


**OFFICE PERFORMANCE COMMITMENT & REVIEW FORM
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 2021**.


ALICIA M. FLORES
Head, Supply and Property Management Office

Approved:


RYSAN C. GUINOCOR
Director, ODAS



| Appointment/Status | Position Title | Number |
|--------------------|----------------------------|-----------|
| Permanent | Administrative Officer III | 1 |
| | Administrative Aide VI | 1 |
| | Administrative Aide IV | 2 |
| | Administrative Aide III | 1 |
| Job Order | Admin Aide I (Clerk) | 4 |
| | Admin. Aide (Gas tender) | 1 |
| | Admin Aide 1 | 3 |
| | GRAND TOTAL | 13 |

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

| GASSs/PAPs | Success Indicators | Persons Responsible | Target July to December 2021 | Accomplishment July to December 2021 | Rating | | | | Remarks |
|---|---|-----------------------------------|--|--|----------------|----------------|----------------|----------------|---------|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| UGASS: SUPPORT TO OPERATIONS | | | | | | | | | |
| OVPAF STO 1: ISO aligned management documents | | | | | | | | | |
| ODAS STO 1: ISO 9001:2015 aligned documents and compliant processes | | | | | | | | | |
| SPMO 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 SPMO 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 procedures revised and registered | 2 Quality Procedures prepared and forwarded to the VPAF for review | 5 | 5 | 5 | 5.00 | |

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|--|--|----------------|---|---|---|---|---|------|--|
| | PI. 3 Number of SPMO processes implemented in accordance with existing approved quality procedures | All SPMO Staff | 1 process implemented according to QP | 1 process implemented according to QP | 5 | 5 | 5 | 5.00 | |
| | PI 4. Number of Reports submitted to COA, QAC, Accounting Office, ODAS, ODF and other regulatory bodies | All SPMO Staff | 12 reports submitted to Accounting, COA, QAC, OVPAF, ODAS and other regulatory bodies | Accounting- 8 COA- 1 QAC- 3 ODF- 1 ODAS- 10 | 5 | 5 | 4 | 4.67 | |
| | PI 5. Percentage of updating and encoding of records in the database | All SPMO Staff | 100% updating of records in the database | 100% updating of records in the database | 5 | 5 | 5 | 5.00 | |
| | PI 7. Percentage of ISO evidences and other related documents compliant with existing SPMO quality procedures kept intact and readily available to Auditor | All SPMO 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 | | | | | | | | | |
| SPMO 2: ARTA aligned frontline services | PI 9. Efficient & customer friendly frontline service | All SPMO 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 | | | | | | | | | |

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|--|--|-------------------------|--|---|---|---|---|------|--|
| SPMO 3: Innovations & new Best Practices | PI 10. Number of new systems/innovations/proposals introduced and implemented | All SPMO Staff | 1 new innovation system; 1 Process Flow 1 new Guidelines/Work instructions | 1 new innovation: Conducting of physical count of equipment issued to employees on mandatory retirement 1 Procedure/Process flow on how to obtain clearance of property accountability 1 Procedure/process flow in the issuance of inventory items | 5 | 5 | 5 | 5.00 | |
| | PI 11. Number of draft Operations Manual and revised existing manual prepared | All SPMO Staff | 1 Operations manual | 80% (Drafted Property Custodianship and Disposal Operation Manual) | 5 | 5 | 4 | 4.67 | |
| UMFO6: General Administrative and Support Services (GASS) | | | | | | | | | |
| VPAF GASS 1: Administrative and Support Services Management | | | | | | | | | |
| ODAS GASS 1: Administrative and Support Services | | | | | | | | | |
| SPMO 1: Administrative and Support Services | PI 17. Number of administrative services/documents acted and processed within the time frame | All SPMO Staff | 1500 documents/reports acted | 1903 documents/reports acted | 5 | 5 | 4 | 4.67 | |
| | PI 18. 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 19. Number of council/board/committee assignments served/functions performed | A.M. Flores; D. Alba | 3 committees (VSU-Disposal Committee, BAC & CAC) | 3 committees (VSU-Disposal Committee, BAC - TWG, & CAC) | 5 | 5 | 4 | 4.67 | |

