



# ANNUAL REPORT 2020



**Administrative  
Services Division**

*Provide necessary administrative services while keeping abreast with developments, trends, and updates on administrative management to continuously improve services. Leads the division in the implementation of rules and policies, institutional mechanisms, systems and procedures towards attaining objectivity and consistency.*



- a. Liaison between employees and management, also, responsible to deliver service to clients to meet their demands;
- b. Forefront and responded to various queries and issues pertaining to administrative issuances, laws, rules, and policies of regulatory bodies, internal policies and procedures, and/or provide available historical data and information needed by the sectors;
- c. Participated in policy formulation and/or revision, and provide relevant information or data during deliberations to guide recommendatory bodies and decision-makers on University mechanisms, policies and procedures;
- d. Prepared various correspondence and administrative issuances for review of the Vice-President for Administration and approval of the University President;
- e. Oversee & assist the different ASD delivery units to ensure that their development plans and activities are implemented to sustain quality standards & requirements;



- Conducted various Division meeting/workshop/planning for evaluation and improvement of the administrative services in achieving the administrative goals and the University VMGO's;
  - Conducted a performance Period Monitoring of OPCR/DPCR of the delivery unit heads for first and third quarter of CY 2020;
  - Monitor work plan arrangement of each office under the division in compliance with the guidelines for the COVID-19 Modified General Community Quarantine (MGCQ) Period Alternative Work Arrangement;
- f. Reviewed and signed administrative documents, various memoranda; initialed financial transactions in accordance with existing policies, especially salaries, mandatory remittances, other compensation, employee benefits and other payments;
  - g. Prepared plans, including the project procurement management plan of the division, periodic accomplishment reports, and annual report; and perform other related functions. *(annual accomplishment of the offices under the division are herein included)*
  - h. Served as Officer-In-Charge on the following:
    - Human Resource Development Office (HRMO) from January to February, 2020; Oversee the whole operation of Human Resource Management and see to it that quality services are delivered to clients so that the desired service outcomes are accomplished;
    - Performed routinary functions for the Vice President for Administration and Finance (VPAdF) on August 3,4,5, 2020 and

- Vice President for University Business Affairs (UBA) on November 6,9,11 & 13, 2020;
- i. Ensure the implementation of COVID-19 policies and guidelines/ Preventive Measures;
- Implementation of the COVID-19 Entry and exit safety & health protocols at Administration Building as safety and health procedures is required within the University.
  - Supervised and monitored work plan arrangement of each office under the division based on the Inter-agency task force (IATF) Omnibus guidelines on the Implementation Community General Community Quarantine and in compliance with Office Memorandum No. 65, s. 2020 guidelines for the COVID-19 for July, 2020 and Office Memorandum No. 79, s. 2020 updated guidelines for the COVID-19 Modified General Community Quarantine (MGCQ) Period effective august 2020;
  - Served as key informant during the BSU COVID-19 response heal documentary entitled “Alwad Ken Aywan (AKAY) iti Kabsat”; It features the key learning points that employees shared as they continue to respond to the challenges of surviving in this "new normal."

Designations:	
<b>Data Protection Officer (DPO)</b>	Under Special Order No. 478, s. 2018 dated August 8, 2018
<b>Data Breach Response Team (DBRT)</b>	Chair, Under office Order No. 380, s. 2019
<b>Please Committee</b>	Vice-Chair under Office Order 617, s. 2019
<b>Land Use Committee</b>	Co-Chair
<b>Budget Treasury Management Systems (BTMS)</b>	Member
<b>Disposal Committee</b>	Member
<b>Budget Committee</b>	Member
<b>Human Resource Development Committee (HRDC)</b>	Member
<b>Housing Committee</b>	Member

## DPO

Oversee the data privacy and data protection policies to ensure the operationalization of those policies through all organizational units. Ensure that all processes of the employees, clients, and any other individuals (also referred to as Data Subjects) in compliance with the applicable data protection rules and regulations.

Constituted a Data Privacy Committee under Office Order No. 0046, s. 2020 including the designation of a compliance officers for privacy (COP) for Buguias and Bokod campus under office order 0045, s. 2020;

*Designated under Special Order No. 478, s. 2018 dated August 8, 2018*



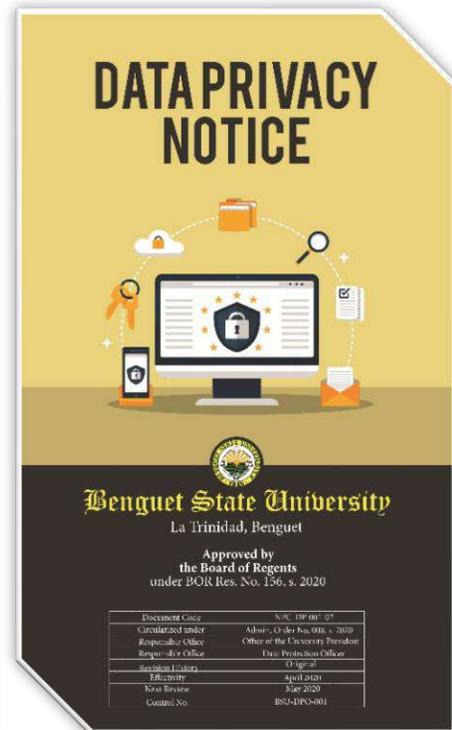
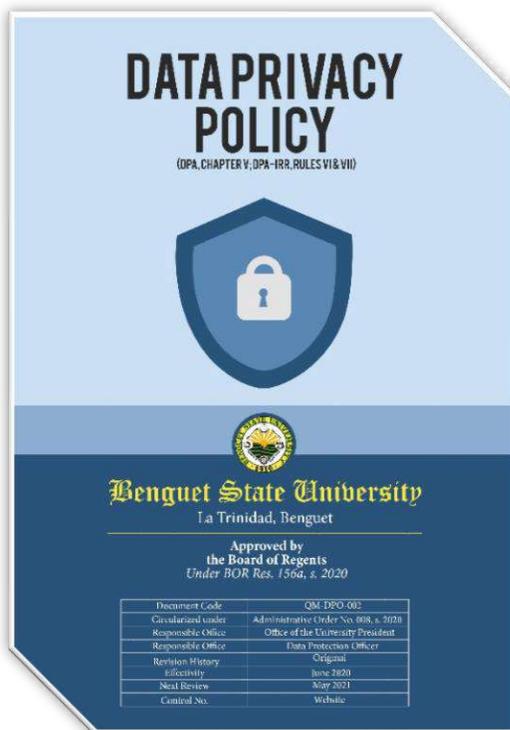
- Conducted various meeting with the DaPCom with regards to updates and concerns of Data Privacy Notice and Policy;

- Resource speaker on the seminar/workshop of Office of the University Registrar entitled “Data Privacy and On-line Request for Academic Records” in line with their adoption of a new on-line system using google forms. They have scheduled a hands-on try out;



Crafted the following:

- a) Data Privacy Notice and Data Privacy Policy. The University Data Privacy Notice and University Data Privacy Policy has recently been approved by the Board of Regents under BOR no. 156a, s. 2020 circularized under Administrative Order No. 008, s. 2020 these were posted in the University website;



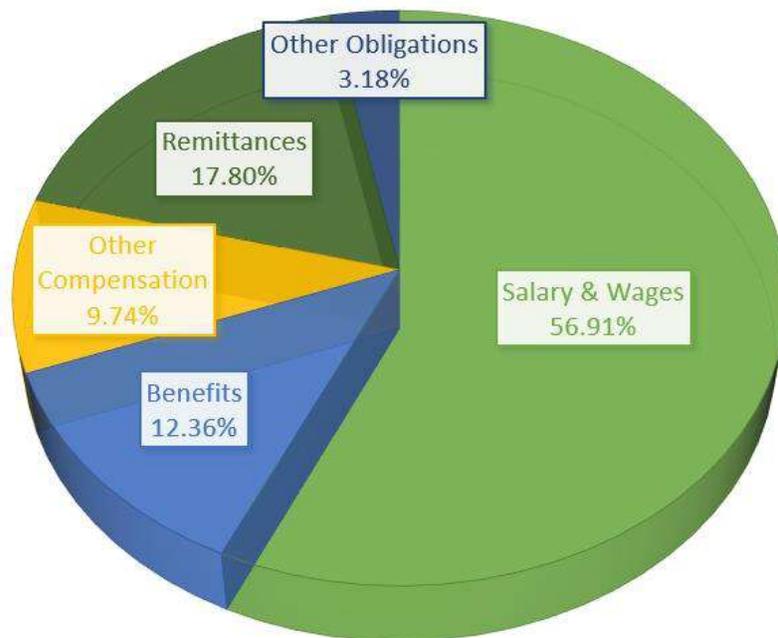
- b) Data Privacy Notice for Students this was approved under AdCo. No. 038, 2020, also available in the University Website;
- c)
- d) Guidelines in the Custody and disclosure of Personal Data Sheets, 201 files, and other HR-related information and documents of current and former University employees; (Office Circular no. 2020-01);
- e)
- f) Data Privacy Policy Guidelines in the processing, custody and disclosure of personal data (Office Circular No. 2020-02);

The Compensation, Benefits and Other Obligations (CBOO) Office provides a service sought by many. It is the source of the monetary claims due to and from the employees, students, and other personnel of the University and payment of obligations to agencies and service providers.

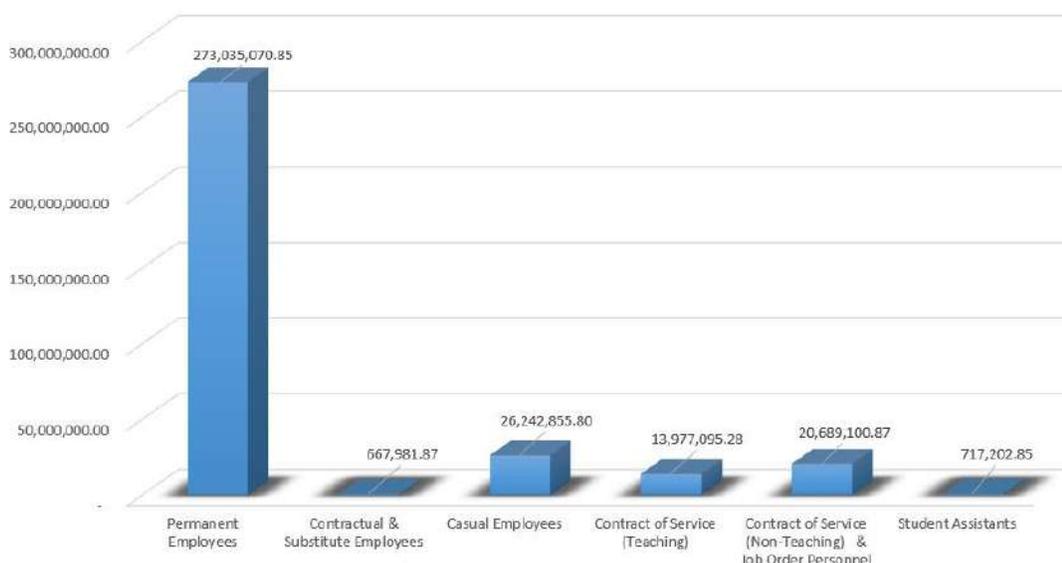
The CBOO office and its personnel work with the pledge statement it ought to deliver, "Your benefit is our commitment!"

