


**OFFICE PERFORMANCE COMMITMENT & REVIEW FORM
SUPPLY AND PROPERTY OFFICE**

9-10-24
James Vega

I, **Vivian V. Balbarino**, Head of the **Supply and Property Office**, commits 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 June 2024**.


VIVIAN V. BALBARINO
Head, Supply and Property Office
7/8/24

Approved:


RYSAN C. GUINOCOR
Director, ASO 7/10/24



Appointment/Status	Position Title	Number
Permanent	Administrative Officer V	1
	Administrative Aide VI	1
Job Order	Admin Aide I (Clerk)	7
	Admin. Aide (Gas tender)	1
	Admin Aide 1	4

GRAND TOTAL 14

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

GASSs/PAPs	Success Indicators	Persons Responsible	Target January to June 2024	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO GAS5 4: SUPPORT TO OPERATIONS									
OVPAF STO 1: ISO aligned management and administrative support system									
ODAS STO 1: ISO 9001:2015 aligned documents and compliant processes									
SPO STO 1.1: ISO 9001:2015 aligned documents and compliant processes	PI 1. Percentage of clients served and rated the services received at least very satisfactory or higher	All SPO Staff	95% of clients rated services as very satisfactory or higher	95% of clients rated services as very satisfactory or higher	5	5	5	5.00	

	PI 2. Number of new quality procedures registered at QAC	V.V. Balbarino, dDRC, Alternate dDRC	one (1) new quality procedure registered	one (1) new quality procedure registered QP for Disposal of Unserviceable Properties	5	5	5	5.00	
	PI 3 Number of OHSPM processes implemented in accordance with existing approved quality procedures and newly registered QP	All SPO Staff	1 process implemented according to new QP	1 process implemented according to new QP	5	5	5	5.00	
	PI 4. Number of Reports submitted to COA, QAC, Accounting Office, ODAS, ODF and other regulatory bodies	All SPO Staff	30 reports submitted to Accounting, COA, QAC, OVPAF, ODAS and other regulatory bodies	Accounting - 6 COA - 6 ODAS - 6 QAC - 2	5	5	5	5.00	
	PI 5. Percentage of updating and encoding of records in the database	All SPO Staff	100% updating of records in the database	60% updating of records in the database	5	5	5	5.00	
	PI 6. Percentage of ISO evidences and other related documents compliant with existing OHSPM quality procedures kept intact and readily available to Auditor	All SPO Staff	100% ISO compliant evidences readily available	100% ISO compliant evidences readily available	5	5	5	5.00	
OVPAF STO3: ARTA aligned compliance and reporting requirements									
ODAS STO 3: ARTA aligned frontline services									
SPO 2: ARTA aligned frontline services	PI 1. Efficient & customer friendly frontline service	All SPO Staff	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5.00	

OVPAF STO4: INNOVATIONS & BEST PRACTICES									
ODAS STO 4: Innovations & new Best Practices Development Services									
SPO 3: Innovations & new Best Practices	PI 1. Number of new systems/innovations/proposals introduced and implemented	All SPO Staff	1 new inovation system;	One (1) process flow (process flow of disposal of unserviceable properties)	5	5	5	5.00	
	PI 2. Number of draft Operations Manual and revised existing manual prepared	All SPO Staff	1 Operations manual	One (1) QP Revision (submitted to QAC)	5	5	5	5.00	
UMFO6: General Administrative and Support Services (GASS)									
OVPAF GASS 1: Administrative and Support Services Management									
ODAS GASS 1: Administrative and Support Services									
SPO 1: Administrative and Support Services	PI 1. Office and staff management and maintenance	V. Balbarino	100%	100%	5	5	5	5.00	
	PI 2. Number of linkages with external agencies maintained	V. Balbarino	1 external agency - Commission on Audit (COA)	1 external agency - Commission on Audit (COA)	5	5	5	5.00	
	PI 3. Number of committee involvement in the University	V. Balbarino, D. Alba	3 committees (VSU-Disposal Committee, BAC & CAC)	3 committees (VSU-Disposal Committee, BAC-Secretariat & CAC-Property Custodian)	5	5	5	5.00	

	PI 4. Number staff meetings presided and counselling, mentoring and coaching sessions conducted	V. Balbarino	12 monthly office meetings; (12) monthly counselling, mentoring and coaching sessions	6 monthly office meetings; 6 monthly counselling, mentoring and coaching sessions	5	5	5	5.00	
ODAS GASS 3: Supply & Property Management Services									
SPO 3.1: Supply and Property Custodianship	PI 1. Number of supply and property management workflow processes prepared needed in the enhancement of the existing program	All SPO Staff	1 workflow process	1 QP for Property Custodianship: Revised	5	5	4	4.67	
	PI 2: Number of deliveries of Supplies, Materials and Equipment (SME's) received, checked and facilitated for inspection.	J. Lumanta, J. Adaza, J. Vega, C. Santos, A. Serrano J.L. Sy	500 deliveries received, checked and facilitated for inspection	693 deliveries received, checked and facilitated for inspection	5	5	5	5.00	
	PI 3: Number of completed Purchase Orders/Contracts endorsed for voucher preparation	J. Lumanta , J. Adaza, J. Vega, C. Santos, A. Serrano C. Vega	500 Purchase Orders/Contracts	863 Purchase Orders/Contracts	5	5	5	5.00	
	PI 4: Number of documents prepared (IAR, SPS, PAR/ICS)	C. Vega, D. Alba, M. Gucela	1500 property documents prepared	2112 property documents prepared	5	5	5	5.00	

