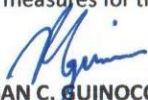


OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **RYSAN C. GUINOCOR**, Director of **Office of the the Director for Administrative Services (ODAS)** commits to deliver and agree to be rated on the attainment of the following target in accordance with the indicated measures for the period **July-December 2022**.


RYSAN C. GUINOCOR
Director, ODAS

Approved:


DANIEL LESLIE S. TAN
Vice President, OVPAF



Appointment/Status	Number
OIC Director	1
Job Order	1
Office Heads	5
TOTAL	7

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

MFOs/PAPs	Success Indicators		Target		Q ¹	E ²	T ³	A ⁴	Remarks
OFFICE OF THE DIRECTOR FOR ADMINISTRATIVE SERVICES (ODAS)									
UMFO 5: SUPPORT TO OPERATIONS									
VPAF STO 1: ISO aligned management and administrative support services									
ODAS STO 1: ISO 9001:2015 aligned documents and compliant processes									
	PI 1. Percentage of clients served rated the services received at least very satisfactory or higher	RC Guinocor, AB Besavilla	95% of clients rated services as very satisfactory or higher	95% of clients rated services as very satisfactory or higher	5	5	5	5	
VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
ODAS STO 3: ARTA aligned frontline services									
	PI 1: Efficient & customer friendly frontline service	RC Guinocor, AB Besavilla	Zero percent complaint from clients served	100% Accomplished	5	5	5	5	
VPAF STO4: INNOVATIONS & BEST PRACTICES									
ODAS STO 4: Innovations & new Best Practices Development Services									
	PI 1: Number of new systems/innovations/proposals introduced and implemented	RC Guinocor	1	2	5	5	5	5	
UMFO 6: GENERAL ADMINISTRATION SUPPORT SERVICE									

VPAF GASS 1: Human Resource Management and Development									
ODAS GASS 1. Administrative and Support Services Management									
	PI 1. Number of administrative services/documents acted within time frame	RC Guinocor, AB Besavilla	500 documents systematically filed and acted within time frame	3,427	5	5	5	5	
	PI 2: Number of committee assignments served/functions performed	RC Guinocor	5 committee assignments served/functions performed	7	5	5	5	5	
	PI 3: Number of ManCom Meetings presided and conducted	RC Guinocor	10 Mancom Meetings	6	5	5	5	5	
OFFICE OF THE HEAD OF RECORDS AND ARCHIVES (OHRA)									
UMFO 5: SUPPORT TO OPERATIONS									
VPAF STO 1: ISO aligned management and administrative support services									
ODAS STO 1: ISO 9001:2015 aligned documents and compliant processes									
OHRA STO 1.1: ISO 9001:2015 aligned documents and compliant processes	PI 1. Percentage of clients served rated the services received at least very satisfactory or higher	All RAO Staff	95% of clients rated services as very satisfactory or higher	100% 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	MS Miraflor, dDRC, Alternate dDRC	One (1) quality procedure and form revised and registered	One (1) quality procedure for revision once FOI Manual is approved; additional form was added and for registration	5	5	5	5.00	QP on Request for Information/Record
	PI. 3 Percentage implementation of all administrative and HR processes in accordance with existing approved quality procedures	All OHRA Staff	100% ISO compliant evidences readily available	100% ISO compliant evidences readily available	5	5	5	5.00	
VPAF STO 2: FREEDOM OF INFORMATION (FOI) ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
ODAS STO 2. FOI aligned frontline services									
OHRA STO 2: FOI aligned frontline services	PI 4: Percentage compliance of reporting requirements in accordance with FOI Manual	MS Miraflor GM Espinosa	100% submission of the 3 required reports: FOI Inventory, FOI Registry & FOI Summary	100% submission of the 3 required reports: FOI Inventory, FOI Registry & FOI Summary	5	5	5	5.00	
			100% implementation and processing of FOI Requests for Information or Document	100% implemented	5	5	5	5.00	
	PI 5: Percentage of draft FOI Manual revised	MS Miraflor	50% of FOI Manual revised	100% of FOI Manual revised	5	5	4	4.67	For UADCO & BOR approval
VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									

