

**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 **January to June 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	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 January to June 2021	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	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	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 Approved Quality procedures	5	5	5	5.00	

	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	20 reports submitted to Accounting, COA, QAC, OVPAF, ODAS and other regulatory bodies	6 Accounting 3 COA 3 QAC 8 ODAS	5	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% updating of records in the database	5	5	4	4.67	
	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									
SPMO 3: Innovations & new Best Practices	PI 10. Number of new systems/innovations/proposals introduced and implemented	All SPMO Staff	1 new inovation system; 1 Process Flow 1 new Work instructions	1 New innovation system 2 Quality Procedures	5	5	5	5.00	

	PI 11. Number of draft Operations Manual and revised existing manual prepared	All SPMO Staff	1 Operations manual	75%	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	2000 documents/reports acted	2708	5	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	4.67	
	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	5	5.00	
	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	5	5.00	
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 workflow process	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,	100 deliveries received, checked and facilitated for inspection	565 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	1543	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% (565/565 PO's)	5	5	5	5.00	
	PI 5: Number of approved RIS received, recorded and served.	J. Lumanta, M. P. Bandalan, S. Latras, J. Vega, J Adaza, A. Flores	100 RIS received, recorded and issued/served	451 RIS received, recorded and issued/served	5	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,	12 reports for all funds per semester	11	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	199 PAR 491 ICS	5	5	4	4.67	
	PI 8: Number of equipment property cards prepared, maintained and checked.	D. Alba A. Flores	150 equipment property cards	199	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	1 Physical inventory conducted	5	5	4	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 (69/69)	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	80% 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	100%	5	5	4	4.67	
	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	15 vehicles insured and registered; 93 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)	104 IIRUP 58 RSUP 51 WMR	5	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	TWO (2)public auction	5	5	4	4.67	
	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 (104/104)	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	250 RIS received	412	5	5	5	5.00	
	PI 18: Number of Inventory of fuel conducted	E. R. Abanera, L. Jagonos	20 inventories	20	5	5	4	4.67	
	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	93	5	5	5	5.00	
	Total Over-all Rating				160	160	147	155.7	
	Average Rating							4.86	
	Adjectival Rating				OUTSTANDING				

Received by:

Calibrated by:

Recommending Approval:

Approved by:



DANIEL LESLIE S. TAN
Planning Office



REMBERTO A. PATINDOL
PMT Chairman



REMBERTO A. PATINDOL
Vice President for Administration & Finance



EDGARDO E. TULIN
President

Date: AUG 03 2021

Date: 7/30/21

Date: 7/30/21