**Accomplishments/ Activities/Events/Issues/Concerns/ Problems Encountered:**  
**For the Period Covered, January 1 to December 31, 2020**

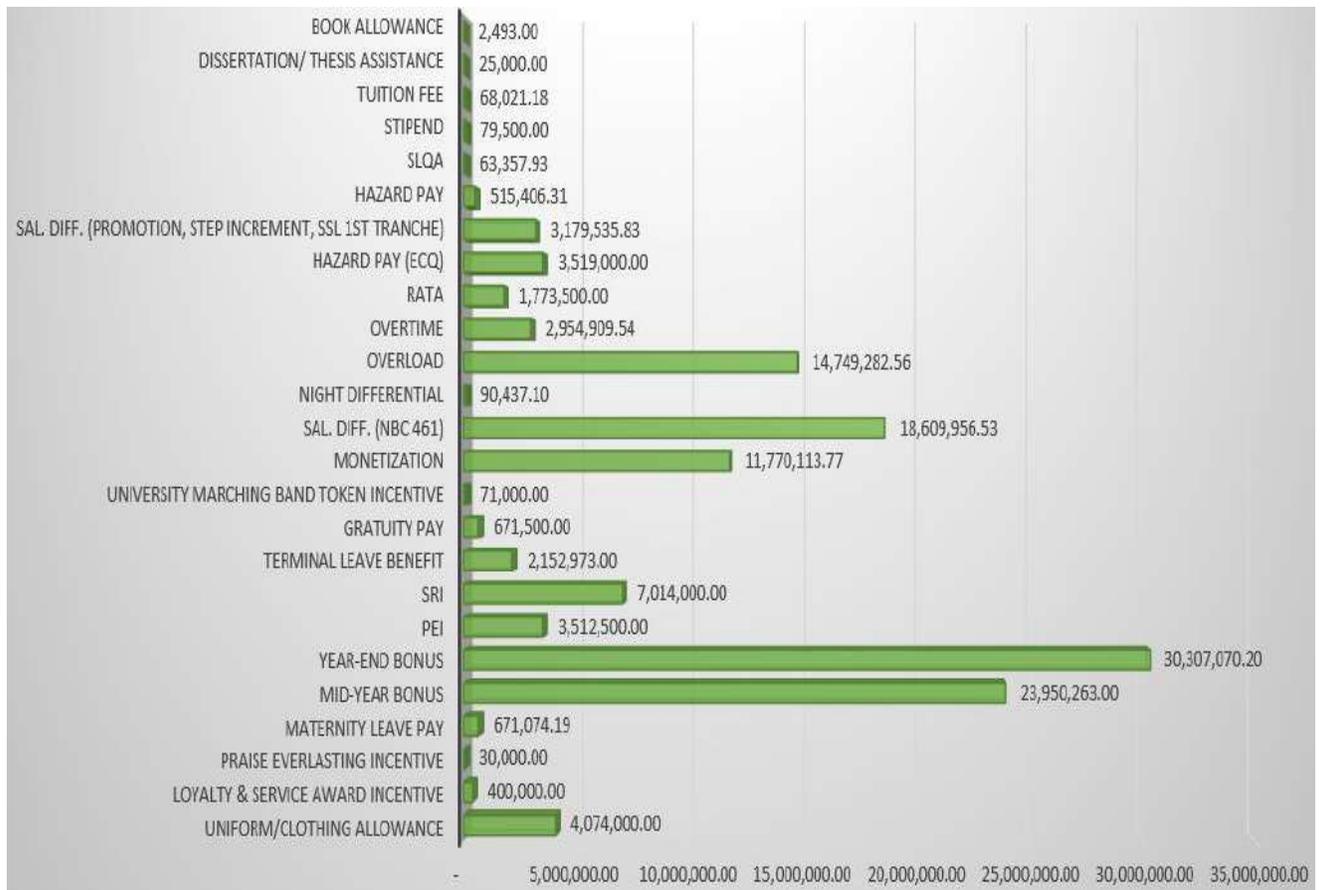
- A. Accomplishments on document preparations of payments due to and due from employees and other personnel, loans processed and approved, requests addressed and other accomplishments for the period covered, January 1 to December 31, 2020.



Distribution of the different disbursements on compensations, benefits and other obligations prepared by the CBOO Office for the Fiscal Year 2020. The total amount of disbursements processed was **Php 589,221,944.51**.



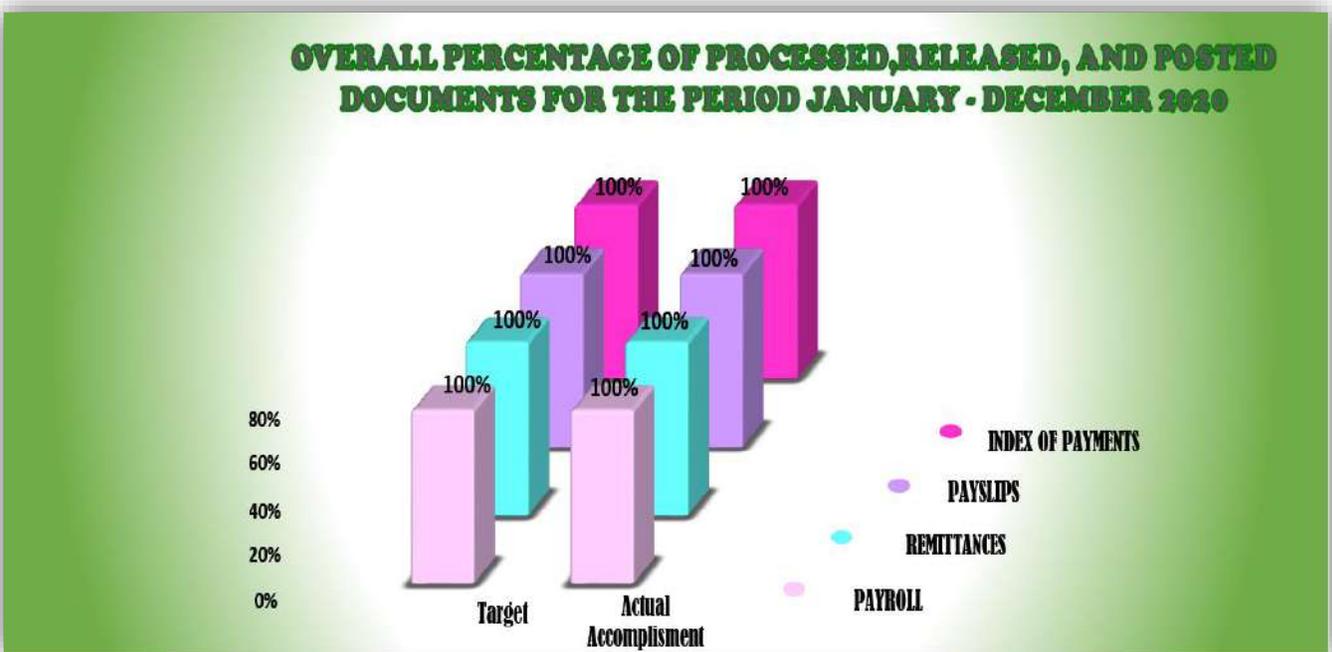
**DETAILS** of the 56.91% of the total disbursements processed, the salaries and wages of the permanent employees, contractual and substitute employees, casual employees, contract of service and job-order personnel, and student assistants processed for the Fiscal Year 2020 amounting to **Php. 335,329,307.52**.



The **summary** of the benefits and other compensation of permanent employees, contractual and substitute employees, casual employees, and students processed for the Fiscal Year 2020 with a total amount of **Php. 130,254,894.14**.

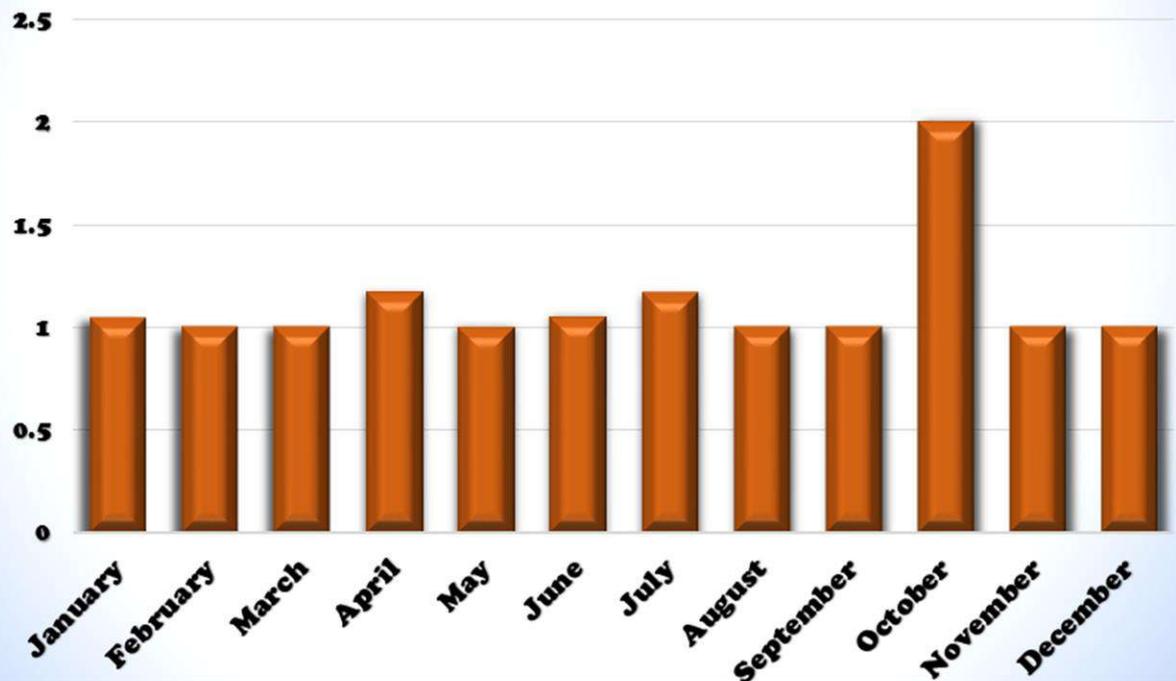
**B. Monitoring reports of the Key Performance Indicators (KPIs)** as indicated in the CBOO QMS document on Functional & Operational Objectives, KPIs, Targets and Programs for the months of January to December 2020.

**QMS KEY PERFORMANCE INDICATOR (KPI) MONITORING RESULTS FOR FY 2020**



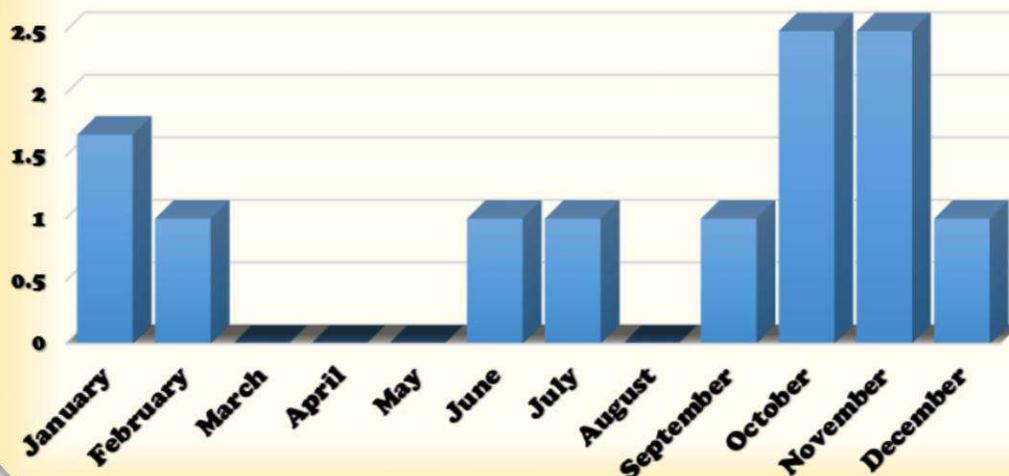
**Process KPI 1:** Completeness and timeliness of prepared and released documents.