ent complaint from served	5	5	5	5.00
6 Implementation of the request form to the Decision Maker instead of the requestor	5	5	5	5.00
Utilization of Network Server (NAS) and Google for back up storage of documents and other office files	5	5	5	5.00
Responded requests thru the eFOI portal	5	5	4	4.67
% implemented the action on updates on the of records inventory and appraisal	5	5	4	4.67
Reviewed and submitted the Records Disposition Schedule (RDS) to NAP for updating	5	5	5	5.00
cies (NAP Central Office, AN Cebu, Baybay Postal VSU Postal Office, PMO-FOI, NPC-DPA)	5	5	5	5.00
mittees (RMIC, SDAC, BAC PMT, OSH, VSU Awards ttee, AdHOC Comm on e-Signatures)	5	4	5	4.67
2 meetings done	5	5	5	5.00

OHRA GASS 2: Records and Archives Services	PI 12: Number of leave applications, NOSI, NOSA filed within the day of receipt	MS Miraflor GM Espinosa VC Acilo	2,000 documents filed	4,250 documents filed	5	5	5	5.00	
		MS Miraflor GM Espinosa VC Acilo	150 personnel files of academic staff based on the new CSC checklist updated	365 files updated	5	5	5	5.00	
		MS Miraflor GM Espinosa VC Acilo JS Posas	3,000 academic 201 files uploaded/migrated to e-records systems	9,327 files migrated to e-records systems and NAS	5	5	5	5.00	
	PI 13: Number of issuances filed within the day of receipt	MS Miraflor IV Sedrome	150 docs filed within the day of receipt	900 docs filed	5	5	5	5.00	
	PI 14: Number of records reference services served per request for filing	MS Miraflor GM Espinosa JS Posas	102 requests	798 request for information served and acted on time	5	5	5	5.00	
	PI 16: Percentage digitizing and uploading of memos, circulars and personal records to the eRecords System	MS Miraflor GM Espinosa VC Acilo JB Posas	70% digitizing and uploading of memos, circulars and personal records to the eRecords System	95% digitizing and uploading of memos, circulars and personal records to the eRecords System	5	5	5	5.00	
	PI 17: Number of new archival documents gathered and displayed	All OHRA Staff	3 display materials	3 photos of our VP for Administration & Finance	5	5	5	5.00	
	PI 18: Number of memos/ circulars and other issuances delivered to different staff/offices concerned within the day of receipt	MS Miraflor ABagarinao	3,650 documents	2,237 copies of OP memos/circulars and other issuances delivered to concerned staff/offices	5	5	5	5.00	
	PI 19: Number mails delivered to/from Post Office and delivered official mails to faculty and staff concerned received from Post Office	MS Miraflor GM Espinosa IV Sedrome AP Bagarinao	200 mails	837 outgoing mails (604 mails dispatched to Post Office; 233 mails delivered to recipients)	5	5	5	5.00	
	PI 20: Percentage of payment slips delivered monthly to different offices/staff concerned	MS Miraflor AP Bagarinao	100% delivery of payslips	100% accomplishment	5	5	5	5.00	
VPAF GASS 2: Human Resource Management and Development									
ODAS/HRM GASS 7: PRIME-HRM compliant Recruitment, Selection & Placement									
ODAS/HRM GASS 8: PRIME-HRM compliant Performance Management services									
OHRA GASS 8: PRIME-HRM compliant Performance	PI 22: Percentage of IPCR with outstanding ratings retrieved/scanned/reproduced for submission to PMT	MS Miraflor GM Espinosa VC Acilo JB Posas	100% accomplishment	100% accomplishment	5	5	5	5.00	
ODAS GASS 10: PRIME-HRM Aligned Rewards & Recognition Services									
OFFICE OF THE HEAD OF PROCUREMENT (OHP)									

