

I, RYAN C. GUINOCOR, OIC Director, Office of the Director for Administration and Services commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures following accomplishments in accordance with the indicated measures for the period July-December 31, 2021.

**RYSAN C. GUINOCOR**  
OIC Director, ODAS

Date \_\_\_\_\_

**DANIEL LESLIE S. TAN**  
VP for Admin. & Finance



<i>Appointment/Status</i>	<i>Position Title</i>	<i>Number</i>
OIC Director	Legal Officer IV (Designated)	1
Job Order	Admin. Aide III	1
Office Head		5
	TOTAL	8
No. of Offices	Heads	9

Rating Equivalents:  
5 - Outstanding  
4 - Very Satisfactory  
3 - Satisfactory  
2 - Fair  
1 - Poor

No. of Offices	Heads	GASSs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2021)	Actual Accomplishments	Rating				Remarks
							Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UGAS5. SUPPORT TO OPERATIONS											
OVPAF STO 1: ISO 9001:2015 ALIGNED DOCUMENTS											
VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS											
<u>ODAS/STO 3: ARTA aligned frontline services</u>	PI. 1:Efficient & customer friendly frontline service	RC Guinocor and all ODAS unit heads RAO, PO, SPMO, VCO ,Cash & GSO	Zero percent complaint served	Zero percent complaint from clients served	5	5	5		5	<b>Note: Please refer to customer satisfaction survey result from QAC</b>	
VPAF STO4: INNOVATIONS & BEST PRACTICES											
<u>ODAS/STO 4: Innovations &amp; new Best Practices Development Services</u>	PI. 2: Number of new systems/innovations/proposals introduced and implemented	RC Guinocor and all ODAS unit heads OHRA, PO, SPMO, VCO , & Cash	3 cash, 9 PO, 9 SPMO (1 new innovation system;4 Quality Procedures, 4 Work instructions) & 5 Cash (1 new system; 4 work instructions) and 2 VCO ( draft new system submitted & 1 Operations manual) & 6 ROA (3 approved Procedures Manual; 2 approved forms & 1 Operational Manual)	Cash (5 new system), 1 Procurement new Innovation, 2 quality procedure, SPMO (1 new innovation, 2 quality procedures & 1 operations manual),VCO (cultivation of some unused land of VSU-Cebu for aesthetic and sustenance purposes & OHRA ( 3 approved Quality Procedure; 2 approved forms	4	5	5		4.67		
UMFO6: General Administrative and Support Services (GASS)											
VPAF GASS 1: Administrative and Support Services Management											

GASSs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2021)	Actual Accomplishments	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b><u>ODAS/GASS 1:</u></b> <b><u>Administrative and Support Services</u></b>	<b>PI. 3:</b> Percentage of administrative services and financial/ administrative documents acted within time frame	R.C. Guinocor, AB Besavilla	100% documents acted (with absolute figures)	100%, 524 documents acted	5	5	5	5	
	<b>PI. 4:</b> No. of linkages with external agencies maintained	RC Guinocor., Q. Atupan, J. Ecleo, A. Flores, R. Miraflor, & Npacada	1 (CSC Ormoc, CSC Reg., DBM, PASUC Zonal Center, PASUC National, PASUC Zonal Center, OPCCB DBM, IATF, CSC Central, CHED, Ombudsman, GSIS, Cash, LBP, BOT, PhilGEPS, NAP & Cebu City Hall, NAP Cebu)	1 (CSC Ormoc, CSC Reg., DBM, PASUC Zonal Center, PASUC National, PASUC Zonal Center, OPCCB DBM, IATF, CSC Central, CHED, Ombudsman, GSIS, Cash, LBP, BOT, PhilGEPS, NAP & Cebu City Hall, NAP Cebu)	5	5	5	5	
	<b>PI.5:</b> Percentage of request for change of scholastic records received and acted within time frame	R.C. Guinocor, AB Besavilla	100% requests received and acted within time frame	100% requests received and acted within time frame	5	5	5	5	
	<b>P.6:</b> Percentage of vouchers received and processed	R.C. Guinocor, AB Besavilla	100% received and acted within time frame	100% received a	5	5	5	5	
<b><u>ODAS/GASS 2:</u></b> <b><u>Procurement Services</u></b>									
<b>Procurement Planning &amp; Management</b>	<b>PI.7:</b> Number of PPMPs received, evaluated and consolidated	J.Ecleo, A.Antofina, L.G.Layola	300 PPMP	502	5	5	5	5	
	<b>PI.8:</b> Number of PRs received, numbered, evaluated and monitored	J.Ecleo, A.Antofina, L.G.Layola	325 PR	1,091	5	5	5	5	
	<b>PI.9:</b> Number of suppliers/contractors/consultants' registry updated annually	J.Ecleo, L.G.Layola	1 registry	1	5	5	5	5	
	<b>PI.10:</b> Percentage updating of APP & submitted for approval	J.Ecleo, L.G.Layola	100% updating of APP	100%, 3 APP	5	5	5	5	1APP, 2 Supplemental APP
<b>Support Services to the BAC</b>	<b>PI. 11:</b> Number of forwarded PRs consolidated by nature of items for procurement thru Public Bidding	J.Ecleo, D.Talisaysay, A.D.Gecong	250 PR	1,091	5	4	5	5	