## AVERAGE DAY FOR PROCESSING OF UNIVERSITY OBLIGATIONS AND PAYABLES FOR JANUARY - DECEMBER 2020



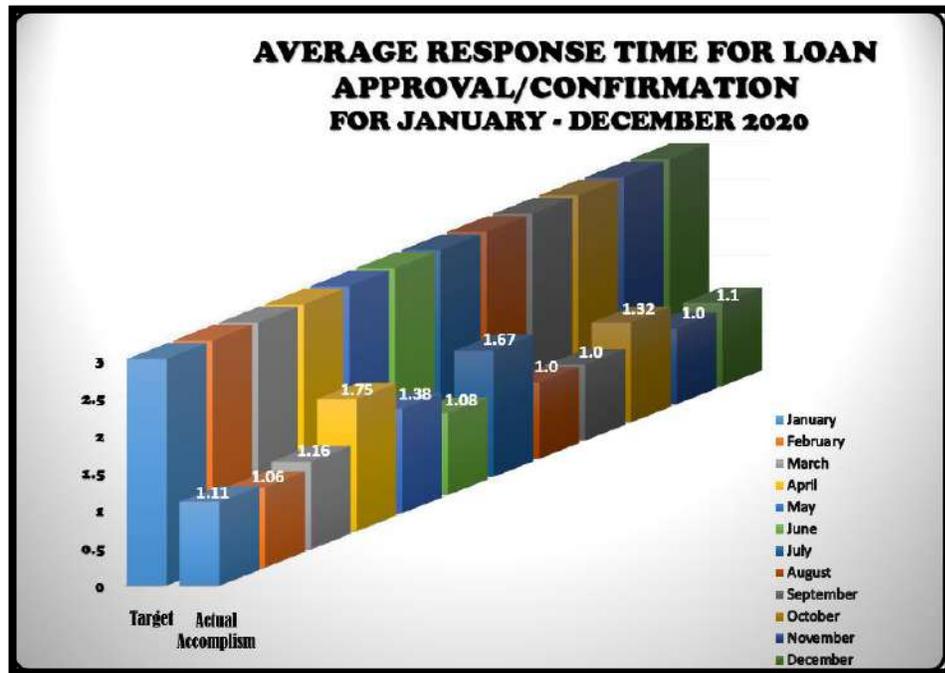
Process KPI 2: Processing of payments of University obligations and payables.

## AVERAGE DAY FOR THE ISSUANCE OF CERTIFICATIONS AND DOCUMENTS REQUESTED FOR JANUARY - DECEMBER 2020



Process KPI 3: Issuance of Certifications and documents requested.

**Note:** No request of employee/s for the months of March, April, May and August 2020.



#### Process KPI 4: Loan Approval/ Confirmation

- C. CBOO Office continuously update the CBOO Personnel Information System for the plantilla personnel. The system integrates other MS Access files of the office on pay slips generation, loan monitoring and the MS Excel of the index of payments of plantilla personnel and employee profile. The personnel in-charge in updating the system for this is Ms. Devy Miguel with the assistance of Ms. Cynthia Lagman for the inputting of index of payments. Separate monitoring of the indices of personnel with different status like the casual, contract of service and job-order personnel are being maintained by the CBOO staff in-charge of preparing their respective salaries or wages.
- D. The CBOO office quarterly highlights of accomplishments regularly submitted in print and electronic copy to the Office of the Administrative Services Division (ASD) Chief and/or the Office of the Vice President for Administration and Finance to comply with quarterly reportorial requirements for the Office of the President. See front page of the released copies of the CBOO Highlights for the various quarters (Q1, Q2, Q3 & Q4).

### ASD - CBOO 2020 1<sup>st</sup> Quarter Highlights

*A glimpse of the CBOO Office accomplishments for the period covered, January 1 to March 31, 2020*

The Compensation, Benefits and Other Obligations (CBOO) Office provides a service sought by any. It is the source of the monetary claims due to and from the employees, students, and other personnel of the University and payment of obligations to agencies and service providers.

The CBOO office and its personnel work with the pledge statement it ought to deliver, **"Your benefit is our commitment!"**

#### Casual Employees:

**JOP and COS Status Upgrade**

Effective January 1, 2020 a total of fifty six (46) contract of services and job-order personnel status were filed as casual employees. Seventeen (17) personnel from the COS teaching and twenty nine (29) personnel from the COS non-teaching and Job order. Additionally, three new casual employees are enrolled in regular benefits similar to permanent employees.

#### Well-Deserved Recognition of Hard Work: JOP and COS

All workers whose services are engaged through JO and COS, who have rendered a total or an aggregate of at least four (4) months of satisfactory performance of services as stipulated in their respective contracts as of December 15, 2019 and whose contracts are still effective as of the same date, may be granted a one-time gratuity pay not exceeding three thousand pesos (Php. 3,000) each.

Eleven (11) JOP, one hundred sixty two (162) COS non-teaching and sixty five (65) COS teaching were able to receive their gratuity pay for FY 2019 last January 26, 2020 with a total amount of six hundred seventy one thousand and five hundred pesos (Php. 671,500.00).

#### MONETIZATION

The investigation of accumulated leave credits for FY 2020 was prepared in March 26, 2020 in the CBOO Office. Whereas ninety eight (98) employees received the said benefit with a total amount of three million two hundred sixty six thousand one pesos and eighty seven cents (Php. 3,266,409.87).

### ASD - CBOO 2020 2<sup>nd</sup> Quarter Highlights

*A glimpse of the CBOO Office accomplishments for the period covered, April 1 to June 30, 2020*

The Compensation, Benefits and Other Obligations (CBOO) Office provides a service sought by many. It is the source of the monetary claims due to and from the employees, students, and other personnel of the University and payment of obligations to agencies and service providers.

The CBOO office and its personnel work with the pledge statement it ought to deliver, **"Your benefit is our commitment!"**

#### BSU Employees Received Php. 6,000 Cash for FY 2020 Uniform/Clothing Allowance

The office released the Uniform/Clothing Allowance (UCA) to entitled permanent, casual, contractual and substitute employees in accordance with DBM Budget Circular No. 2018-1. The UCA is granted to relieve expenses for uniforms or distinctive clothing which are the required appropriate attire for employees in the regular performance of their work. The details on the amount are summarized in Table 1.0 of page 2.

#### Mid-year Bonus for FY 2020 was released

The release of the Mid-year Bonus for FY 2020 to permanent and casual employees was based in the DBM Budget Circular No. 2017-2 dated May 8, 2017. The specific guidelines as stated in the grant of the mid-year bonus for the current year is stipulated in item 3.0.

However, the DBM issued the Clarification on the Grant of Mid-year Bonus to Government Employees on Scholarship through DBM Budget Circular No. 2019-4 dated July 5, 2019. The release of the Mid-year Bonus for FY 2020 was in accordance with the specific guidelines stated in item 4.0 of the new circular. Details of the said benefit were summarized in Table 1.0 of page 2.

#### Payment of Nonetization of Leave Credits

The investigation of accumulated leave credits for FY 2020 was prepared and released in the office. Most of the reasons of employees in availing nonetization of leave credits are: (a) Health, medical and hospital needs; (b) Educational needs and (c) Extreme Personal Needs when the present source of income are not enough to meet basic needs such as food, shelter and clothing. The details on the amount are summarized in Table 1.0 of page 2.

#### NBC 461 3<sup>rd</sup> Cycle Finally Implemented

One hundred eighty two (182) permanent teaching employees were included in the Salary Differential payroll batch 1 as per National Budget Circular no. 461 7<sup>th</sup> cycle amounting to seven million seven hundred twenty nine thousand seven hundred fifty pesos and forty nine centavos (7,729,750.49) which was released in the office on May 12, 2020. The second batch of Salary Differential payroll amounting to sixty six thousand two hundred fourteen pesos and seventy seven centavos (66,214.77) which includes seven (7) permanent teaching employees were prepared and released on June 24, 2020.

## ASD - CBOO 2020 3rd Quarter Highlights

A glimpse of the CBOO office accomplishments for the period covered, July 1 to September 30, 2020

The Compensation, Benefits and Other Obligations (CBOO) Office provides a service sought by many. It is the source of the monetary claims due to and from the employees, students, and other personnel of the University and payment of obligations to agencies and service providers.

The CBOO office and its personnel work with the pledge statement it ought to deliver, *"Your benefit is our commitment!"*.

### BSU Retirees' Year-End Bonus and Cash Gift FY 2020 released



The CBOO office released the Year-end Bonus and Cash Gift of seven (7) permanent employees who retired within the quarter including our former University President, Dr. Feliciano G. Cabala, Jr. Their YE/B and CG benefit amounted to a total of **Php 461,102.90**.

### Payment of Monetization of Leave

#### MONETIZATION OF



#### LEAVE CREDITS

The monetization of accumulated leave credits of the 3rd Quarter FY 2020 was prepared and released last September 29, 2020. Most of the reasons of employees in availing monetization of leave credits are: (a) Health, medical and hospital needs, (b) Educational needs and (c) Extreme financial need where the present sources of income are not enough to fulfill basic needs such as food, shelter and clothing especially during this pandemic. Thirteen (13) employees benefited from their monetized leave credits which amounted to **Php 1,493,739.88**.

### Additional release of Overload claims

The CBOO office released an additional amount of **Php 24,947.55** under the Open University and **Php 18,122.68** under the undergraduate and graduate school program.

CBOO Highlights (July 1 - September 30, 2020) (copy)

114

## ASD - CBOO 2020 4th Quarter Highlights

A glimpse of the CBOO accomplishments for the period covered, October 1-December 31, 2020

The Compensation, Benefits and Other Obligations (CBOO) Office provides a service sought by many. It is the source of the monetary claims due to and from the employees, students, and other personnel of the University and payment of obligations to agencies and service providers.

The CBOO office and its personnel work with the pledge statement it ought to deliver, *"Your benefit is our commitment!"*.

### Year End Bonus (YEB) and Cash Gift of Permanent and Casual Employees FY 2020



The CBOO Office prepared and released the Year-end Bonus and Cash Gift of Permanent and Casual Employees last November 11, 2020 (Permanent) and November 17, 2020 (Casual). The Permanent Employees of BSU a total of 523 employees received the benefit with the total amount of **Php 25,413,756.30** and the Casual Employees a total of 144 employees received the benefit with the total amount of **Php 2,737,166.70**.

### Additional Payment of Hazard Pay for COS, JOP, Casual and Permanent Employees

Additional Payment of COVID-19 Hazard pay for the COS and JOP was prepared and released last November 27, 2020 and December 28, 2020 with the amount of **Php 135,000.00**.

The Casual and Plantilla Employees' Additional Hazard Pay were prepared and released last December 28, 2020 for the Casual Employees with a total amount of **Php 37,000.00** and total amount of **Php 171,000.00** respectively.



CBOO Highlights (October 1 - December 31, 2020) (copy)

116

## E. Accomplishment Report during the Enhanced Community Quarantine for the period covered, March 17, 2020 to May 15, 2020

See samples of the information materials on compensation and benefits prepared by personnel in-charge of their salaries/wages for the employees/personnel with different status of employment. The brochures were prepared by the following:

- COS Non-Teaching personnel >> Mr. Christian Loie Allasiw
- Contract of Service – Teaching >> Ms. Cynthia Lagman
- Job-Order Personnel >> Ms. Marjorie Alsaen
- Casual Employees >> Mr. Jordan Tomas

Republic of the Philippines  
Benguet State University  
La Trinidad, Benguet  
Tel: (074) 422-2170, 422-2171 Loc. 11  
Administrative Services Center

Compensation, Benefits and Other Obligations (CBOO) Office

## COS Non-teaching Personnel

The Compensation, Benefits and Other Obligations (CBOO) Office provides a service sought by many. It is the source of the monetary claims due to and from the employees, students, and other personnel of the University and payment of obligations to agencies and service providers.