	PI 5: Percentage of SME's received posted in the BIN and Stock cards (procured thru Bidding, Alternative mode and from PS-DBM) properly handled and stored	J. Lumanta , J. Vega, J. Adaza, C. Santos, A. Serrano, J.L. Sy, V. Balbarino	100% of all SMEs received, properly handled, stored and posted in the bin and stock cards	100% of all SMEs received, properly handled, stored and posted in the bin and stock cards (597/597 PO's)	5	5	5	5.00	
	PI 6: Number of approved RIS received, recorded and served.	J. Lumanta , J. Vega, J. Adaza, C. Santos, A. Serrano, J.L. Sy, V. Balbarino	500 RIS received, recorded and issued/served	760 RIS received, recorded and issued/served	5	5	5	5.00	
	PI 7: No. of Reports for Supplies and Materials Issued (RSMI) prepared, signed and submitted to Accounting Office	V. Balbarino, J. Lumanta, J.L. Sy	24 RSMI for all funds per year	12 RSMI for all funds	5	5	5	5.00	
	PI 8: Number of the Property Acknowledgement Receipt (PAR) and Inventory Custodian Slip (ICS) posted in the database upon receipt	D. Alba M. Gucela R. Piamonte	200 PAR/ICS	425 PAR/ICS posted in the database	5	5	5	5.00	
SPO 3.2: Inventory Management System	PI 1: Number of equipment property cards prepared, maintained and checked.	D. Alba V. Balbarino	200 equipment property cards	119 equipment property cards	5	5	5	5.00	
	PI 2: No. of Physical Inventory for Supplies, Materials and Equipment (SME's) in the bodega conducted	Warehousemen, Inventory Committee	2 Physical inventory per year for SME's	two (2) Physical inventory conducted bodega 1 & 2	5	5	5	5.00	

	PI 3: Number of employees in each department /units with completed Physical inventory and checking of Property Plant and Equipment (PPE's) as to existence and serviceability	Inventory team SPO Staff	100% of the employees in each dept/units scheduled for Inventory	100% of the employees in each dept/units scheduled for Inventory (38/38)	5	5	5	5.00	
	PI 4: Percentage of employee records of property accountabilities updated and outgoing employees cleared	R. Piamonte V. Balbarino M. Gucela	80% of outgoing employees cleared	50% of outgoing employees cleared	5	5	4	4.67	
	PI 5: Percentage of reconcilable figures found during physical inventories conducted as against figures with general ledger account of Accounting Office facilitated/figures reconciled	All SPO Staff	100% reconcilable figures found in physical inventories reconciled against general ledger account	50% reconcilable figures found in physical inventories reconciled against general ledger account	5	5	4	4.67	
	PI 6: Number of vehicles insured and registered with LTO and number of buildings insured with GSIS	V. Balbarino, M. Garces	18 vehicles insured and registered; 64 buildings insured	Smoke Test - 18 Renewal of Registration - 17 Vehicle Insurance - 19 Building Insurance - 68	5	5	4	4.67	
SPO 3.3: Disposal Management	PI 1: Number of returned Waste materials and properties received, segregated and inspected	V. Balbarino, J. Lumanta	300 properties and waste materials	638 properties and waste mater	5	5	5	5.00	
	PI 2: Number of reports and documents of Unserviceable Properties for disposal prepared and submitted	D. Alba, J. Lumanta V. Balbarino	200 reports (IIRUP, RSUP & WMR)	IIRUP - 40 RSUP - 66 WMR - 3	5	5	4	4.67	

	PI 3: Number of public auction of disposable properties assisted and bidding opportunities widely disseminated	V. Balbarino D. Alba	Two (2) public auction	One (1) public auction	5	5	4	4.67	
	PI 4: Percentage of the request for the disposal (sale)/death of working animals and all other animals owned by the University acted and witnessed	V. Balbarino, M. Garces, C. Vega, J. Lumanta	100% of requests acted	100% of requests acted (Request: 10 Qty inspected: 121)	5	5	5	5.00	
SPO 3.4: Fuel and Lubricants Dispensing Management	PI 1: Number of approved RIS for fuel and lubricants received, issued and processed	J. L. Sy, J. Ando V. Balbarino	500 RIS received	600 RIS received	5	5	5	5.00	
	PI 2: Number of Inventory of fuel conducted	J. L. Sy, J. Ando	40 inventories	37 inventories (deep stick)	5	5	4	4.67	
	PI 3: Number of documents/reports relative to fuel station operations prepared, processed and filed.	J. L. Sy, J. Ando, V. Balbarino	200 documents/reports	70 documents/reports	5	5	4	4.67	
	Total Over-all Rating				170	170	162	167.36	
	Average Rating							5.40	
	Adjectival Rating								

Received by: 
TONI MARC L. DARGANTES
 Planning Office

Calibrated by: 
ELWIN JAY V. YU OSC-WP 7/12/24
 PMT Chairman

Recommending Approval: 
ELWIN JAY V. YU OSC-WP 7/12/24
 Vice President for Administration & Finance

Approved by: 
PROSE IVY G. YEPES
 President

Date: JUL 11 2024

Date: _____

Date: _____

Date: 7/6/24

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