department vs. employee)
  - b.) Update the submitted two (2) Quality Procedures for review by the Vice President for Administration and Finance.
2. Physical Inventory Taking.
3. Other Matters.

Sincerely,

  
**ALICIA M. FLORES**  
Head, SPMO







## MINUTES OF MEETING

Type of Meeting: Staff Meeting Time Started: 2:00 PM  
Date and Venue: November 29, 2021, SPMO Conference Room Time Ended: 4:00 PM

Presided by (signature above full name): Alicia M. Flores

Prepared by (signature above full name): Doreen B. Alba

Approved by (signature above full name): Alicia M. Flores

## ATTENDEES

NO.	NAME	OFFICE
1.	Doreen B. Alba	Supply and Property Management Office
2.	Alicia M. Flores	Supply and Property Management Office
3.	Jeric N. Lumanta	Supply and Property Management Office
4.	John R. Adaza III	Supply and Property Management Office
5.	Marife C. Gucela	Supply and Property Management Office
6.	Lindon Fernandez	Supply and Property Management Office
7.	Servando M. Latras	Supply and Property Management Office
8.	Raizel M. Piamonte	Supply and Property Management Office
9.	Jameson P. Vega	Supply and Property Management Office
10.	Eduardo R. Abanera	Supply and Property Management Office

## AGENDA

NO.	TOPIC/S DISCUSSED	AGREED ACTIONS	RESPONSIBLE PERSON
1.	Review the Observation for Improvements (OFI's) received last November 24, 2021.	Agreed to go over the OPCR and IPCR and determine the Changes to be done in the performance evaluation period (January-June 2022 OPCR/IPCR Target Accomplishment)	Unit Head/ SPMO dDRC
a.)	Alignment of the IPCR of the employees to the OPCR (Re: inventory taking per department vs. employee)		
b.)	Update the submitted two (2) Quality Procedures for review by the Vice President for Administration and Finance.	Assigned Ms. Doreen B. Alba To follow-up the two (2) Quality Procedures submitted to OVPAF.	Unit Head
2.	Physical Inventory Taking.	Agreed to conduct Inventory taking To different offices and departments.	All SPMO Staff
3.	Other Matters (Christmas Party)	Agreed the date and venue of the SPMO Christmas Party 2021.	Unit Head/ All SPMO Staff









**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF THE HEAD OF SUPPLY AND  
PROPERTY MANAGEMENT**

Visca, Baybay City, Leyte, PHILIPPINES

Telephone No.: 563-7190

Email: propertyvsu@gmail.com

Website: www.vsu.edu.ph

**ATTENDANCE SHEET**

<b>Training/ Activity Title:</b> SPMO Staff Meeting	
<b>Implementing Office/ Unit:</b> SPMO	
<b>Venue:</b> SPMO Conference Room	<b>Date (s) :</b> November 29, 2021

No.	Name	Gender	Department/ Unit	Designated Position	Email Address/ contact number	Signature
1.	ALICIA M. FLORES	F	SPMO	Head / AO III	alicia.flores@vsu.edu.ph	
2.	DOREEN B. ALBA	F	SPMO	Admin. Aide IV	doreen.alba@vsu.edu.ph 09283664408	
3.	MARIFE C. GUCELA	F	SPMO	Clerk	marife.gucela@vsu.edu.ph 09752340734	
4.	RAIZEL M. PIAMONTE	F	SPMO	clerk	raizel.piamonte@vsu.edu.ph	
5.	Lindon M. Fernandez	M	SPMO	Clerk	lindon.fernandez@vsu.edu.ph	



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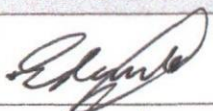




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Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 1 of 2  
FM-VSU-07  
v3 06-11-2020

No. 21-11



#	Name	Gender	Office	Designated Position	Email Address/ Contact number	Signature
6.	Eduardo P. Astorga	M	SPMO	XXI		
7.	Jeric N. Lumenta	M	SPMO	Clerk		
8.	John R. Adaza III	M	SPMO	AAI		
9.	Vernando Latras Jr.	M	SPMO	Admin Aide		
10.	Jameson P. Vega	M	SPMO	AAI		
11.						
12.						
13.						
14.						
15.						

\*Note: add more rows if necessary



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**Mission:**

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Page 2 of 2  
FM-VSU-07  
v3 06-11-2020

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