*"Your benefit is our commitment!"*

Republic of the Philippines  
Benguet State University  
La Trinidad, Benguet  
Tel: (074) 422-2170, 422-2171 Loc. 11  
Administrative Services Center

Compensation, Benefits and Other Obligations (CBOO) Office

The Compensation, Benefits and Other Obligations (CBOO) Office provides a service sought by many. It is the source of the monetary claims due to and from the employees, students, and other personnel of the University and payment of obligations to agencies and service providers.

**"YOUR BENEFIT IS OUR COMMITMENT!"**

**CORE FUNCTIONS & SERVICES:**

- Administration of salaries and wages, benefits and other compensation of employees, other personnel and students in accordance with policies;
- Preparation of Remittances;
- Loan processing;
- Coordination with Accounting, GSS, PhilHealth, Pag-IBIG, Land Bank, BSM/PC and other Agencies for mandatory and other authorized deductions from salaries and other compensations;
- Administration of other obligations of the University like sickly bond payments of accountable officials; power consumption, service providers for internet use and cable TV, bills for phones, and other authorized obligations of the University;
- Monitoring and maintenance of disallowance reports, ledgers and indices as deducted and received.

The Compensation, Benefits and Other Obligations (CBOO) Office is a unit of the Administrative Services Center (ASC) under the General Administration and Support Services (GASS) headed by the Vice President for Administration and Finance.

**ASD includes:**

- 1 Compensation, Benefits and Other Obligations Office (CBOO)
- 2 Benefits Planning and Development Office (BPDO)
- 3 Human Resource Management Office (HRMO)
- 4 Personnel Management Office (PMO)
- 5 Benefits Office and Audit (BOA)

## CONTRACT OF SERVICE-TEACHING

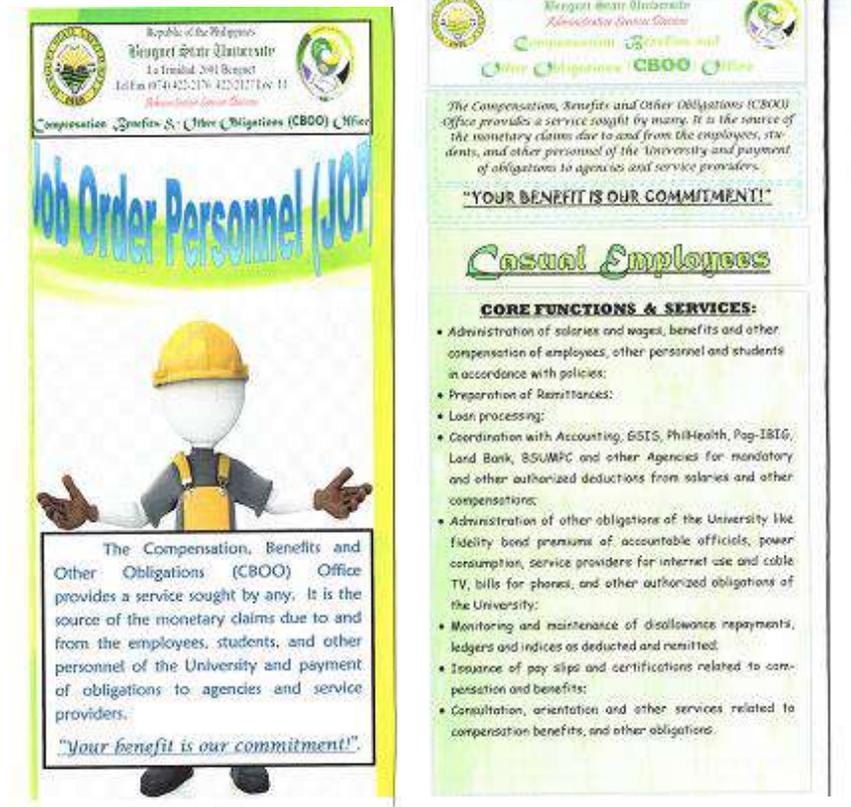
**HRMO** - Provide Checklist of Documentary Requirements for COS and JOP, Updating of Profile and Medical Information, Signing of Contract and Submitting Individual Faculty Workload and Schedule

**CASHIER** - Updating and Applying LandBank Account usually Automated Teller Machine(ATM) Card for the purpose of convenient to withdraw the money (salary & benefits) rather than holding a check.

**ACCOUNTING** - Get form (1701A)-Annual Income Tax Return for Individuals Earning Income purely from Business/Profession (6605) Payment form. Fill-up necessary information needed by Bureau of Internal Revenue (BIR).

**BIR** - Updating and Filing of Annual Income Tax Return for the year is able to be accepted in Withholding Tax and Percentage Tax.

\*Terms and requirements must be returned to the requiring office especially HRMO and Accounting Office.



The detailed accomplishment reports for the various months during the Enhanced Community Quarantine (ECQ) are attached in the supporting documents of the DPCR for the period covered, January to June 2020 including the approved work schedules of the CBOO personnel.

- F. Human Resource Development for the CBOO Personnel, for the period covered, January 1 to December 31, 2020. Please see attached matrix of 2020 Learning and Development (LEAD) Activities of CBOO Office Personnel.
- G. **Continuing designations of CBOO Personnel** as GSIS Agency Authorized Officers (AAOs), Electronic Remittance File (ERF) Handler, and Liaison Officers were submitted to GSIS with the necessary justification for CBOO personnel below salary grade 12 designated to the stated functions/work. The designations were endorsed and approved by the University President with Office Order. Other designations to deal with external agencies are indicated in Table 1.0.

**Table 1.0 Continuing designations of CBOO Personnel to deal with external agencies** (designations in committees and other working groups in the University are not included in the matrix)

NAME OF PERSONNEL	POSITION	DESIGNATION
SUSAN P. BUASEN-OCASEN	Administrative Officer V	GSIS Primary Agency Authorized Officer (AAO)
CHARISH P. WACLIN	Administrative Aide IV	GSIS Electronic Remittance Handler and GSIS Finance "Lock-In" Officer
DEVY W. MIGUEL	Administrative Aide IV	GSIS Liaison Officer
CHRISTIAN LOIE L. ALLASIW > separated/transferred to BFP effective October 1, 2020	Administrative Aide IV	PAG-IBIG Liaison Officer
MARJORIE G. ALSAEN	Administrative Aide III	PhilHealth Employer Engagement Representative (PEER) for Benefits and Remittances and BENECO Liaison Officer

**Table 2.0 Continuing GSIS Issues and Concerns**

	<b>ISSUES/ CONCERNS</b>	<b>PARTICULARS</b>	<b>ACTIONS TAKEN</b>	<b>RECOMMENDATIONS</b>
1	QUALIFICATION AS ERF HANDLER and AAO (MINIMUM REQUIREMENT: at least SG 12)	The minimum requirement of an Electronic Remittance File (ERF) handler and AAO is at least SG 12. Although the position of the current ERF handler and alternate AAO is only SG 4, they have to be designated as the ERF Handler and alternate AAO due to unavailable positions with SG 12 in the office aside from the immediate supervisor.	Concerned personnel performed their duties and responsibilities of an ERF Handler and an AAO despite said requirement of the GSIS.  Justification letter was submitted to GSIS as required.	Reclassification or upgrading of positions in the office.
2	TRANSPORTATION EXPENSES OF GSIS LIAISON OFFICER	There were times when BSU vehicle is not available and liaison officers have to spend their own money to pay for fare when going to GSIS Office to submit documents and requests.	The liaison officer schedules a once a month transaction at GSIS Office to lessen transportation expenses. However, submission of Member's Request Forms (MRF) have been delayed.	Allotment of transportation allowance for GSIS Liaison Officers in case BSU vehicle will not be available.

**The Human Resource Development Office (HRDO)** is headed by the Chief, Mr. Raymundo H. Pawid, Jr. The HRDO is responsible for the following PRIME-HRM Core Areas in the University: Learning and Development Services (LEADS) (PRIME-HRM L&D); Continuing Professional Education (CoPE) Services (PRIME-HRM L&D); 4G (*Galing, Gandang-Loob, Gawa, at Gawad*) (PRIME-HRM PM & R&R); and Employee Psychological Testing (EPT) Services (PRIME-HRM RSP)

### **I. LEARNING AND DEVELOPMENT SERVICES (LeADS)**

The LeADS Program came into fruition to strategize and operationalize the PRIME-HRM learning and development for BSU's human assets aligned with university human resource development policies. This also adheres to the Civil Service Commission's Philosophy of "shaping the servant-hero towards public service and excellence".

- The personnel currently in charge of the services is Ms. Ma. Lourdes M. Obidos.
- As of December 31, 2020, the Human Resource Development Office was able to facilitate **9 varied Learning and Development Services (LEADS) activities.**

### **II. CONTINUING PROFESSIONAL EDUCATION (CoPE) SERVICES**

The Continuing Professional Development (CoPE) Services aims to create a work environment and climate conducive to the development of personnel skills, talents, and values for better public service. This offers equal opportunity to all employees at all levels the opportunity for career and personal development.

- The personnel currently in charge of the services is Atty. Edward C. Magalalit, Jr.
- As of December 31, 2020, there are 19 active scholars/grantees. Twelve (12) are on local scholarship while five (5) are sponsored by an outside agency / organization. The remaining two (2) employees are on Sabbatical Leave.

### **III. 4G (GALING, GANDANG-LOOB, GAWA, AT GAWAD)**

4G is the University's Performance Management and Rewards & Recognition customized program under PRIME-HRM. *Galing, Gandang-Loob, at Gawa* (Peak Performance Management) refers to the best desired quality of work performance that an employee can achieve; and *Gawad* (Rewards and Recognition) provides for monetary and non-monetary awards and/or incentives for peak performance. This is manifested through the Program for Rewards, Awards, and Incentives for Service Excellence (PRAISE) EVERLASTING Awards.

- The personnel currently in charge of these services are Ms. Martina A. Deponio (*Galing, Gandang-Loob at Gawa*) and Mr. Lance Angelo B. Layugan (*Gawad*).
- 144 employees were awarded under the PRAISE EVERLASTING Awards Program conducted during the celebration of the University Charter Anniversary and the University Foundation Anniversary.
- The University was also granted certification for meeting Maturity Level 2 indicators for the HR Systems and HRMO Competencies in Rewards and Recognition. The Civil Service Commission conferred the certificate of recognition on September 23, 2020 during the celebration of the University Foundation Anniversary.

#### IV. PSYCHOLOGICAL SERVICES

The Human Resource Development offers psychological services to both internal and external clients. Job applicants provided appropriate psychological tests relevant to the assessment protocols of the University. External clients may also avail of psychological/neuropsychological testing for personal or official use.

- The personnel currently in charge of psychological services is Mr. Redchenajew W. Juan, a Registered Psychometrician (RPm). He is under the supervision of the Chief of HRDO who is both a Registered Psychometrician (RPm) and Registered Psychologist (RPsy).