<u>OVPAF STO 1:ISO 9001:2015 Aligned Documents</u>									
ODAS STO 1: ISO 9001:2015 Aligned documents and compliant processes									
OHP MFO 1.1: Clients served rated the services received at least very satisfactory									
	PI 1: Percentage of services on procurement planning & management rated at least very satisfactory	J.Ecleo, A.Antofina	95%	95%	5	5	5	5	
	PI 2: Percentage of support services to the BAC rated at least very satisfactory	J.Ecleo, D.Talisaysay, L.Pagalan, L.Escala, M.Managbanag, M.Milleza,	95%	95%	5	5	5	5	
	PI 3: Percentage of contract management services rated at least very satisfactory	J.Ecleo, E.Esguerra, A.Timkang, L.Escala	95%	95%	5	5	5	5	
	PI 4: Number of QPs registered/revised	J.Ecleo, E.Esguerra	1	2	5	5	5	5	
	PI 5: Number of procurement process implemented according to QPs	All staff of OHP	2	2 procurement processes	5	5	5	5	
<u>OVPAF STO 3: ARTA aligned compliance and reporting requirements</u>									
ODAS STO 3: ARTA aligned frontline services									
OHP MFO 2: ARTA aligned frontline services	PI 1: Number of complaints from clients in relation to efficient and customer friendly services	J.Ecleo and all OHP Staff	Zero complaint from clients served	Zero complaint from clients served	5	5	5	5	
<u>OVPAF STO 4: Innovations & Best Practices</u>									
ODAS STO 4:New Systems/ Innovations/Propos	PI 1: No. of new QPs drafted and forwarded to ODQA for registration	J.Ecleo, All OHP Staff	1 QP	2 QPs	5	5	5	5	Evaluation of Suppliers, Procurement Planning
<u>OVPAF GASS 1: Administrative and Support Services Management</u>									
ODAS GASS 1: Administrative and Support Services Management	PI 1: Number of involvement in various university committtees/association	J.Ecleo, L.Escala, L.Pagalan, E.Esguerra	2 committtes/boards	2 committees	5	5	5	5	BAC, PBB Compliance

	PI 2: Number of procurement-related documents posted in the Transparency Seal (APP, APCPI, PMR)	J.Ecleo	6 (1 APP, 2 Supplemental APPs, 2 PMRs, 1 APCPI)	10 (7 APPs, 2 PMRs, 1 APCPI)	5	5	5	5	APPs: 4 Supplemental APPs, 2 Indicative APPs, 1 Updated APP
OVPAF MFO 6: PROCUREMENT SERVICES									
ODAS GASS 3: Procurement Services									
OHP MFO 3.1: Procurement Planning & Management	PI 1: Number of PPMPs, including supplemental and amendment, reviewed, evaluated and accepted	J.Ecleo, A.Antofina	400 PPMPs	467 PPMPs	5	5	5	5	
	PI 2: Number of suppliers/contractors/consultants' registry updated annually	J.Ecleo, L.Layola	1 registry	1 registry	5	4	5	4.67	
	PI 3: Number of APP generated, duly updated as needed, forwarded to the HoPE for approval, and submitted to GPPB within the deadline	J.Ecleo, A.Antofina	1 APP submitted on/before January 31, 2022	1 APP (original)	5	5	5	5	
	PI 4: Number of Supplemental APP generated, forwarded to the HoPE for approval, and submitted to GPPB within the deadline	J.Ecleo, A.Antofina	2 Supplemental APPs	4 Supplemental APPs	5	5	5	5	
	PI 5: Number of Procurement Monitoring Report submitted to GPPB within the deadline	J.Ecleo, A.Antofina	2 PMRs (1 for 2nd Sem 2021 submitted on/before 14 July, 1 for 1st Sem 2022 submitted on/before 14 January)	2 PMRs (1 PMR for 2nd Sem of 2021, 1 PMR for 1st Sem of 2022)	5	5	5	5	
OHP MFO 3.2: Support Services to the BAC	PI 1: Number of PRs reviewed, accepted, consolidated by nature of items, and monitored	J.Ecleo, K.Cayone, A.Antofina	750 PRs	995 PRs	5	5	5	5	
	PI 2: Number of procurement projects undertaken through Competitive Bidding	J.Ecleo, L.Escala, L.Pagalan, M.Milleza,	25 procurement projects	33 procurement projects	5	5	5	5	
	PI 3: Number of procurement projects undertaken through Alternative Method of Procurement	J.Ecleo, L.Layola, D.Talisaysay, L.Escala,	200 procurement projects	706 procurement projects	5	5	5	5	
	PI 4: Number of BAC meetings facilitated	J.Ecleo, L.Escala, L.Pagalan, M.Milleza	60 meetings	96 BAC meetings	5	5	5	5	
	PI 5: Percentage of the total amount of the Indicative APP 2022 undertaken early procurement	J.Ecleo, L.Escala, L.Pagalan, M.Milleza, M.Manabang	at least 50% of the total amount	42.27% of the total amount of NEP	5	4	4	4.33	EPA depends on the total PPMPs submitted by end-users