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	<b>PI.23:</b> Number of supply and property management workflow processes prepared needed in the enhancement of the existing program	All SPMO Staff	4 workflow process	1 workflow process	5	5	5	5	
	<b>PI.24:</b> Number of deliveries of Supplies, Materials and Equipment (SME's) received, checked and facilitated for inspection.	J. Lumanta , J. Adaza, M.P. Bandalan, S. Latras, J. Vega,	200 deliveries received, check and facilitated for inspection	333 deliveries received, checked and facilitated for inspection	5	5	4	4.67	
	<b>PI.25:</b> Number of documents prepared (IAR, SPS, PAR/ICS)	L. Fernandez, D. Alba, L. Terol,	500 documents	1105 Property documents prepared	5	5	4	4.67	
	<b>PI.26:</b> Percentage of SME's received posted in the BIN and Stock cards (procured thru Bidding, Alternaive mode and from PS-DBM) properly handled and stored	J. Lumanta, M.P. Bandalan, S. Latras, J. Vega, J. Adaza, A. Flores	100% of all SMEs received	100% (333/333) of all SMEs received, properly handled, stored and posted in the bin and stock cards	5	5	4	4.67	
	<b>PI.27:</b> Number of approved RIS received, recorded and served.	J. Lumanta, M.P. Bandalan, S. Latras, J. Vega, J. Adaza, A. Flores	300 RIS received and issued/served	357 RIS received, recorded and issued/served	5	5	5	5	
	<b>PI.28:</b> No. of Reports for Supplies and Materials Issued (RSMI) prepared, signed and submitted to Accounting Office	A.M. Flores , J. Lumanta,	12 reports for all funds per semester	12 reports	5	5	4	4.67	
	<b>PI.29:</b> Number of the Property Acknowledgement Receipt (PAR) and Inventory Custodian Slip (ICS) posted in the database upon receipt	D. Alba L. Terol	200 PAR/ICS	PAR- 142 ICS-424	5	5	5	5	
	<b>PI.30:</b> Number of equipment property cards prepared, maintained and checked.	D. Alba L. Terol	150 equipment property cards	Property cards 142 Stock cards- 424	5	5	5	5	
	<b>PI.31:</b> No. of Physical Inventory for Supplies, Materials and Equipment (SME's) in the bodega conducted	Warehousemen, Inventory Committee	1 Physical inventory per sem for SME's	Physical inventory conducted: 1 for SME's	5	5	5	5	
	<b>PI.32:</b> Number of department/units with completed Physical inventory and checking of Property Plant and Equipment (PPE's) as to existence and serviceability	SPMO Inventory team	100% of the scheduled Inventory	100% of the employees scheduled for inventory (144/144)	5	5	4	4.67	



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<b>RAO 2: Records and Archives Services</b>	<b>PI.51:</b> Number of Leave applications, appointments, NOSI, NOSA of faculty and staff filed in their 201 files within the day of receipt	All RAO Staff	3,046 documents filed	4,088 documents filed	5	5	5	5	
			150 personnel files of academic staff based on the new CSC checklist updated	220 files updated	5	5	5	5	
			1,000 academic 201 files uploaded/migrated to e-records systems	2,160 files uploaded	5	5	5	5	
	<b>PI.52:</b> Number of records/documents authenticated	All RAO Staff	125 records/documents requested	400 records/documents requested for authentication	5	5	5	5	
	<b>PI.53:</b> Number of communications and other documents systematically filed a day after receipt	All RAO Staff	150 docs filed within the day of receipt	885 docs filed	5	5	5	5	
	<b>PI.54:</b> Number of records reference served per request for records filed	All RAO Staff	102 requests	848 request for information served and acted on time	5	5	5	5	
	<b>PI.55:</b> Number of documents delivered to different units	MSMiraflor, ABagarinao	5,000 docs delivered to recipients	5,340 copies of OP memos/circulars and other issuances delivered to concerned staff/offices	5	5	5	5	
	<b>PI.56:</b> Number of mails delivered to/from VSU Post Office and delivered official mails to faculty and staff concerned	All RAO Staff	200 mails	462 mails dispatched to Post Office and 400 mails delivered to recipients	5	5	5	5	Due to pandemic, the mode of communications were already through the net
	<b>PI.57:</b> Number of new archival documents gathered and displayed	All RAO Staff	3 display materials	2 display materials	5	5	4	4.67	2021 OP Memos & Circulars
	<b>PI.58:</b> Number of reports submitted to NAP and FOI	MSMiraflor, GM Espinosa	3 required reports to FOI every quarter	3	5	5	5	5	
	<b>PI.59:</b> Percentage of digitized and uploaded memos, circulars and personnel records to the e-Records of HRIS	MSMiraflor, GM Espinosa, VC Acilo, JB Posas	70% digitizing and uploading of memos, circulars and personal records to the eRecords System	95% digitizing and uploading of memos, circulars and personal records to the eRecords System	5	5	5	5	