Learning and Development Services (LEADS) Activities Facilitated					
TITLE		Male	Female	TOTAL	Evaluation
1	<b>Mandatory Drug Testing and Analysis for Employees</b> LEADS Center; February 3-7, 2020	399	302	701	n/a
2	<b>Educating Teachers on Computer Applications using a Screen Reader as a Tool used by Students with Visual Impairment who Study and Learn in Inclusive Schools</b> ICT Function Hall; January-March 2020 (Open to employees, students, other agencies)			30	n/a
3	<b>COVID 19, Plan, Prepare, and Respond</b> Gladiola Center; March 20			70	n/a
4	<b>REVOLUTIONIZING THE TRADITIONAL: BSU to Flexible Learning</b> CTE Function Hall (via Google Meet); May-July 2020	141	73	214	4.49 (VS)
5	<b>BSU Health Assessment and Regular Triage Service</b>  SLU Gymnasium, Anthurium Hall, Medical Clinic; May-October 2020	All employees (Casual, JOP/COS, and Plantilla) are required to go for Health Assessment and Regular Triage Services every 1 <sup>st</sup> week of the month of May – December 2020.			n/a
6	<b>AYWAN KAPANUNUTANL: PANSIGDAN TI ILI</b> LEADS Center July – September 2020	4	38	42	4.9
	<b>AYWAN APANUNUTAN: PANSIGDAN TI ILI V 2.0</b> University Gymnasium; October 26-30, 2020	77	102	179	4.72
	<b>AYWAN KAPANUNUTAN: PANSIGDAN TI ILI V 3.0</b> Bokod Campus; November 26-27, 2020	16	22	38	4.63
	<b>AYWAN KAPANUNUTAN: PANSIGDAN TI ILI V 3.0</b> Buguias Campus; December 3-4, 2020	29	32	61	4.76

7	<b>Short Session Training and Review for Teachers (START) Using Google Classroom</b> ICT Hall, ULIS Virtual Library; August – September 2020	15	41	56	3.76
8	<b>Career Ladder Jumpstart Orientation (CALAJO) VI</b> University Gymnasium; November 16 & 20, 2020	55	95	150	4.63
9	<b>ALWAD KEN AYWAN: BSU VIDEO PRESSER</b> The Video Presser project included 5 Activities. Videos were uploaded via the University's and HRDO's Facebook pages	<i>People Reach</i>	<i>Engagement</i>	<i>Reactions</i>	
		46356	2160	799	
	<b>a. Virtual Flag Ceremony</b>	29315	5640	600	
	<b>b. 104<sup>th</sup> University Foundation Anniversary Celebration and PRAISE EVERLASTING Awards</b>	8317	1334	259	
	<b>c. Multi-Disciplinary Discourse (Sessions 1 and 2)</b>	9823	1444	133	
	<b>d. HEAL Documentary Iskwela ya Poldiya (Trailer)</b>	42207	8470	1100	
	<b>e. HEAL Documentary Iskwela ya Poldiya: Studying and Living Through a Pandemic</b>	47207	8454	1100	

#### A. Active Scholars/ Grantees as of December 31, 2020

##### Teaching

##### Non-Teaching

HRD Program	Male	Female	Subtotal	Total	M	F	Subtotal
<b>Local Scholarship</b>							
Local Scholarship	2	8	10	<b>10</b>			
Without Pay	1	1	2	<b>2</b>			
<b>Sponsored by outside Person/ Agency</b>							
CHED Kto12		1	1	<b>2</b>	1		1
National Chiayi University		1	1	<b>1</b>			
Fulbright American Education Foundation (Study Leave Without Pay)		1	1	<b>1</b>			
DOST		1	1	<b>1</b>			
<b>Total Scholarship</b>	<b>3</b>	<b>13</b>	<b>16</b>	<b>17</b>	<b>1</b>		<b>1</b>
Sabbatical Leave		<b>2</b>	<b>2</b>	<b>2</b>			
<b>Total Active</b>	<b>3</b>	<b>15</b>	<b>18</b>	<b>19</b>	<b>1</b>		<b>1</b>

### 3. 4G (Galing, Gandang Loob, Gawa, at Gawad)

IPCR Trends Analysis		
Rating Period	Average Rating of Employee	Percentage of employees
July – December 2019	O	82.73%
	VS	14.10%
	S	3.17%
January – June 2020	O	88.97%
	VS	10.66%
	S	0.37%

AWARDEES DURING THE PRAISE EVERLASTING AWARDS PROGRAM (September 26, 2019)						
Code	Name	M / F	Details/ Particulars	Non Monetary Incentive	Monetary Incentive	Other incentives
L-02	Feliciano G. Calora, Jr.	M	University President; Vice Chair of the Governing Board	Plaque and Inabel Wall Décor		
L-02	Gabriel S. Tugbo	M	Student Regent	Plaque and Inabel Wall Décor		
L-02	Marvin s. Chagyo	M	(Posthumous Award)	Plaque and Inabel Wall Décor		
L-02	Louisa P. Pladio	F	Former President	Plaque and Inabel Wall Décor		
L-02	Francis Joseph “Chiz” G. Escudero	M	Chair, Senate Committee on Education	Plaque and Inabel Wall Décor		
L-02	Paolo Everardo S. Javier	M	Chair, House Committee on Higher and Technical Education	Plaque and Inabel Wall Décor		
L-02	Marco Cicero F. Domingo	M	OIC University President	Plaque and Inabel Wall Décor		
S-02	Matthew L. Abad, Jr.	M	10 years in service	Plaque	10,000.00	
S-02	Catherine A. Bagsan	F	10 years in service	Plaque	10,000.00	
S-02	Gigy G. Banes	F	10 years in service	Plaque	10,000.00	
S-02	Ryan B. Batinay	M	10 years in service	Plaque	10,000.00	
S-02	Flordeliza D. David	F	10 years in service	Plaque	10,000.00	
S-02	Ma. Theresa B. Dolipas	F	10 years in service	Plaque	10,000.00	
S-02	Miguel D. Hiblawen	M	10 years in service	Plaque	10,000.00	
S-02	Minda D. Los-ok	F	10 years in service	Plaque	10,000.00	
S-02	Eugene S. Lumasok	M	10 years in service	Plaque	10,000.00	
S-02	Reynante S. Marrero	M	10 years in service	Plaque	10,000.00	
S-02	Jayne B. Miranda	F	10 years in service	Plaque	10,000.00	
S-02	Marie Anne R. Rulla	F	10 years in service	Plaque	10,000.00	
S-02	Winsley P. Saytoc	M	10 years in service	Plaque	10,000.00	
S-02	Junia W. Sonson	F	10 years in service	Plaque	10,000.00	

S-02	Constantino T. Sudaypan	M	10 years in service	Plaque	10,000.00	
S-02	Oliver G. Tabdi	M	10 years in service	Plaque	10,000.00	
S-02	Laura Criselda R. Bateria	F	15 years in service S-02	Plaque	5,000.00	
S-02	Marcelina L. Bolona	F	15 years in service	Plaque	5,000.00	
S-02	Odelon C. Dulay	M	15 years in service	Plaque	5,000.00	
S-02	Roger T. Gayumba	M	15 years in service	Plaque	5,000.00	
S-02	Lea M. Jalon	F	15 years in service	Plaque	5,000.00	
S-02	Cus M. Kilakil	M	15 years in service	Plaque	5,000.00	
S-02	Karen O. Laking	F	15 years in service	Plaque	5,000.00	
S-02	Raymundo H. Pawid, Jr.	M	15 years in service	Plaque	5,000.00	
S-02	Leon B. Tanguid	M	15 years in service	Plaque	5,000.00	
S-02	Abansi P. Anas	M	20 years in service	Plaque	5,000.00	
S-02	Rolando C. Aquino	M	20 years in service	Plaque	5,000.00	
S-02	Bernadette M. Bao-idang	F	20 years in service	Plaque	5,000.00	
S-02	Sheila Mary V. Basquial	F	20 years in service	Plaque	5,000.00	
S-02	Patselyn A. Botiwey	F	20 years in service	Plaque	5,000.00	
S-02	Susan P. Buasen-Ocasen	F	20 years in service	Plaque	5,000.00	
S-02	Gerry Anne W. Calabis	F	20 years in service	Plaque	5,000.00	
S-02	Rhea Elena S. Carbonell	F	20 years in service	Plaque	5,000.00	
S-02	Dominga U. Dayao	F	20 years in service	Plaque	5,000.00	
S-02	Josel M. Florentin	M	20 years in service	Plaque	5,000.00	
S-02	Maricel A. Guron	F	20 years in service	Plaque	5,000.00	
S-02	Richard H. Kinnud	M	20 years in service	Plaque	5,000.00	
S-02	Erli Rose M. Lacanaria	F	20 years in service	Plaque	5,000.00	
S-02	Sano L. Ngiwas	M	20 years in service	Plaque	5,000.00	
S-02	Grace D. Quijano	F	20 years in service	Plaque	5,000.00	
S-02	Bayani C. Raza	M	20 years in service	Plaque	5,000.00	
S-02	Sammy N. Sibayan	M	20 years in service	Plaque	5,000.00	
S-02	David L. Taledtid	M	20 years in service	Plaque	5,000.00	
S-02	Donato R. Wanawan, Jr.	M	20 years in service	Plaque	5,000.00	
S-02	Divina M. Yango	F	20 years in service	Plaque	5,000.00	
S-02	Teliac P. Amoy	M	25 years in service	Plaque	5,000.00	
S-02	Carolyn C. Biteng	F	25 years in service	Plaque	5,000.00	
S-02	Edna B. Delmas	F	25 years in service	Plaque	5,000.00	
S-02	Jerry S. Landacan	M	25 years in service	Plaque	5,000.00	
S-02	Jocelyn G. Nitron	F	25 years in service	Plaque	5,000.00	
S-02	Marissa R. Parao	F	25 years in service	Plaque	5,000.00	
S-02	Julio D. Peg-ed	M	25 years in service	Plaque	5,000.00	
S-02	Johnson G. Bagtila	M	30 years in service	Plaque	5,000.00	
S-02	John C. Delmas	M	30 years in service	Plaque	5,000.00	

S-02	Amelia M. Kimeu	F	30 years in service	Plaque	5,000.00	
S-02	Ramon B. Valdez, Jr.	M	30 years in service	Plaque	5,000.00	
S-02	Erlinda B. Alupias	F	30 years in service	Plaque	5,000.00	
S-02	Esther T. Botangen	F	35 years in service	Plaque	5,000.00	
S-02	Johnny G. Dati	M	35 years in service	Plaque	5,000.00	
S-02	Pedro T. Dayao	M	35 years in service	Plaque	5,000.00	
S-02	Teresita J. De Leon	F	35 years in service	Plaque	5,000.00	
S-02	Feliciano R. De Los Santos	M	35 years in service	Plaque	5,000.00	
S-02	Diego P. Dumapis	M	35 years in service	Plaque	5,000.00	
S-02	Gracita N. Estocapio	F	35 years in service	Plaque	5,000.00	
S-02	Joel V. Lubrica	M	35 years in service	Plaque	5,000.00	
S-02	Cecilia B. Olea	F	35 years in service	Plaque	5,000.00	
S-02	Jovita M. Sim	F	35 years in service	Plaque	5,000.00	
S-02	John G. Tacloy	M	35 years in service	Plaque	5,000.00	
S-02	Elson G. Tecne	M	35 years in service	Plaque	5,000.00	
S-02	Adolfo N. Bilag	M	40 years in service	Plaque	5,000.00	
S-02	Benjamin S. Duldulao	M	40 years in service	Plaque	5,000.00	
S-02	Aurora F. Piñon	F	40 years in service	Plaque	5,000.00	
S-02	Agustina S. Sapdit	F	40 years in service	Plaque	5,000.00	
S-03	Silvestre K. Aben	M	Retiree	Plaque and watch		
S-03	Antonio O. Binayan	M	Retiree	Plaque and watch		
S-03	Bienvenida S. Caguioa	F	Retiree	Plaque and watch		
S-03	Feliciano G. Calora, Jr.	M	Retiree	Plaque and watch		
S-03	Fernando R. Gonzales	M	Retiree	Plaque and watch		
S-03	Ines C. Gonzales	F	Retiree	Plaque and watch		
S-03	Ambo D. Kiswa (Posthumous)	M	Retiree	Plaque and watch		
S-03	Victoria C. Milo	F	Retiree	Plaque and watch		
S-03	Corazon D. Sanwen	F	Retiree	Plaque and watch		
T-01	Office of Student Services (OSS)	-	-	Plaque	10,000.00	
G-01	Luisita L. Ely	F	-	Plaque	5,000.00	
G-01	Mary Arnel D. Garcia	F	-	Plaque	5,000.00	
G-01	Esther Josephine D. Sagalla	F	-	Plaque	5,000.00	
G-01	Genevieve R. Tabon	F	-	Plaque	5,000.00	
G-02	College of Agriculture	-	COD for Agri-Education (CMO no. 3, s. 2019)	Plaque		