Contract Management	PI 1: Number of on-going Purchase Orders (POs)/Contracts for the current year monitored	J.Ecleo, L.Escala	325 POs/Contracts	808	5	5	5	5	
	PI 2: Number of on-going Purchase Orders (POs)/Contracts for the previous years monitored	J.Ecleo, L.Escala	90 POs/Contracts	153	5	5	5	5	
	PI 3: Number of vouchers prepared for completed POs/contracts in the current year that are endorsed for payment	J.Ecleo, E.Esguerra	300 vouchers	452	5	5	5	5	a portion of the PI 1 only. Not all prepared PO will be completely delivered
	PI 4: Number of vouchers prepared for completed POs/contracts in the previous year that are endorsed for payment	J.Ecleo, E.Esguerra	180 POs/Contracts	65	5	5	5	5	
	PI 5: Number of vouchers prepared for payment of refund of retention money/warranty, mobilization (for infra), and other payables	J.Ecleo, E.Esguerra	14 vouchers	55	5	5	5	5	
	PI 6: Number of completed contracts of Suppliers/External Service Providers in the registry evaluated for performance	J.Ecleo, A.Timkang	250 completed contracts	249	5	5	5	5	
	PI 7: Number of Summary of Evaluation of Suppliers forwarded to the Bids and Awards Committee for their reference	J.Ecleo, A.Timkang	1 Summary of Suppliers' Performance Evaluation	1	5	4	5	4.67	
	PI 8: Number of Agency Procurement Compliance and Performance Indicator Report (APCPI) prepared and submitted to GPPB within the deadline	J. Ecleo	1 APCPI submitted to GPPB on or before March 2022	1 APCPI (for 2021 procurement activities)	5	5	5	5	
	PI 9: Number of reports for publicized projects prepared and submitted to COA within the deadline	J.Ecleo, L.Escala	2 reports submitted	2 reports (3rd Qtr & 4th Qtr)	5	5	5	5	1st, 2nd Qtr of 2022

OFFICE OF THE HEAD OF CASH (OHC)

UGASS. SUPPORT TO OPERATIONS

OVPAF STO 1: ISO 9001:2015 ALIGNED DOCUMENTS

ODAS/HRM STO 1: ISO 9001:2015 ALIGNED DOCUMENTS AND COMPLIANT PROCESSES

	PI 1: Percentage of clients served rated the services received at least very satisfactory or higher	All Cash office 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 administrative processes implemented in accordance with existing approved quality procedures	All Cash Personnel	3 processes implemented according to QP	3 processes implemented according to QP	5	5	5	5.00	
	PI 3: Number of Reports submitted to COA	All Cash Personnel	100 COA reports	1531 COA Reports	5	5	5	5.00	
	PI 4: Percentage of updating of students' payment using Cumulus	J. Tenaja, Q. Atupan, C. Sacro, R. Dohiling and J. Baslan	100% monthly updating and posting of payments using the Cumulus System	100% monthly updating and posting of payments using the Cumulus System	5	5	5	5.00	
	PI.5 Percentage of ISO evidences compliant with existing quality procedures kept intact and readily available to Auditor	All Cash office staff	100% ISO compliant evidences readily available	100% ISO compliant evidences readily available	5	5	5	5.00	
VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
ODAS/HRM STO 3: ARTA aligned frontline services									
	PI. 1 Efficient & customer friendly frontline service	All Cash personnel	Zero percent complaint from clients served	1 complaint from a student	4	4	5	4.33	
VPAF STO4: INNOVATIONS & BEST PRACTICES									
ODAS/HRM STO 4: Administrative and Support Services									
	PI. 10. Number of new systems/innovations/proposals introduced and implemented	All Cash personnel	1 new system;	4 new system	5	5	5	5.00	1. Operationalized Land Bank WeAccess system in Monitoring account balances for all commercial accounts 2. Implemented two transaction cut-off in submitting PACs, ACIC, LDDAP and Check Payments to Land Bank to improve daily disbursement services. 3. Assigning three alternate regular staffs to assist in the
ODAS/HRM GASS 1: Administrative and Support Services									

