

I, RYSAN 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.

OIC Director, ODAS

Position Title

Appointment/Status

Date

Number

DANIEL LESLIE S. TAN VP for Admin. & Finance

Appointmentostatus	POSICION TILLE	IVUITIDEI					LL	DAT	- FFR n 2 202251
OIC Director	Legal Officer IV (Designated)	1	Rating Equivalents:				100	DAI	E: FEB 0 3 2022 E
Job Order	Admin. Aide III	1	5 - Outstanding				III	RY	· (e) \$
Office Head		5	4 - Very Satisfactory 3 - Satisfactory				1	W.	·
			2 - Fair					1	1.45
			1 - Poor					130	Dura - TOLANTE
			-						STATE OFFICE
	TOTAL	8							
No. of Offices	Heads	9					42		Down de
GASSs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2021)		- 1		ating	- 4	Remarks
				Accomplishments	Q ¹	E ²	T ³	A ⁴	
UGAS5. SUPPORT TO	OPERATIONS								
OVPAF STO 1: ISO 900	01:2015 ALIGNED DOCUMENTS								
VPAF STO3: ARTA AL	IGNED COMPLIANCE AND REPOR	TING REQUIREMENTS							
	Pl. 1:Efficient & customer friendly	RC Guinocor and all ODAS unit	Zero percent complaint from clients	Zero percent	5	5	5	5	Note: Please refer to
aligned frontline	frontline service	heads RAO, PO, SPMO, VCO, Cash		complaint from clients					customer satisfaction survey
services		& GSO		served					result from QAC
VPAF STO4: INNOVAT	IONS & BEST PRACTICES								
ODAS/STO 4:	Pl. 2: Number of new	RC Guinocor and all ODAS unit	3 cash, 9 PO, 9 SPMO (1 new	Cash (5 new system),	4	5	5	4.67	
Innovations & new	systems/innovations/proposals	heads OHRA, PO, SPMO, VCO, &	inovation system;4 Quality	1 Procurement new					
Best Practices	introduced and implemented	Cash		innovation, 2 quality					
Development				procedure, SPMO (1					
Services				new innovation, 2					
				quality procedures & 1					
				operations					
				manual),VCO					
	W		,	(cultivation of some					
			1	unused land of VSU-					
			l .	Cebu for aesthetic and					
				sustenance purposes					
				& OHRA (3 approved					
				Quality Procedure; 2					
				approved forms					
UMFO6: General Admi	nistrative and Support Services (G	SASS)							
	strative and Support Services Man								

GASSs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2021)				Rating		Remarks
				Accomplishments	Q ¹	E ²	T ³	A ⁴	
DDAS/GASS 1: administrative and support Services	PI. 3: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	
	PI. 4: 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	
	PI.5: 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	
	P.6: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	
DAS/GASS 2: rocurement Services		-							
rocurement lanning & lanagement	PI.7: Number of PPMPs received, evaluated and consolidated	J.Ecleo, A.Antofina, L.G.Layola	300 PPMP	502	5	5	5	5	
	PI.8: Number of PRs received, numbered, evaluated and monitored	J.Ecleo, A.Antofina, L.G.Layola	325 PR	1,091	5	5	5	5	
	PI.9: Number of suppliers/contractors/consultants' registry updated annually	J.Ecleo, L.G.Layola	1 registry	1	5	5	5	5	
	PI.10: 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
upport Services to ne BAC	PI. 11: 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	

GASSs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2021)	Actual		Rating			Remarks	
				Accomplishments	Q ¹	E ²	T ³	A ⁴		
-	PI.12: Number of Procurement Activities in the APP scheduled and conducted through Public Bidding facilitated	J.Ecleo, A.D.Gecong, L.Escala	20 procurement activities	337	5	5	5	5		
	PI.13: Number of forwarded PRs consolidated by nature of items for procurement through Alternative Mode of Procurement (AMP)	J.Ecleo, B. Rebuyas	325 PR consolidated per nature of item	1,091	5	4	4	4.33		
	PI.14: Number of Procurement Activities in the APP scheduled and conducted through Alternative Mode of Procurement	J.Ecleo, B.Rebuyas, D.Talisaysay, L.Escala	130 procurement activities	337	5	5	5	5		
	PI.15:Number of Request for Quotations (RFQs) for AMP prepared, served, retrieved and monitored	J.Ecleo, B. Rebuyas	300 request for quotations	337 RFQs(305 system generated, 32manual)	5	5	5	5		
	PI.16: Number of Abstract of Quotations for AMP prepared and processed	J.Ecleo, D. Talisaysay	150 abstract for quotations	263	5	5	5	5		
	PI.17: Number of Purchase Orders (POs) for AMP prepared, processed and served	J.Ecleo, D. Talisaysay	325 Purchase Orders	648	5	5	5	5		
	PI.18 :Number of BAC meetings facilitated	J.Ecleo, M.Milleza	85 BAC meetings	102	5	5	5	5		
ontract Management	PI.19: Number of served POs/Contracts monitored	J.Ecleo, L.Escala	325POs monitored	648 Pos	5	5	5	5		
	PI.20:Number of completed POs/Contracts for payment endorsed/forwarded within the	J.Ecleo, E.Esguerra	300 completed POs forwarded for payment	534	5	5	5	5		
	allowable period PI.21: Percentage of perfected procurement activities documents digitized for e-filing	J.Ecleo, P.Piamonte	100% digitized	100% digitized, 601	5	5	5	5		
	PI.22: Number of Suppliers/Contractors/Consultants in the registry with completed contracts evaluated annually	J.Ecleo, P.Piamonte	60 suppliers evaluated	282	5	4	5	4.67		
DAS/GASS 3:_ upply &_ anagement Services										