G-02	College of Home Economics and Technology	-	COD for Nutrition and Dietetics (CMO no. 3, s. 2019)	Plaque		
G-02	College of Teacher Education	-	COE for Teacher Education (CMO no. 3, s. 2019)	Plaque		
G-02	College of Teacher Education	-	Top 2 Best Performing School in 2019; Licensure Exam for Librarians (31/34; 91.18%)	Plaque		
G-02	College of Teacher Education	-	Mr. Daniel Balbin, Jr. (Top 1 – Librarian)	Plaque		
G-02	College of Nursing	-	Top 3 Best Performing School in 2019 Nursing Licensure Exam (66/67; 98.51%)	Plaque		
G-02	BS Nursing	-	Level IV Accredited (Validity: 2023-09)	Plaque		
G-02	MS Animal Science	-	Level IV Accredited (Validity: 2024-12)	Plaque		
G-02	Bachelor of Elementary Education	-	Level IV Accredited (Validity: 2024-12)	Plaque		
G-02	Bachelor of Secondary Education	-	Level IV Accredited (Validity: 2024-12)	Plaque		
G-02	College of Agriculture	-	Ms. Chelle Charldren C. Carlos (Top 6 – Agriculturist)	Plaque		
G-03	Ruth S. Batani	F	High School (1984)	Medallion and Inabel Wall Décor		
*SC	Belinda A. Tadawan	F	Employees were recognized for various achievements outside the University (e.g. winning in paper/poster presentations, being awarded by external agencies, etc.)	Certificate		
*SC	Hector C. Gayomba	M		Certificate		
*SC	Teresita D. Masangcay	F		Certificate		
*SC	Jasmin M. Chomawat	F		Certificate		
*SC	Jao-Jao A. Somyden	F		Certificate		
*SC	Johnabel T. Basatan	F		Certificate		
*SC	Rhea S. Contada	F		Certificate		
*SC	Pelin B. Belino	F		Certificate		

*SC	Ruda Fe A. Suanding	F	Employees were recognized for various achievements outside the University (e.g. winning in paper/poster presentations, being awarded by external agencies, etc.)	Certificate		
*SC	Joyce K. Mama-o	F		Certificate		
*SC	Esther T. Botangen	F		Certificate		
*SC	Ines C. Gonzales	F		Certificate		
*SC	Nordalyn B. Pedroche	F		Certificate		
*SC	Ruth S. Batani	F		Certificate		
*SC	Jovita M. Sim	F		Certificate		
*SC	Grace S. Backian	F		Certificate		
*SC	Ammie D. Ngaotoy	F		Certificate		
*SC	Dalen Meldoz	F		Certificate		
*SC	Jophr Galian	F		Certificate		
*SC	Jude L. Tayaben	M		Certificate		
*SC	Elizabeth T. Domogen	F		Certificate		
*SC	Lesley Dale G. Umayat	M		Certificate		
*SC	Norma P. Banania	F		Certificate		
*SC	Romeo A. Gomez, Jr.	M		Certificate		
*SC	Cheryll C. Launio	F		Certificate		
*SC	Jocelyn C. Perez	F		Certificate		
*SC	Jaime B. Codio	M		Certificate		
*SC	Andres A. Basalong	M		Certificate		
*SC	Von Y. Amado	M		Certificate		
*SC	Hazen Lyn Talbino	F		Certificate		
*SC	Leonardo L. Samonte	M		Certificate		
*SC	Marietta Q. Amatorio	F		Certificate		
*SC	Criselda S. Battad	F		Certificate		
*SC	Edlyn Mae N. Ciano	F		Certificate		
*SC	Matyline A. Camfili-Talastas	F		Certificate		
*SC	Stanley F. Anongos	M		Certificate		
*SC	Apler J. Bansiong	M		Certificate		
*SC	Bretel B. Dolipas	F		Certificate		
*SC	Ederson G. Bawang	M	Certificate			
*SC	Serano L. Oryan	M	Certificate			
*SC	Freda Kate D. Samuel	F	Certificate			

<b>Psychological Testing Conducted</b>	
	<b>Number of Examinees</b>
1 <sup>st</sup> Quarter (January - March)	195
2 <sup>nd</sup> Quarter (April - June)	23
3 <sup>rd</sup> Quarter (July - September)	351
4 <sup>th</sup> Quarter (October - December)	77
<b>GRAND TOTAL</b>	<b>646</b>

<b>TOOLS GENERATED / INNOVATIONS / IMPROVEMENTS</b>
<ol style="list-style-type: none"> <li>1. LEADS Individual Learning Development Plan Form (Revised – 2020 version)</li> <li>2. Human Resource Development Office Dashboard (based on Office KPI's)</li> <li>3. Developed the HEAL Framework for COVID-19 mental health response</li> <li>4. Designed a brochure on Stress Management</li> </ol>

<b>OTHER OFFICE ACCOMPLISHMENTS</b>
<ol style="list-style-type: none"> <li>1. Certified by the Civil Service Commission (CSC) as having met the Maturity Level 2 indicators for the HR Systems and HRMO Competencies in Rewards and Recognition.</li> <li>2. Prepared and submitted the 2020 Citizen's Charter and other requirements under the Ease of Doing Business (EODB) and Efficient Delivery of Government Services or RA 11032.</li> <li>3. Produced the HEAL as One Documentary published on the University Facebook Page</li> </ol>

The Human Resource Management Office (HRMO) is the implementer of personnel actions, policies and procedures. It is the center for the management of human resource information and data. It provides prompt facilitative support services to the academic affairs, research and extension, productions and the general administration of the University.

**EMPLOYEE PROFILE**  
As of December 31, 2020

DESCRIPTION	Number of Employees		TOTAL
	Male	Female	
<b>La Trinidad</b>			
<b>Permanent</b>			
1. Teaching	117	175	292
2. Non-teaching	145	143	288
<b>Casual</b>			
1. Teaching	11	21	32
2. Non-teaching	36	69	105
<b>Contractual</b>	0	1	1
<b>JO/COS (Non-Teaching)</b>			
1. STF	58	50	108
2. STF – Fiduciary	9	14	23
3. IGP	15	22	37
4. GAA Fund	4	10	14
5. Outside BSU Funded Projects	24	23	47
<b>JO/COS (Teaching)</b>			
1. COS Instructor	29	39	68
2. Adjunct Faculty	9	16	25
<b>Total</b>	<b>457</b>	<b>583</b>	<b>1040</b>
<b>Bokod</b>			
<b>Permanent</b>			
1. Teaching	3	12	15
2. Non-teaching	7	6	13
<b>Casual</b>			
1. Non-teaching	4	3	7
<b>Contractual</b>	1	0	1
<b>JO/COS (Teaching)</b>	1	1	2
<b>Total</b>	<b>16</b>	<b>22</b>	<b>38</b>
<b>Buguias</b>			
<b>Permanent</b>			
1. Teaching	12	19	31
2. Non-teaching	15	7	22
<b>Casual</b>			
1. Teaching	0	1	1
2. Non-teaching	5	4	9
<b>JO/COS (Teaching)</b>	0	1	1
<b>Total</b>	<b>32</b>	<b>32</b>	<b>64</b>
<b>GRAND TOTAL</b>	<b>505</b>	<b>637</b>	<b>1142</b>

## I. RECRUITMENT, SELECTION AND PLACEMENT (RSP)

<u>CAMPUS</u>	<u>Position Requested to be Filled and Posted</u>					<u>Applications Received and Assessed</u>				
	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>Total</u>	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>Total</u>
<b>LA TRINIDAD</b>										
<b>Non-Teaching</b>										
Permanent	8	7	14	3	<u>32</u>	115	84	231	38	<u>468</u>
JO/COS	21	-	11	-	<u>32</u>	137	-	110	-	<u>247</u>
<b>Teaching</b>										
COS	-	-	9	25	<u>34</u>	-	-	39	44	<u>83</u>
<b>TOTAL</b>	<u>29</u>	<u>7</u>	<u>34</u>	<u>28</u>	<u>98</u>	<u>252</u>	<u>84</u>	<u>380</u>	<u>82</u>	<u>798</u>
<b>BOKOD</b>										
<b>Non-Teaching</b>										
Permanent	1	-	-	-	<u>1</u>	3	-	-	-	<u>3</u>
Casual	0	-	-	-	<u>0</u>	-	-	-	-	<u>0</u>
JO/COS	1	-	-	-	<u>1</u>	5	-	-	-	<u>5</u>
<b>Teaching</b>										
COS	-	-	-	1	<u>1</u>	-	-	-	2	<u>2</u>
<b>TOTAL</b>	<u>2</u>	-	-	<u>1</u>	<u>3</u>	<u>8</u>	-	-	-	<u>8</u>
<b>BUGUIAS</b>										
<b>Non-Teaching</b>										
Permanent	-	-	-	-	<u>-</u>	-	-	-	-	-
JO/COS	-	-	-	3	<u>3</u>	-	-	-	15	<u>15</u>
<b>Teaching</b>										
Permanent	-	-	-	-	-	-	-	-	-	-
COS	-	-	-	-	-	-	-	-	-	-
<b>TOTAL</b>	-	-	-	<u>3</u>	<u>3</u>	-	-	-	<u>15</u>	<u>15</u>
<b>GRAND TOTAL</b>	<u>31</u>	<u>7</u>	<u>34</u>	<u>32</u>	<u>104</u>	<u>260</u>	<u>84</u>	<u>380</u>	<u>97</u>	<u>821</u>

## II. APPOINTMENTS ISSUED

### A. PLANTILLA/CASUAL/CONTRACTUAL/SUBSTITUTE

<u>MONTH</u>	<u>NATURE OF APPOINTMENT</u>								<u>NO. OF APPOINTEES</u>
	<u>ORIGINAL</u>	<u>RENEWAL</u>	<u>REAPPOINTMENT</u>	<u>RECLASS</u>	<u>PROMOTION</u>	<u>DEMOTION</u>	<u>TRANSFER</u>	<u>REEMPLOYMENT</u>	
JAN	70	72		205	2			1	<u>350</u>
FEB	5			2	2				<u>9</u>
MAR	1		3	1	2				<u>7</u>
APR			1	1					<u>2</u>
MAY				1					<u>1</u>
JUN	1			7					<u>8</u>
JUL									<u>0</u>
AUG	17	16							<u>33</u>
SEP			1						<u>1</u>
OCT									<u>0</u>
NOV			1		1				<u>2</u>
DEC	1		3		6				<u>10</u>
									<b>TOTAL</b>
									<u>423</u>

**B. JOB ORDER PERSONNEL/CONTRACT OF SERVICE**

CAMPUS	Number of Employees
<b>La Trinidad</b>	
<b>JO/COS (Non-Teaching)</b>	
STF	108
STF – Fiduciary	23
IGP	37
GAA Fund	14
Out BSU Funded Projects	47
<b>JO/COS (Teaching)</b>	
COS Instructor	68
Adjunct Faculty	25
<b>Total</b>	<b>322</b>
<b>Bokod</b>	
<b>JO/COS (Teaching)</b>	2
<b>Total</b>	<b>2</b>
<b>Buguias</b>	
<b>JO/COS (Teaching)</b>	1
<b>Total</b>	<b>1</b>
<b>GRAND TOTAL TOTAL</b>	<b>325</b>

**C. REGISTRATION OF NEWLY HIRED EMPLOYEES:**

	Number of Employees
1. Biometrics	132
2. BIR (TIN numbers)	66
3. Pag-IBIG	57
4. PhilHealth	99
5. GSIS	37
6. ID Issuance	132