	PI. 17 Number of administrative services and financial/ administrative documents acted within time frame	All Cash personnel	400 requests/administrative documents (clearances, readmission, etc.)	637requests/administrative documents (clearances, readmission, etc.)	5	5	5	5.00	
	PI. 18 No. of linkages with external agencies maintained	Q. Atupan & All Cash personnel	8 Linkages (COA, BOT, LBP, Philhealth, GSIS,HDMF, Palawan, Cebuana)	12Linkages (COA, BOT, LBP, Philhealth, GSIS,HDMF, Palawan, Cebuana, Globe, PNB, Ched, Leyeco etc)	5	5	5	5.00	
	PI.20 No. of Man Com meetings attended and staff meetings presided and counselling sessions among staff conducted	R.Guinocor, LB Cano, QE Atupan, Heads under ODAS and all cash	6 Mancom meetings attended 6 staff meetings presided 6 coaching sessions conducted	6 Mancom meetings attended 6 staff meetings presided 6 coaching sessions conducted	5	5	5	5.00	
	PI.21 Number of Management Reports prepared for Procurement, planning purposes and ISO audit evidence (OTP, WFP,OTP,etc)	QE Atupan, LB Cano, R. Arpoceple and V. Valenzona	5 reports	7 reports	5	5	5	5.00	
	PI.22 Number of Office Monthly Accomplishment Report, Quarterly Accomplishment Report and Annual Reports prepared for Management monitoring and planning purposes	QE Atupan, L. Cano and R. Guinocor	7 reports	15 reports	5	5	5	5.00	
ODAS/HRM GASS 4: Cashiering Services									
CASH MFO1: Administration Support Services & Management									
	PI1. Number of communications prepared for bank updating and other cash transactions	QE.Atupan, R.Guinocor, DL Tan, E. Tulin, R. Arpoceple V	100 communications	200 communications	5	5	5	5.00	
	PI2. Number of monthly monitoring of NCA utilization per expense accounts prepared and submitted to management for decision making	QE Atupan, R.Guinocor, V. Valenzona, A Flores, L. Ampac and Procurement office	6 monitoring	8 monitoring	5	5	5	5.00	
CASH MFO2: Disbursement/Processing									
	PI1. Number of approved vouchers and payrolls acted within prescribed period and error free	QE.Atupan, L.Ampac, R.Guinocor, DL Tan, R.Dohiling,M.Mendo	1750 approved payrolls and vouchers	8468 approved payrolls and vouchers	5	5	5	5.00	
	PI2. Number of checks, LDDAP, ACIC and PAC'S issued and released within three days	QE.Atupan, L.Ampac, R.Guinocor, DL Tan,	1500 checks; 6,000 entries of LDDAP and PACS	4221checks; 16,042 entries of LDDAP and PACS	5	5	5	5.00	