GASSs/PAPs	Success Indicators	Persons Responsible Target (January-December 2021)	Actual			ting		Remarks	
				Accomplishments	Q ¹	E ²	T ³	A ⁴	
	PI.23: 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	
	PI.24: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	
	PI.25: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	
		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	
	PI.27: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	
		A.M. Flores , J. Lumanta,	12 reports for all funds per semester	12 reports	5	5	4	4.67	
	Pl.29:Number of the Property	D. Alba L. Terol	200 PAR/ICS	PAR- 142 ICS-424	5	5	5	5	
	PI.30: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	
		Warehousemen, Inventory Committee	1 Physical inventory per sem for SME's	Physical inventory conducted: 1 for SME's	5	5	5	5	
	PI.32: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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GASSs/PAPs	Success Indicators	Persons Responsible Target (January-December	Target (January-December 2021)	Actual			iting		Remarks
				Accomplishments	Q ¹	E ²	T ³	A ⁴	
	PI.33:Percentage of employee records of property accountabilities updated and outgoing employees cleared	L. Jagonos, A.M. Flores E. Piamonte	80% of outgoing employees cleared	70% of outgoing employees cleared	5	5	4	4.67	
	PI.34:Percentage of reconcilable figures found during physical inventories conducted as against figures with general ledger account of Accounting Office facilitated/figures reconciled	All SPMO Staff	100% reconciled figures found in physical inventories against general ledger account	90% reconcilable figures found in physical inventories reconciled against general ledger account	5	5	4	4.67	
	PI.35:Number of vehicles insured and registered with LTO and number of buildings insured with GSIS	A.M. Flores J. Lao	20 vehicles insured and registered; 64 buildings insured	15 vehicles insured and registered; 93 buildings insured	5	5	5	5	Reconciliation of Inventory of PPE's (Property Office) againsts the geneal ledger of Accounting is on- going
	PI.36:Number of reports and documents of Unserviceable Properties for disposal prepared and submitted	E. Piamonte, D. ALba, L. Fernandez, A. Flores	150 reports (IIRUP, RSUP & WMR)	74- IIRUP 55-RSUP 59WMR	5	5	5	5	
	PI.37:Number of public auction of disposable properties assisted and bidding opportunities widely disseminated	A.M. Flores E. Piamonte	One (1)public auction	None (No public Auction was conducted but the preparation was done)	5	5	4	4.67	None (No public Auction was conducted due to VSU Entry protocol)
	PI.38:Percentage of the request for the disposal (sale)/death of working animals and all other animals owned by the University acted and witnessed	A. M. Flores, J.M. Lao, E. Piamonte, L. Fernandez	100% of requests	100% of requests acted (27/27)	5	5	5	5	
	PI.39:Number of approved RIS for fuel and lubricants received, issued and processed	L. Jagonos, E. Abanera, A. M. Flores	100 RIS received	277 RIS received	5	5	5	5	
	PI.40:Number of Inventory of fuel conducted	E. R. Abanera, L. Jagonos	10 inventories	10 inventories/ dipstick conducted (Oct to December 2021)	5	5	5	5	Regular operation of the VSU Fuel Stattion is back last October 2021
	PI.41:Number of documents/reports relative to fuel station operations prepared, processed and filed.	L. Jagonos, E. Abanera, A. M. Flores	20 documents/reports	30 documents/reports	5	5	4	4.67	
DAS/GASS 4: ashiering Services									

