

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 2020.

ALICIA M. FLORES
Head, Supply and Property Management Office

Approved:
LOURDES B. CANO
Director, ODAS/ODHRM

Appointment/Status	Position Title	Number
Permanent	Administrative Officer II	1
	Administrative Aide VI	1
	Administrative Aide IV	1
	Administrative Aide III	2
Job Order	Admin Aide I (Clerk)	3
	Admin. Aide (Gas tender)	1
	Admin Aide 1	3
GRAND TOTAL		12

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

GASSs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishment	Rating			Remarks
					O ¹	E ²	A ⁴	
UGAS5: 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	5.00	
	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	one (1) quality procedure revised	5	5	5.00	



GASSs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishment	Rating			Remarks
					O ¹	E ²	A ⁴	
	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 (Inspection and acceptance of deliveries) implemented according to QP	5	5	5.00	
	PI 4. Number of Reports submitted to COA, QAC, Accounting Office, ODAS, ODF and other regulatory bodies	All SPMO Staff	6 reports of supplies and materials issued submitted to Accounting Office 1 report on Physical count submitted to COA	Accounting- 6 RSMI COA- 1 report on physical count QAC- NAP, QRM, RFCA, GOOI and internal and external masterlist ODF- Inventory of vehicle ODAS- SWOTAR, ROAM, OTP, Operational Monitoring, OPCR	5	5	5.00	
	PI 5. Percentage of updating and encoding of records in the database	All SPMO Staff	100% updating of records in the database	100%	5	5	5.00	
	PI 7. Percentage of ISO evidences compliant with existing SPMO quality procedures kept intact and readily available to Auditor	All SPMO Staff	100% ISO compliant evidences readily available	100%	5	5	5.00	
OVPAF STO3: ARTA aligned compliance and reporting requirements								
ODAS STO 3: ARTA aligned frontline services								

GASSs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishment	Rating			Remarks
					O ¹	E ²	A ⁴	
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	5.00	
OVPAF STO4: INNOVATIONS & BEST PRACTICES								
ODAS STO 4: Innovations & new Best Practices Development Services								
SPMO 3: Innovations & new Best Practices	PI 10. Number of new systems/innovations/proposals introduced and implemented	All SPMO Staff	1 new innovation system; 4 new Quality Procedures 4 new Work instructions	1 new innovation: sending or providing hardcopy of updated list of property accountabilities of VSU employees 4 Quality Procedures (and 4 Work Instructions	5	5	5.00	
	PI 11. Number of draft Operations Manual and revised existing manual prepared	All SPMO Staff	1 Operations manual	1 draft Operations Manual	5	5	5.00	
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 within time frame	All SPMO Staff	2000 documents/reports acted	2,205 documents/reports acted	5	5	5.00	
	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	4.67	

GASSs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishment	Rating			Remarks
					O ¹	E ²	A ⁴	
	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 & CAC)	5	5	5.00	
	PI 20. Number staff meetings presided and counselling, mentoring and coaching sessions conducted	A. Flores	12 bi-monthly office meetings per month; (6) monthly counselling, mentoring and coaching sessions	14 staff meetings 6 counseling/ coaching sessions	5	5	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	4 workflow process	4 workflow process prepared	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,	270 deliveries received, checked and facilitated for inspection	281	5	5	4.67	
	PI 3: Number of documents prepared (IAR, SPS, PAR/ICS)	L. Fernandez, D. Alba, L. Terol,	200 documents	1,152 documents prepared	5	5	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 are posted	100% of all SMEs received, properly handled, stored and posted in the bin and stock cards	5	5	5.00	

GASSs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishment	Rating			Remarks
					O ¹	E ²	A ⁴	
	PI 5: Number of approved RIS received, recorded and served.	J. Lumanta, M. P. Bandalan, S. Latras, J. Vega, J. Adaza, A. Flores	200 RIS received and issued/served	745	5	5	5.00	
	PI 6: No. of Reports for Supplies and Materials Issued (RSMI) prepared, signed and submitted to Accounting Office	A.M. Flores , J. Lumanta,	8 reports for all funds per semester	12	5	5	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	240 PAR/ICS	346 PAR/ICS	5	5	4.67	
	PI 8: Number of equipment property cards prepared, maintained and checked.	D. Alba L. Terol	180 equipment property cards	208	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	1 Physical Inventory conducted	5	5	4.67	
	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 scheduled Inventory	5	5	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	80% of outgoing employees cleared	5	5	4.67	

GASSs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishment	Rating			Remarks
					O ¹	E ²	A ⁴	
	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	100% reconcilable figures found in physical inventories reconciled against general ledger account	5	5	4.67	
	PI 13: 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	18 vehicles insured and registered; 58 buildings insured	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)	221	5	5	5.00	
	PI 15: Number of public auction of disposable properties assisted and bidding opportunities widely disseminated	A.M. Flores E. Piamonte	One (1) public auction	0				
	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 (34/34)	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	300 RIS received	406	5	5	5.00	
	PI 18: Number of Inventory of fuel conducted	E. R. Abanera, L. Jagonos	20 inventories	24	5	5	5.00	

GASSs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishment	Rating			Remarks
					Q ¹	E ²	A ⁴	
	PI 19: Number of documents/reports relative to fuel station operations prepared, processed and filed.	L. Jagonos, E. Abanera, A. M. Flores	90 documents/reports	469	5	5	4.67	
	Total Over-all Rating				155	155	151.33	
	Average Rating						4.88	
	Adjectival Rating				OUTSTANDING			

Received by:

Calibrated by:

Recommending Approval:

Approved by:



DANIEL LESLIE S. TAN
Planning Office



REMBERTO A. PATINDOL
PMT Chairman

Date: _____

Date: _____



REMBERTO A. PATINDOL
Vice President for Administration & Finance

Date: _____



EDGARDO E. TULIN
President

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