**III. NUMBER OF LOYALTY AWARDEES ON THE CHARTER DAY**

CAMPUS	Teaching	Non-teaching	Total
Bokod Campus	3	0	3
Buguias Campus	4	0	4
La Trinidad Campus	28	18	46
<b>TOTAL</b>	<b>35</b>	<b>18</b>	<b>53</b>

**IV. ATTENDANCE & PUNCTUALITY (DTR) MANAGEMENT**

<b><u>Generated Reports related to Attendance &amp; Punctuality</u></b>	<b><u>Number of Employees</u></b>	
	<b><u>Teaching</u></b>	<b><u>Non-teaching</u></b>
Memorandum released on violation of excessive tardiness/under time under RACCS	29	34
Reminder for more than 5(five) manual written entries in the DTR	1	1
Memorandum on Non-submission of DTR, Leave Form & Travel Documents	12	17

**V. LEAVE MANAGEMENT AND ADMINISTRATION**

**A. LEAVE MANAGEMENT**

	No. of Employees				TOTAL
	Q1	Q2	Q3	Q4	
Processed Leaves	1025	183	446	990	2644
Processed Monetization	17	103	34	39	193

**B. SEPARATION FROM SERVICE**

Description	Total Number of Employees	
	Male	Female
Retirement	5	12
Resignation	2	10
Death	0	0
<b>TOTAL</b>	<b>7</b>	<b>22</b>

**VI. OTHER SERVICES**

**A. FRONTLINE SERVICES**

<u>ACTIVITIES</u>	<u>NUMBER OF DOCUMENTS</u>
Issuance of Certificates of Employment/Leave/No pendency/Good Moral, Service Record, Photocopy of DTRs, PDFs, PDS, and other HR-related documents for the purposes of employment, accreditation, loan applications and travel, etc.	915
Notice of Salary Adjustment (NOSA)	1019
Notice of Step Increments (NOSI)	100
Digitalization of Statement of Liabilities and Net Worth(SALN) and submitted to the Office of the Ombudsman	580
Office Orders for designation	372

**B. INFORMATION SERVICES**

<u>Title</u>	<u>Date</u>	<u>Participants</u>
Provided orientation on Leave Benefits, Government Work Hours, Social Benefits, and Job Order Requirement Processes	March 2020	SLS Faculty and Staff
Served as speakers in HRMO Process(Leave Benefits, Attendance Management, and other HR-related requirement processes)	November 16 and 20, 2020	Newly Hired Employees for 2020 (Permanent, Casual and JOP/COS)

**V. HR STAFF AS SKELETAL WORKFORCE DURING THE DECLARATION OF COMMUNITY QUARANTINE**

<u>Activities</u>	<u>No. of Docs Released</u>
Prepared and issued pass slips to employees	803
Prepared and issued skeletal workforce ID to office heads and frontline service providers	34
Prepared and issued certificates of employment for travel pass purposes	41
Prepared and issued car pass for BSU employees	31

In retrospect, the details of accomplishments of this Office covering the periods: January – June, 2020; July – September, 2020; and October – December, 2020 have been submitted on their respective submission due dates and can be reviewed for validation purposes.

Nevertheless, we are very much pleased to provide our modest highlight of accomplishments, to wit:

### **I. DELIVERY OF COMMUNICATIONS FOR THE DAY**

Thus, to summarize, the herein attached ROA KPI MONITORING REPORT, 2020 would show the monthly internal and external communications that have been acted upon.

As regards the failures in the delivery of communications (1 for Internal and 14 for External) for the day, the reasons could be that the communications were either transmitted at our Office late in the afternoon and the respective recipients were no longer around at their offices, when these materials were delivered.

### **II. COVID-19 MECHANISMS and UPLOADINGS ON THE SOCIAL MEDIA**

Due to the declaration of state of emergency, i.e. from GCQ to MGCQ sometime in February, 2020, the normal operation of almost all offices within the University has been affected. Thus, to address the daily office transactions, this Office has adapted the following mechanisms:

1. An Advisory/Notice of our contact numbers;
2. Installation of a working table wherein Office clients can write their concerns and constant monitoring were made for the appropriate actions to be taken;
3. Uploading of Administrative Issuances, Notices, Advisories, and other relevant concerns via social media. From the months of May up to December, 2020, a total of 48 were uploaded;
4. Alternate Skeletal Force to man the Office during the GCQ period;
5. Scheduling of an Alternative Working Arrangements among the Office staff, during the MGCQ period;

### **III. ADAPTION OF AN OFFICE SLOGAN AND COURTESY CALLS**

The ROA staff also made a courtesy call to **DIR. DANILO B. BOSE**, Officer-In-Charge of the University sometime in May, 2020. During the visit, the OIC was briefed on the prevailing records management system of the University. On the same occasion, the OIC has also indorsed “**What you give, is what you get, Without Regret**” as the Office slogan.

Similarly, after **DR. FELIPE S. COMILA** was proclaimed as the new University President on November 26, 2020, the ROA staff immediately paid a courtesy call at his

Office on December 04, 2020. Some light-moments with him paved a way of briefing him of the records management system of the University; the status of the Records Disposition Schedule of BSU with the National Archives of the Philippines; the proposed re-structuring/staffing of the Office and also the plans of establishing a state-of-the-art filing system, and, an archives Office.

#### **IV. OTHERS:**

Aside from the perceptions and expectations of the functions of this Office, the ROA is also very proud of **MR. MANDING S. CABANAS**, who all the way, has extended his expertise in beautifying and arranging big events at the University, such as:

1. Public Presentation of BSU Presidentiables
2. Search for Miss Universe-Philippines
3. Meeting of Benguet Mayors with Congressman Eric Go Yap
4. Thanksgiving and Investiture of Pres. Comila
5. Christmas Tree Set-up
6. Setting up of the ADCOR during the visitation of Sec. Dar and other prominent government Officials

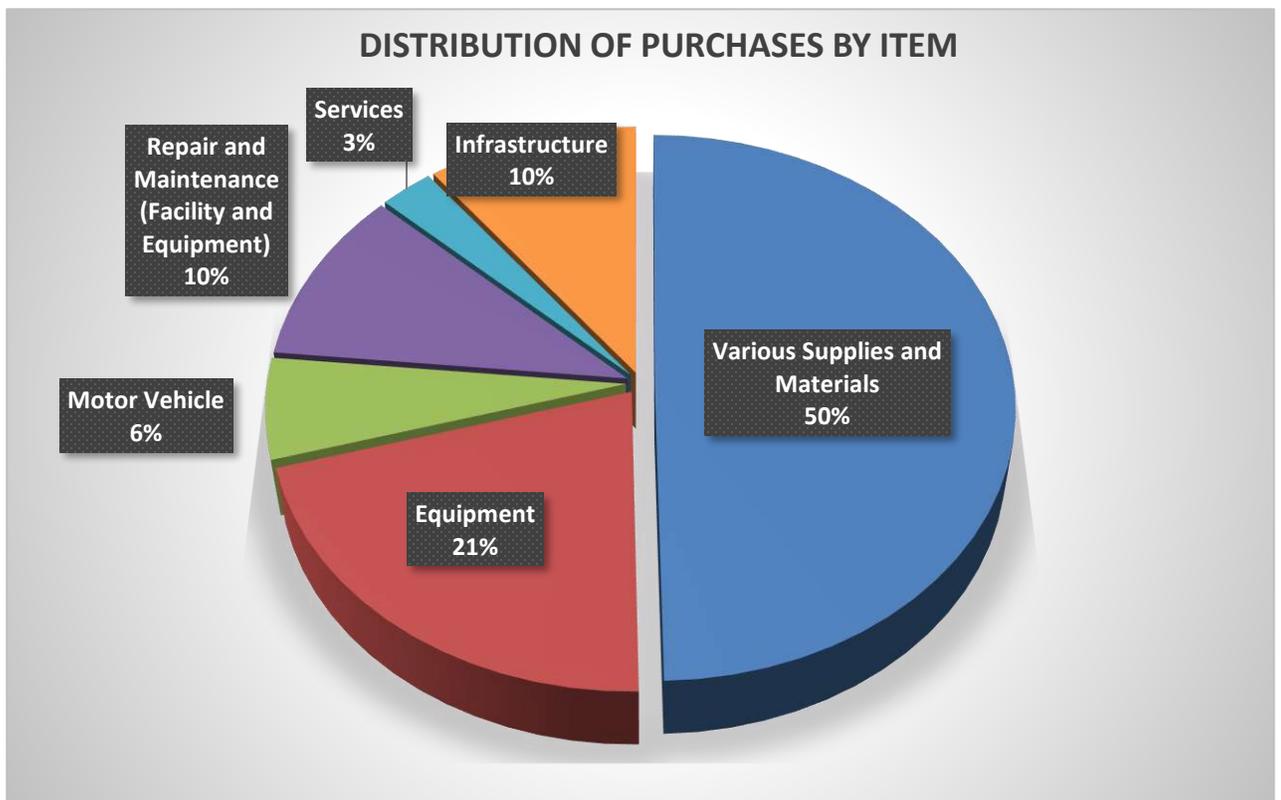
Credit is also due to **MS. GERALDINE S. TUMBAGA**, whose services is frequently requested by the OQAA for ISO and Accreditation purposes, up to now.

Over and above these accomplishments, the other ROA Staff have diligently performed their respective work and assigned tasks for the prompt creation of records, maintenance and retrieval, and other related records management processes.

1. Facilitated the procurement of infrastructure projects, goods and services and Consultancy:

**1.1. Purchases per Fund Cluster**

ITEM	FUND CLUSTER				TOTAL
	General Appropriations Act (GAA)	Internally Generated Income (IGI)	Business Type Income (BTI)	Special Project (SP)	
Various Supplies and Materials	31,480,152.89	16,884,395.91	26,320,946.77	20,811,807.11	<b>95,497,302.68</b>
Equipment	13,312,451.00	15,676,120.57	175,340.10	11,015,900.20	<b>40,179,811.87</b>
Motor Vehicle	-	11,478,900.00	-	-	<b>11,478,900.00</b>
Repair and Maintenance (Facility and Equipment)	14,551,698.58	3,678,028.90	5,800.00	1,726,217.22	<b>19,961,744.70</b>
Services	3,045,004.77	1,450,000.00	-	611,037.54	<b>5,106,042.31</b>
Infrastructure	14,989,861.16	2,634,484.91	-	2,374,366.93	<b>19,998,713.00</b>
<b>TOTAL</b>	<b>77,379,168.40</b>	<b>51,801,930.29</b>	<b>26,502,086.87</b>	<b>36,539,329.00</b>	<b>192,222,514.56</b>



## 1.2. Update on Infrastructure Projects (Competitive Bidding)

### a. Awarded Projects

	Name of Project	Source of Fund	Name of Contractor	Contract/ Project Cost
1.	Repair of the College of Veterinary Medicine (CVM) Building-Backstage of Anatomy	MOOE-GAA	Zenithal-JNA Construction and Supply	901,519.66
2.	Development of Multi-Function Office and Laboratory Room	DOST-TAPI	Benguet Builders	598,530.24
3.	Repair of CEAT Audio Visual Room	MOOE-GAA	Zenithal-JNA Construction and supply	849,336.63
4.	Repair of CF-Building-Rooftop	MOOE-GAA	Benguet Builders	1,298,658.24
5.	Repair of the CN Building-Roof Deck/Canopy	MOOE-GAA	Zenithal-JNA Construction and supply	891,713.49
6.	Repair of CHET Access Road	GAA-MOOE	E.T. Latawan Construction	699,422.31
7.	Construction of Bokod Dormitory	GAA-CO	Random Builders	14,989,861.16
8.	Construction of 2 units fix vent greenhouse with Aeroponics and Drip Irrigation System	DOST-PCAARRD	Netaphils, Inc.	2,374,366.93
9.	Backfilling & Concreting including Repair of Drainage System at the Bakery and FPC Area	IGI-CO	Efler Construction and Enterprise	984,893.25
10.	Construction of the Agri-Processing Center	DA-BAR	R.S. Sepian Construction and Trucking	9,367,170.82
11.	Renovation and Upgrading of University Canteen	IGI	Balbalin Engineering and Construction	1,424,136.66
12.	Repair of 1-unit Greenhouse and Supply, Delivery and Installation of Aeroponics System	DOST-PCAARRD	Balbalin Engineering and Construction	967,411.98