	PI3. Number of Purchase Orders paid	QE.Atupan,L.Ampac, R.Guinocor, J. Ecleo,	300 Purchase Orders	676 Purchase Orders	5	5	5	5.00	
	PI4. Number of Cash advances and Petty Cash Fund Maintained/facilitated for University Cash Disbursements.	QE.Atupan,MM.Me ndoza, C.Sacro, R.Guinocor, L.Ampac	4 cash advance/Petty Cash Funds	7 cash advance/Petty Cash Funds	5	5	5	5.00	
CASH MFO3: Financial reports preparation									
	PI1. Number of daily/monthly financial reports of all funds prepared, consolidated, approved and submitted to accounting office with complete supporting document within the prescribe time, error free.	QE.Atupan, R.Dohiling, F. Calunangan, M.Mendoza, V.Circulado, K.Sedrome, R. Nuñez D.	300 daily/weekly reports 60 monthly reports	1086 daily/weekly reports 132 monthly reports	5	5	5	5.00	
CASH MFO4: Collection Services									
	PI1. Number of official receipts issued for collection	QE.Atupan, R.Dohiling, F.	2,500 official receipts issued	27,805 Ors	5	5	5	5.00	
	PI2. Number of deposits of daily collection following COA rules to be deposited intact on the following working day.	QE.Atupan, R.Dohiling, F. Calunangan, C. Sacro,	500 deposits	2,670 deposits	5	5	5	5.00	
CASH MFO5: Student Services									
	PI1.Number of students records of accounts maintained, validated and updated for college and high school students	J. Tenaja, C.Sacro, QE.Atupan, V.Circulado, Fe Calunangan,	3500 students 5,000 old accounts	7,932 students and 5,000 old accounts	5	5	5	5.00	
	PI2.Number of Quarterly Reports of Accounts Receivable, Monthly Report of Collection (per School Year) and Breakdown of Assessment per semester prepared.	J. Tenaja, QE.Atupan and J. Baslan	43 reports	50 reports	5	5	5	5.00	
	PI2.Number of students temporary clearance and statement of accounts prepared and printed.	J. Tenaja, C. Sacro QE.Atupan and J. Baslan	5,000 students	7,000 students	5	5	5	5.00	
OFFICE OF THE HEAD FOR GENERAL SERVICES (OHGS)									
UGAS5. SUPPORT TO OPERATIONS									
OVPAF STO 1: ISO 9001:2015 ALIGNED DOCUMENTS									
ODAS STO 1:1: ISO 9001:2015 aligned documents and compliant processed									

	PI.1:Percentage of clients served rated the services received at least very satisfactory or higher	All GSO utility	95% of clients rated services as very satisfactory or higher	95% of clients rated services as very satisfactory or higher	5	5	5	5	
	PI.2: Number of QPs updated or revised to the ODQA	Atty. Rysan Guinocor	1	0	0	0	0	0	Under review of the VP, Admin. & Finance
	PI.3: Number of QPs registered to the ODQA	Atty. Rysan Guinocor	1	0	0	0	0	0	
VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
ODAS/STO 3: ARTA aligned frontline services									
	PI. 1:Efficient & customer friendly frontline service	RC. Guinocor, GSO staff and all	Zero percent complaint from clients served	100% accomplished	5	5	5	5	Note: Please refer to customer satisfaction survey result from QAC

OVPAF STO 4: Innovations & Best Practices									
ODAS STO 4: New Systems/	PI 1: No. of new sytems/innovations introduced	Atty. Rysan Guinocor	1 innovation	2	5	5	5	5	
ODAS/GASS 7: GENERAL SERVICES									
	PI.1:Percentage of comfort room cleaned and disinfected	All GSO utility	100% cleaned	100% cleaned	5	5	5	5	
	PI.2:Number of documents delivered to different units	All GSO utility	100 documents	7,636 documents delivered to different units	5	5	5	5	
	PI.3:Percentage of floor area cleaned	All GSO utility	100% floor area cleaned in a week	100% floor area cleaned	5	5	4	4.67	
	PI.4:Percentage of trashbins cleaned and sanitized	All GSO utility	100% cleaned and sanitized	100% cleaned and sanitized	5	5	5	5	
	PI.5:Percentage of VSU offices cleaned	All GSO utility	100% cleaned	100% VSU offices cleaned	5	4	5	4.67	
	PI.6:Monthly Accomplishment Report	All GSO utility	24 Monthly Accomplishment Reports conducted	8	5	5	5	5	
	PI. 7: Percentage of Alay Linis facilitated and participated	Atty. Rysan Guinocor and All	100% facilitated and participated	100% facilitated and participated	5	5	5	5	
CEBU OFFICE									
UGASS. SUPPORT TO OPERATIONS									
ODAS STO1: ISO 9001: 2015 ALIGNED DOCUMENTS									
	PI.1:Percentage of clients served rated the services received at least very satisfactory or higher	All VCO Staff	95% of clients rated services as very satisfactory or higher	98% of clients rated services as very satisfactory or higher	4	5	5	4.67	
OVPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
ODAS STO3: ARTA ALIGNED FRONTLINE SERVICES									
	PI 1: Efficient & customer friendly frontline service	All VCO Staff	Zero percent complaint from clients served	Zero percent complaint from clients served	4	5	5	4.67	
ODAS STO4: INNOVATIONS AND BEST PRACTICES									
VCO STO1: INNOVATIONS & NEW BEST PRACTICES									

