

**OFFICE PERFORMANCE COMMITMENT & REVIEW 2022
SUPPLY AND PROPERTY MANAGEMENT OFFICE**

I, **Alicia M. Flores**, Head of the **Supply and Property Management 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 **July to December, 2022**.


ALICIA M. FLORES
Head, Supply and Property Management Office

Approved:


RYSAN C. GUINOCOR
Director, ODAS



Appointment/Status	Position Title	Number
Permanent	Administrative Officer V	1
	Administrative Aide VI	1
	Administrative Aide IV	2
	Administrative Aide III	1
Job Order	Admin Aide I (Clerk)	3
	Admin. Aide (Gas tender)	1
	Admin Aide 1	5

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 December 2022	Actual Accomplishment (July to December 2022)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UGAS5: SUPPORT TO OPERATIONS									
OVPAF STO 1: ISO aligned management and administrative support system									
ODAS STO 1: ISO 9001:2015 aligned documents and compliant processes									
OHSPM 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 OHSPM 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 quality procedures revised/updated and registered at QAC	A.M. Flores, dDRC, Alternate dDRC	one (1) quality procedure revised and registered	two (2) quality procedure submitted to QAC	5	5	5	5.00	

	PI. 3 Number of OHSPM processes implemented in accordance with existing approved quality procedures	All OHSPM 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 OHSPM Staff	30 reports submitted to Accounting, COA, QAC, OVPAF, ODAS and other regulatory bodies	Accounting - 6 COA - 8 QAC - 5 ODAS - 6 OVPAF - 6	5	5	4	4.67	
	PI 5. Percentage of updating and encoding of records in the database	All OHSPM Staff	100% updating of records in the database	100% 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 OHSPM 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									
OHSPM 2: ARTA aligned frontline services	PI 1. Efficient & customer friendly frontline service	All OHSPM 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									
OHSPM 3: Innovations & new Best Practices	PI 1. Number of new systems/innovations/proposals introduced and implemented	All OHSPM Staff	1 new innovation system; 1 Process Flow 1 new Work instructions	One (1) new innovation (submitted to QAC 2 QP) Two (2) process flow (Inventory Taking and Tagging & 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 OHSPM Staff	1 Operations manual	1 Operations manual (on-going)	5	5	5	5.00	

UMFO6: General Administrative and Support Services (GASS)									
<u>OVPAF GASS 1: Administrative and Support Services Management</u>									
ODAS GASS 1: Administrative and Support Services									
OHSPM 1: Administrative and Support Services	PI 1. Office and staff management and maintenance	A.M. Flores	100%	100%	5	5	5	5.00	
	PI 2. Number of linkages with external agencies maintained	A.M. Flores	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	A.M. Flores; D. Alba	3 committees (VSU-Disposal Committee, BAC & CAC)	3 committees (VSU-Disposal Committee, BAC & CAC)	5	5	5	5.00	
	PI 4. Number staff meetings presided and counselling, mentoring and coaching sessions conducted	A. Flores	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	
<u>ODAS GASS 3: Supply & Property Management Services</u>									
OHSPM 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 OHSPM Staff	1 workflow process	Updated the threshold of equipment from 15,000 to 50,000 in our inventory report	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, M.P. Bandalan, S. Latras, J. Vega,	500 deliveries received, checked and facilitated for inspection	553 PO's with deliveries received, checked and facilitated for inspection	5	5	4	4.67	

	PI 3: Number of completed Purchase Orders/Contracts endorsed for voucher preparation	J. Lumanta, J. Adaza, M.P. Bandalan, S. Latras, J. Vega, L. Fernandez	650 Purchase Orders/Contracts	640 Purchase Orders/Contracts	5	5	5	5.00	
	PI 4: Number of documents prepared (IAR, SPS, PAR/ICS)	L. Fernandez, D. Alba, M. Gucela	1500 property documents prepared	1,372 property documents prepared	5	5	4	4.67	
	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, M.P. Bandalan, S. Latras, J. Vega, J. Adaza, A. Flores	100% of all SMEs received, properly handled, stored and posted in the bin and stock cards	100% (553/553 PO's)	5	5	5	5.00	
	PI 6: Number of approved RIS received, recorded and served.	J. Lumanta, M. P. Bandalan, S. Latras, J. Vega, J. Adaza, A. Flores	500 RIS received, recorded and issued/served	792 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	A.M. Flores, J. Lumanta,	24 RSMI for all funds per year	12 RSMI for all funds (2 quarters)	5	5	4	4.67	
	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	569 PAR/ICS posted in the database	5	5	5	5.00	
OHSPM 3.2: Inventory Management System	PI 1: Number of equipment property cards prepared, maintained and checked.	D. Alba A. Flores	200 equipment property cards	110 equipment property cards	5	5	4	4.67	
	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 OHSPM Staff	100% of the employees in each dept/units scheduled for Inventory	100% of the employees in each dept/units scheduled for Inventory (186/186)	5	5	5	5.00	
	PI 4: Percentage of employee records of property accountabilities updated and outgoing employees cleared	R. Piamonte A.M. Flores E. Piamonte	80% of outgoing employees cleared	80% of outgoing employees cleared	5	5	5	5.00	
	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 OHSPM Staff	100% reconcilable figures found in physical inventories reconciled against general ledger account	80% 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	A.M. Flores J. Lao	18 vehicles insured and registered; 64 buildings insured	38 vehicles insured and registered; 115 buildings insured	5	5	5	5.00	
OHSPM 3.3: Disposal Management	PI 1: Number of reports and documents of Unserviceable Properties for disposal prepared and submitted	E. Piamonte, D. ALba, L. Fernandez, A. Flores	200 reports (IIRUP, RSUP & WMR)	142 IIRUP 856 RSUP 339 WMR	5	5	4	4.67	
	PI 2: Number of public auction of disposable properties assisted and bidding opportunities widely disseminated	A.M. Flores E. Piamonte D. Alba	Two (2)public auction	One (1)public auction	5	5	5	5.00	
	PI 3: 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 acted	100% of requests acted (24/24)	5	5	5	5.00	

OHSPM 3.4: Fuel and Lubricants Dispensing Management	PI 1: Number of approved RIS for fuel and lubricants received, issued and processed	D. Alba, E. Abanera, A. M. Flores	500 RIS received	994 RIS received and issued	5	5	5	5.00	
	PI 2: Number of Inventory of fuel conducted	E. R. Abanera, D. Alba	40 inventories	24 inventories (deepstick)	5	5	4	4.67	
	PI 3: Number of documents/reports relative to fuel station operations prepared, processed and filed.	D. Alba, E. Abanera, A. M. Flores	200 documents/reports	74 documents/reports	5	5	4	4.67	
	Total Over-all Rating				165	165	155	161.67	
	Average Rating							4.90	
	Adjectival Rating								

Received by:

Calibrated by:

Approved by:


TONI MARC C. DARGANTES
Planning Office


DANIEL LESLIE S. TAN
PMT Chairman


EDGARDO E. TULIN
President

Date: JAN 13 2023

Date: JAN 16 2023

Date: 1/17/2023

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