GASSs/PAPs	Success Indicators	Persons Responsible Target (January-December 20	Target (January-December 2021)	1) Actual			ting		Remarks
				Accomplishments	Q ¹	E ²	T ³	A ⁴	
Administration Support Services & Management	PI.42:Number of communications prepared for bank updating and other cash transactions	QE.Atupan, L.Cano, R. Patindol and E. Tulin	100 communications	403 communications	5	5	5	5	
	PI.43:Number of monthly monitoring of NCA utilization per expense accounts prepared and submitted to management for decision making	QE Atupan	12 monitoring	14 monitoring	5	5	5	5	
Disbursement Processing	period and error free	QE.Atupan, L.Ampac, L.Cano, R.Patindol, R.Dohiling, M.Mendoza, V.Circulado, PBL.Urdaneta, K.Sedrome, R.Nuñez and D. Rado	500 approved payrolls 3000 approved vouchers	6,626 approved payrolls/vouchers	5	5	5	5	
	released within three days	QE.Atupan,E.Esguerra, L.Ampac, L.Cano, R.Patindol, R.Nuñez, R.Dohiling, M.Mendoza, V.Circulado, D.Rado, PBL.Urdaneta, K.Sedrome	3,000 checks; 15,000 entries of LDDAP; 5,000 entries of PACS	10643, checks;9,133 entries of LDDAP and PACS	5	5	5	5	
	PI.46:Number of Cash advances and Petty Cash Fund Maintained/facilitated for University Cash Disbursements.	QE.Atupan,MM.Mendoza, C.Sacro, E.Esguerra, L.Cano	3 cash advance/Petty Cash Funds	7 cash advance/petty cash funds	5	5	5	5	
Financial reports preparation		QE.Atupan, R.Dohiling, F. Calunangan, M.Mendoza, V.Circulado, K.Sedrome, R.Nuñez, D. Rado	360 daily/weekly reports 120 monthly reports	571 daily/weekly reports 92 monthly reports	5	5	4	4.67	
Collection Services	PI.48:Number of official receipts issued for collection	QE.Atupan, R.Dohiling, F. Calunangan, C. Sacro,	2,500 official receipts issued	7,771 official receipts issued	5	5	5	5	
	PI.49:Number of deposits of daily collection following COA rules to be deposited intact on the following working day.	QE.Atupan, R.Dohiling, F. Calunangan, C. Sacro,	150 deposits	2,442 deposits	5	5	5	5	
Student Services	PI.50:Number of students records of	C.Sacro, QE.Atupan, K.Sedrome, R.Dohiling,J. Baslan	7000 students 10,000 old accounts	15,017 college students for 2 semesters, 417 HS and 23,209 old	5	5	5	4.67	
ODAS/GASS 5:_ Records and Archives Services	5								

GASSs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2021)	Actual		Ra	ating		Remarks
				Accomplishments	Q ¹	E ²	T ³	A ⁴	
RAO 2: Records and Archives Sevices	PI.51: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	
	PI.52:Number of records/ documents authenticated	All RAO Staff	125 records/documents requested	400 records/documents requested for authentication	5	5	5	5	
	PI.53: 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	
	PI.54: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	
	PI.55: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	
	PI.56: Number of mails delivered to/from VSU Post Office and	All RAO Staff	200 mails	462 mails dispatched to Post Office and 400 mails delivered to	5	5	5	5	Due to pandemic, the mode o communications were already through the net
	delivered official mails to faculty and staff concerned			recipients		-			unough the net
	PI.57: 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
	PI.58: Number of reports submitted to NAP and FOI	MSMiraflor, GM Espinosa	3 required reports to FOI every guarter	3	5	5	5	5	
	PI.59: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	

GASSs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2021)				ting		Remarks
				Accomplishments	Q ¹	E ²	T ³	A ⁴	
	PI.60: 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	
DDAS/GASS 6: VSU- Cebu Operation and Management	Pl. 61: No. of procurement related services performed	N. Pacada, R. Gioman	30 RFQs,20 POs, 70 checks served and retrived; 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	
	PI.62: 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	
	PI.63: 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	
	PI.64:No.of staff meetings presided/conducted to discuss problems & solutions	N. Pacada	5staff meetings conducted	6 staff meetings conducted	4	4	4	4	
	PI.65:No. of minutes of staff meetings prepared	N. Pacada	6 minutes of meetings prepared	6 minutes of meetings prepared	4	4	5	4.33	
	PI.66:No. of liaisoning services requested from the main campus facilitated/complied	N. Pacada, R. Gioman	3 requests facilitated	5 requests	5	5	5	5	
	PI.67: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
		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

GASSs/PAPs	Success Indicators	Persons Responsible Target (January-December 2021)	Actual		Ra	ting		Remarks	
				Accomplishments	Q ¹	E ²	T ³	A ⁴	
	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 clearning 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	
DAS/GASS 7: ENERAL SERVICES	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					1	390.72	
		Average Rating						4.95	

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GASSs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2021)	Actual Accomplishments	Q ¹	E ²	T ³	A ⁴	Remarks
Received by:		Calibrated by:	Recommending approval:			al	100	e	
Planning Office Date: 3 for now		Chairman, PMT Date:) 21 22	VP for Admin & Finance				rsity P	E. TUL residen ଧାର	

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