	PI 1: Number of new systems/innovations/ proposals introduced and implemented	All VCO Staff	2 QPs approved by QAC,9 new monitoring forms prepared, 1 set of CCTV installed for crime prevention assistance	2 QPs revised, 1 set of CCTV installed, 1 biometrics machine reinstalled, 1 concrete fence retrofitted, 1 receiving of registration centralized, WIFI voucher distributed to every incoming guest, and 2 fire extinguishers mounted	4	5	5	4.67	
UMFO6:GENERAL ADMINISTRATIVE AND SUPPORT SERVICES (GASS)									
ODAS GASS 1. Administrative and Support Services Management									
	PI 1: No. of procurement- related services performed	N. Pacada, R. Gioman	55 RFQs, 70 POs, 90 checks served and retrieved; 7 ACIC, 8 NOA, 2 NTP, 2 CA delivered; 40 purchased items picked up; 35 shipments facilitated	115 RFQs, 74 POs, 84 checks served and retrieved; 8 ACIC, 6 NOA, 7 NTP, 8 CA delivered; 50 purchased items picked up; 89 shipments facilitated	4	5	4	4.33	
	PI 2: Number of reports/ for replenishment/payroll documents submitted to IGP, COA, and Accounting	Nevin A. Pacada	6 monthly reports to IGP, 11 monthly report on cash receipts and cash disbursements to COA, 14 for replenishments, 8 payrolls, and 8 payment vouchers to Accounting	6 monthly reports to IGP, 12 monthly report on cash receipts and cash disbursements to COA, 22 for replenishments, 12 payrolls, and 10 payment vouchers to Accounting	5	5	4	4.67	
	PI 3: No. of linkages with external agencies maintained	N. Pacada, R. Gioman	3 (Cebu City Hall, Camputhaw Brgy Hall, LBP-Mango)	5 (Cebu City Hall, Camputhaw Brgy Hall, LBP-Mango), DA, Ombudsman	5	5	5	5.00	
	PI 4: No. of staff meetings presided/conducted to discuss problems & solutions	N. Pacada	5 staff meetings conducted	6 staff meetings conducted	4	4	4	4.00	
	PI 5: No. of minutes of staff meetings prepared	N. Pacada	6 minutes of meetings prepared	6 minutes of meetings prepared	4	4	4	4.00	
	PI 6: No. of liaisoning services requested from the main campus facilitated/complied	N. Pacada, R. Gioman	15 requests facilitated	21 requests facilitated	5	5	5	5.00	
	PI 7: No of assistance to guests on official travel in Cebu facilitated/complied	N. Pacada, R. Gioman	12 requests for assistance attended and facilitated	30 requests for assistance attended and facilitated	5	5	5	5.00	

	PI 8: VSU Cebu Office building and lawn cleaned and well maintained and clients/guests well entertained	All VCO Staff	zero complaint from clients/guests service rated very satisfactory or higher	zero complaint from clients/guests service rated very satisfactory or higher	4	5	4	4.33	
	PI 9: Number of lodging accomodation frontline-related services performed	All VCO Staff	25 guests welcomed and registered at reception, 25 guests provided room	308 guests welcomed and registered at reception, 308 guests provided room	5	5	5	5.00	
	PI 10: Number of weekly general cleaning services of the VCO	N. Pacada, R. Gioman	19 weeks general clearing services	21 weeks general clearing services	4	5	4	4.33	
	PI 11: Number of maintenance/repair services performed	All VCO Staff	35 maintenance/repair services performed	42 maintenance/repair services performed	4	5	5	4.67	
OFFICE OF THE HEAD OF SUPPLY AND PROPERTY MANAGEMENT(OHSPM)									
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	5.00	
	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									
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	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)									
OVPAF GASS 1: Administrative and Support Services Management									
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	
ODAS GASS 3: Supply & Property Management Services									

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,	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	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/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						697.4	
		Average Rating						4.87	
		Adjectival Rating						OUTSTA NDING	

Received by:


TONI MARC L DARGANTES

Planning Office

Date: JAN 18 2023

Calibrated by:


DANIEL LESLIE S. TAN

Chairman, PMT

Date: JAN 09 2023

Approved by:


EDGARDO E. TULIN

University President

Date: 1/20/2023