


**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

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

GRAND TOTAL

13

GASSs/PAPs	Success Indicators	Persons Responsible	Target July to December 2021	Accomplishment July to December 2021	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
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 Quality Procedures prepared and forwarded to the VPAF for review	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	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	
<b>OVPAF STO3: ARTA aligned compliance and reporting requirements</b>									
<b>ODAS STO 3: ARTA aligned frontline services</b>									
<b>SPMO 2: ARTA aligned frontline services</b>	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	
<b>OVPAF STO4: INNOVATIONS &amp; BEST PRACTICES</b>									
<b>ODAS STO 4: Innovations &amp; new Best Practices Development Services</b>									



<b>SPMO 3: Innovations &amp; new Best Practices</b>	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	
<b>UMFO6: General Administrative and Support Services (GASS)</b>									
<b>VPAF GASS 1: Administrative and Support Services Management</b>									
<b>ODAS GASS 1: Administrative and Support Services</b>									
<b>SPMO 1: Administrative and Support Services</b>	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	

	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	
<b>ODAS GASS 3: Supply &amp; Property Management Services</b>									
<b>SPMO 2: Supply and Property Management Services</b>	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	



	<b>PI 6:</b> 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	
	<b>PI 7:</b> 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	
	<b>PI 8:</b> 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	
	<b>PI 9:</b> 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	
	<b>PI 10:</b> 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	
	<b>PI 11:</b> 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	
	<b>PI 12:</b> 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
	<b>PI 13:</b> 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	
	<b>PI 14:</b> 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	

	<b>PI 15:</b> 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)
	<b>PI 16:</b> 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	
	<b>PI 17:</b> 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	
	<b>PI 18:</b> 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
	<b>PI 19:</b> 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	
	<b>Total Over-all Rating</b>				160	160	146	155.33	
	<b>Average Rating</b>							4.85	
	<b>Adjectival Rating</b>								

Received by:



**DILBERTO O. FERRAREN**  
Planning Office

Date: 2/28/22

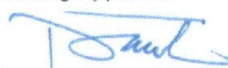
Calibrated by:



**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