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|---|---|--|---|---|---|---|---|------|--|
| | PI 20. Number staff meetings presided and counselling, mentoring and coaching sessions conducted | A. Flores | 6 monthly office meetings; (6) monthly counselling, mentoring and coaching sessions | 8 monthly office meetings; (6) monthly counselling, mentoring and coaching sessions | 5 | 5 | 4 | 4.67 | |
| ODAS GASS 3: Supply & Property Management Services | | | | | | | | | |
| SPMO 2: Supply and Property Management Services | PI 1. Number of supply and property management workflow processes prepared needed in the enhancement of the existing program | All SPMO Staff | 1 workflow process | 1-Operational procedure in the preparation of PAR/ICS | 5 | 5 | 5 | 5.00 | |
| | 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, | 200 deliveries received, checked and facilitated for inspection | 333 deliveries received, checked and facilitated for inspection | 5 | 5 | 4 | 4.67 | |
| | PI 3: Number of documents prepared (IAR, SPS, PAR/ICS) | L. Fernandez, D. Alba, L. Terol, | 500 property documents prepared | 1105 Property documents prepared | 5 | 5 | 4 | 4.67 | |
| | PI 4: 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% (333/333) of all SMEs received, properly handled, stored and posted in the bin and stock cards | 5 | 5 | 4 | 4.67 | |
| | PI 5: Number of approved RIS received, recorded and served. | J. Lumanta, M. P. Bandalan, S. Latras, J. Vega, J Adaza, A. Flores | 300 RIS received, recorded and issued/served | 357 RIS received, recorded and issued/served | 5 | 5 | 5 | 5.00 | |

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|--|---|--|---|--|---|---|---|------|---|
| | PI 6: 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 | |
| | PI 7: 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 | 5.00 | |
| | PI 8: Number of equipment property cards prepared, maintained and checked. | D. Alba A. Flores | 150 equipment property cards | Property cards 142 Stock cards- 424 | 5 | 5 | 5 | 5.00 | |
| | PI 9: 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 1 for Construction supplies | 5 | 5 | 5 | 5.00 | |
| | PI 10: 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 | |
| | PI 11: 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 12: 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% reconcilable figures found in physical inventories reconciled against general ledger account | 90% reconcilable figures found in physical inventories reconciled against general ledger account | 5 | 5 | 4 | 4.67 | Reconciliation of Inventory of PPE's (Property Office) againsts the geneal ledger of Accounting is on-going |
| | PI 13: Number of vehicles insured and registered with LTO and number of buildings insured with GSIS | A.M. Flores J. Lao | 8 vehicles insured and registered; 36 buildings insured | 41 vehicles insured and registered; 70 buildings insured | 5 | 5 | 5 | 5.00 | |
| | PI 14: 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 | 5.00 | |

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|--|--|--|------------------------|---|-----|-----|-----|--------|---|
| | PI 15: 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 16: 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 (27/27) | 5 | 5 | 5 | 5.00 | |
| | PI 17: 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 | 5.00 | |
| | PI 18: Number of Inventory of fuel conducted | E. R. Abanera, L. Jagonos | 10 inventories | 10 inventories/ dipstick conducted (Oct to December 2021) | 5 | 5 | 5 | 5.00 | Regular operation of the VSU Fuel Station is back last October 2021 |
| | PI 19: 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 | |
| | Total Over-all Rating | | | | 160 | 160 | 146 | 155.33 | |
| | Average Rating | | | | | | | 4.85 | |
| | Adjectival Rating | | | | | | | | |

Received by:


DILBERTO O. FERRAREN
Planning Office

Date: 2/28/22

Calibrated by:


DANIEL LESLIE S. TAN
PMT Chairman

Date: 2/28/22

Recommending Approval:


DANIEL LESLIE S. TAN
Vice President for Administration & Finance

Date: 2/28/22

Approved by:


EDGARDO E. TULIN
President

FEB 28 2022

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