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	<b>PI.60:</b> Percentage of IPCR with Outstanding ratings retrieved/scanned/reproduced for submission to PMT	MSMiraflor, GM Espinosa, VC Acilo, JB Posas	100% accomplished	100% accomplished	5	5	5	5	
<b>ODAS/GASS 6: VSU-Cebu Operation and Management</b>	<b>PI. 61:</b> No. of procurement related services performed	N. Pacada, R. Gioman	30 RFQs, 20 POs, 70 checks served and retrieved; 6 ACIC, 4 NOA, 3 NTP, 3 CA delivered; 30 purchased items picked up; 35 shipments facilitated	39 RFQs, 26 POs, 100 checks served and retrieved; 6 ACIC, 5 NOA, 3 NTP, 5 CA delivered; 37 purchased items picked up; 50 shipments facilitated	5	5	4	4.67	
	<b>PI.62:</b> Number of reports/for replenishment/payroll documents submitted to IGP, COA, and Accounting	N.Pacada	6 monthly reports to IGP, 10 monthly report on cash receipts and cash disbursements to COA, 9 for replenishments, 10 payrolls, and 1 payment vouchers to Accounting	6 monthly reports to IGP, 12 monthly report on cash receipts and cash disbursements to COA, 13 for replenishments, 12 payrolls, and 1 payment vouchers to Accounting	5	5	4	4.67	
	<b>PI.63:</b> No. of linkages with external agencies maintained	N.Pacada, R.Gioman	3(Cebu City Hall, Camputhaw Brgy. Hall, LBP-Mango)	4 (DOST, LBP-Mango), USC, CIT-U	5	5	4	4.67	
	<b>PI.64:</b> No.of staff meetings presided/conducted to discuss problems & solutions	N. Pacada	5staff meetings conducted	6 staff meetings conducted	4	4	4	4	
	<b>PI.65:</b> No. of minutes of staff meetings prepared	N. Pacada	6 minutes of meetings prepared	6 minutes of meetings prepared	4	4	5	4.33	
	<b>PI.66:</b> No. of liaisoning services requested from the main campus facilitated/complied	N. Pacada, R. Gioman	3 requests facilitated	5 requests	5	5	5	5	
	<b>PI.67:</b> No. of assistance to guests on official travel in Cebu facilitated/complied	N. Pacada, R. Gioman	3 requests for assistance attended and facilitated	0 requests for assistance attended and facilitated	0	0	0	0	Due to COVID-19 pandemic
	<b>PI.68:</b> VSU Cebu Office building and lawn cleaned and well maintained and clients/guests well entertained	All VSU-CO Staff	zero complaint from clients/guests service rated very satisfactory or higher	zero complaint from client/guests service rated very satisfactory or higher	5	4	5	4.67	Based from customer feedback form



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	PI.69:No.of lodging accomodation frontline related services performed	All VSU-CO Staff	14 guests welcomed and registered at reception, 14 guests provided room accomodation, 12 Ors issued for lodging service fees	19 guests welcomed and registered at reception, 19 guests provided room accomodation, 13 Ors issued for lodging service fees	4	5	5	4.67	
	PI.70: Number of weekly general cleaning services of VCO premises performed	N.Pacada, R.Gioman	19 weeks general cleaning services	23 weeks general cleaning services	5	5	4	4.67	
	PI.72. Number of maintenance/repair services performed	All VSU-CO Staff	19 maintenance/repair services performed	30 maintenance/repair services performed	5	5	4	4.67	
<b>ODAS/GASS 7: GENERAL SERVICES</b>	PI.73.Percentage of comfort room cleaned and disinfected	All GSO utility	100% cleaned	100% cleaned	5	5	5	5	
	PI.74: Number of documents delivered to different units	All GSO utility	100 documents	5,000 documents	5	5	5	5	
	PI.75: Percentage of floor area cleaned	All GSO utility	100% floor area cleaned in a week	100% floor area cleaned in a week	5	5	5	5	
	PI.76: Number of trashbins cleaned and sanitized	All GSO utility	100% cleaned and sanitized	100% cleaned and sanitized	5	5	5	5	
	PI.77: Percentage of VSU offices cleaned	All GSO utility	100% cleaned	100% cleaned	5	5	5	5	
	PI.78: Monthly Accomplishment Report	All GSO utility	24 Monthly Accomplishment Reports conducted	24 Monthly Accomplishment Reports conducted	5	5	5	5	
		Total Over-all Rating						390.72	
		Average Rating						4.95	
		Adjectival Rating						O	

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Received by:



**DILBERTO FERRAREN**

Planning Office

Date: 3 Feb 2022

Calibrated by:



**DANIEL LESLIE S. TAN**

Chairman, PMT

Date: 1/21/22

Recommending approval:



**DANIEL LESLIE S. TAN**

VP for Admin & Finance

1/21/22

Approved by:



**EDGARDO E. TULIN**

University President

Date: 1/21/22

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