### b. Failed Bidding

	Name of Project	Source of Funds	ABC	Remarks
1.	Repair of Old Administration Building	GAA-MOOE	680,000.00	Failed bidding (posted 3 times)

### c. 2021 Early Procurement Activities

	Name of Project	Source of Funds	ABC	Remarks
1.	Repair of Drainage System for the Gymnasium and Athletic Oval	GAA-MOOE	3,900,000.00	On-going post qualification
2.	Repair of the BSU La Trinidad Campus Road Network (BSU Museum to BSU Last Gate)	GAA-MOOE	6,000,000.00	On-going post qualification
	<b>Total</b>		<b>9,900,000.00</b>	

### 1.3. Updates on Goods and Services and Consultancy (Competitive Bidding)

#### a. Awarded Contracts

	Name of Project	Source of Fund	ABC	Supplier	Project/Contract Cost
<b>1<sup>st</sup> &amp; 2<sup>nd</sup> Quarter</b>					
1.	Procurement of Fuel, Oil, Lubricants and Other Supplies for BSU Vehicles and Landscaping Services of La Trinidad Campus	GAA	3,584,000.00	Burnham Park Caltex Service Station	3,584,000.00
2.	Procurement of Security Services for the BSU Land Reservation Areas	GAA	2,495,220.00	Carlomaximus Security Agency, Inc.	2,487,504.77
3.	Procurement of One (1) Lot Various Janitorial Supplies	GAA	620,345.00	Mary Belle AcobTullao Trading	573,530.00
4.	Procurement of One (1) Lot Various Construction Supplies and Materials	GAA	332,485.00	Mary Belle AcobTullao Trading	326,245.00
5.	Procurement of Various Agricultural Supplies	GAA	2,061,621.00	MURASAKA Enterprises	360,795.00
				Farmers Zone Trading	545,490.00
				MURASAKA Enterprises	91,363.00
				Farmers Zone Trading	12,160.00
				Heaven's Valley Farm and General Merchandise	4,500.00
				Farmers Zone Trading	76,002.00
6.	Procurement of One (1) Lot Various Inks & Toners	GAA	1,256,209.04	Taipan Marketing	1,051,401.00
7.	Procurement of Laboratory Equipment (IB 2020-23)	GAA	6,775,000.00	Cebu Far Eastern Drug Inc., Inc.	5,480,000.00
				RainPhil, INC.	357,616.00
				Pro Maintech Consultancy, Inc.	168,000.00
				Levins International Corporation (Two Failed Bidding)	140,000.00
				Noveaulab Asia Corp. (Two Failed Bidding)	27,970.00
8.	Procurement of Laboratory Equipment (IB No. 2020-30)	DOST-PCAARRD	1,251,000.00	Noveaulab Asia Corp.	1,105,255.00
9.	Procurement of Various Furnitures and Fixtures	GAA	1,173,664.00	Peniton Trading	1,124,950.00
10.	Procurement of IT Equipment	SP (INNOTAL)	1,711,750.00	Hexacom Enterprises	1,306,859.76
				TSS Corporation	298,072.00
<b>3<sup>rd</sup> Quarter</b>					
13.	Procurement of Various IT Equipment and Peripherals	IGI	1,228,200.00	Hexacom Enterprise	895,289.78
14.	Procurement of Various Photocopiers	IGI	1,480,000.00	Xworks Solutions	786,310.00

15.	Procurement of Various Laboratory Equipment (1st posting)	IGI-GAA	1,845,000.00	Micro Laboratories, Inc	406,999.00
16.	Procurement of Various Laboratory Equipment (1st posting)	IGI-GAA	1,280,000.00	P and P Medical Supplies	999,999.99
17.	Procurement of Desktop Computers and Laptop Computers	IGI-Capital outlay	1,559,300.00	Hexacom Enterprise	1,135,143.40
18.	Procurement of Internet Service Provider for BSU Employees	IGI-Capital outlay	2,000,000.00	PLDT Inc.	1,088,640.00
19.	Procurement of Internet Service Provider for BSU Students	IGI-Capital outlay	1,200,000.00	Converge, Inc.	600,000.00
20.	Procurement of Various Furniture	IGI-GAA	1,219,726.25	Peniton Trading	919,000.00
				Power Built General Merchandise	170,200.00
21.	Procurement of Various Furniture and Fixtures (Fabrication)	IGI, GAA	2,319,300.00	Peniton Trading	2,099,000.00
22..	Procurement of Various Kitchen Wares	IG, GAA	1,002,000.00	Kitchen Mall Corporation	898,800.00
<b>4<sup>th</sup> Quarter</b>					
23.	Procurement of Various IT Equipment and Peripherals	IGI	1,228,200.00	Hexacom Enterprise	895,289.78
24.	Procurement of Various Photocopiers	IGI	1,480,000.00	Xworks Solutions	786,310.00
25.	Procurement of Various Laboratory Equipment (1st posting)	IGI-GAA	1,845,000.00	Micro Laboratories, Inc	406,999.00
26..	Procurement of Various Laboratory Equipment (1st posting)	IGI-GAA	1,280,000.00	P and P Medical Supplies	999,999.99
35.	Procurement of Desktop Computers and Laptop Computers	IGI-Capital outlay	1,559,300.00	Hexacom Enterprise	1,135,143.40
27.	Procurement of Internet Service Provider for BSU Employees	IGI-Capital outlay	2,000,000.00	PLDT Inc.	1,088,640.00
28.	Procurement of Internet Service Provider for BSU Students	IGI-Capital outlay	1,200,000.00	Converge, Inc.	600,000.00
29.	Procurement of Various Furniture	IGI-GAA	1,219,726.25	Peniton Trading	919,000.00
				Power Built General Merchandise	170,200.00
30.	Procurement of Various Furniture and Fixtures (Fabrication)	IGI, GAA	2,319,300.00	Peniton Trading	2,099,000.00
31.	Procurement of Various Kitchen Wares	IG, GAA	1,002,000.00	Kitchen Mall Corporation	898,800.00
32.	Procurement of Security Services for the BSU Main Campus	IGI -	5,259,999.00	Carlo maximus Security Agency	5,236,671.70
33...	Procurement of One (1) Lot Various Supplies and Materials for the Upgrading of Network/Internet	IGI-Capital Outlay	3,409,000.00	Ants Technologies	3,162,569.49

	Connectivity of the University				
34.	Procurement of One (1) Lot Supply, Delivery and Installation of Real-Time PCR Workflow Machines for the University	DOST-GIA Potato R&D Center NICER Program -Project I	3,800,000.00	Rainphil, Inc	3,690,000.00
35.	Procurement of Various Information Technology (IT) Equipment	IGI & GAA Capital outlay	1,387,550.00	Hexacom Enterprises	1,007,745.00
36.	Procurement of Colored Copier for Research and Extension	IGI-Capital Outlay	1,375,000.00	Philippine Duplicators, Inc	1,150,000.00
37.	Procurement of Various Laboratory Equipment for Food Science Research and Innovation Center (FSRIC)	GAA-Capital Outlay	4,255,595.00	Promaintech Consultancy, Inc.	1,260,000.00
				Microbiological Laboratory, Inc.	1,210,996.00
				CAS Color Application Specialist	775,200.00
38.	Procurement of Laboratory Equipment for Special Projects	DOST PCAAR RD	4,000,000.00	Microbiological Laboratory, Inc.	682,998.00
				Levins International Corp.	373,000.00
				RainPhil Inc.	1,000,000.00
				XPRT Ventures, Inc.	1,500,000.00
39.	Procurement of Motor Vehicles for the University (2nd posting)	IGI-Capital outlay	10,600,000.00	Toyota Baguio	10,478,500.00
40.	Procurement of Various Network Supplies, Equipment and Other Materials		2,865,208.00	Ants Technologies	2,283,176.52
41.	Procurement of Various Laptops	IGI-Capital outlay	256,000.00	CA BLISS Enterprise	253,000.00

**b. Failed Bidding**

	Name of Project	Source of Fund	ABC	Remarks
1	Procurement of Various Electrical Supplies and Materials for the Electrical Enhancement of Laboratory Rooms of the BSU Research and Development Building	IGI	1,500,000.00	2-Failed bidding ( no bidders); re-programmed for 2021
2	Procurement of Ready to Lay Pullets for the Poultry Project	BTI	1,979,500.00	2-failed bidding(no bidders); re-programmed for 2021
3	Procurement of Consultancy Services to come up with Recommendations to Optimize the Operation of Benguet Agri-pinoy Trading Center I(BAPTC)	TF 911/BAPTC	500,000.00	Failed bidding (Posted 3 times – no bidders), re-programmed for 2021

**c. 2021 Early Procurement Activities**

	Name of Project	Source of Fund	ABC	Supplier	Contract Amount/Remarks
1	Procurement of Laboratory Supplies	NEP-MOOE	794,661.50		2 <sup>nd</sup> posting (on-going bidding process)

2	Procurement of Office Supplies	NEP-MOOE	1,109,193.12	Rio Chico Marketing	1,108,251.84
3	Procurement of Construction, Plumbing and Electrical Supplies	NEP-MOOE	1,899,487.00	WilConstruct Enterprises	1,650,215.00
4	Procurement of Fuel, Oil, Lubricants and Other Supplies	NEP-MOOE	3,242,000.00		2 <sup>nd</sup> posting (ongoing bidding process)
5	Procurement of Inks and Toners	NEP-MOOE	1,216,091.75		2 <sup>nd</sup> Posting (ongoing bidding)
6	Procurement of Janitorial Supplies	NEP-MOOE	818,675.00	Mary Belle Acob Tullao Trading	803,695.00
7	Procurement of Various Agricultural Supplies	NEP-MOOE	1,900,970.00	Rio Chico Marketing	1,453,687.26

In facilitating the procurement of the above-stated projects, the following procurement activities/tasks were done:

- a. Checking and verification of items requested for procurement in the end-users respective PPMP and APP;
- b. Numbering and monitoring of Purchase Requests, Request for Quotations, Resolutions and Purchase Orders;
- c. Consolidation and categorization of items for procurement ready for BAC's review;
- d. Preparation of schedule of procurement activities;
- e. Organized and made necessary arrangements for BAC meetings;
- f. Preparation of Invitation to Bid and bidding documents, Request to submit proposals/quotations and Request for Quotations
- g. Advertising and/or posting of bidding opportunities including bidding documents to the PhilGEPS, BSU Website, and three conspicuous places;
- h. Management of the sale and distribution of bidding documents to interested bidders;
- i. Preparation of notice of BAC meetings and invitation to three (3) observers;
- j. Preparation of minutes of meetings, resolutions of the BAC and communications to external providers;
- k. Assistance to the Technical Working Group (TWG) in the preparation of Bid Evaluation Report (eligibility and technical documents);
- l. Preparation of bidding results such as Abstract of Bids/Quotations, Notice of Award, Notice to Proceed and posting of such documents Contract/PO in the PhilGEPS and BSU Website as required;
- m. Serving of Contracts/Purchase Orders to winning bidders/suppliers for their signature and confirmation.

### 1.3. Annual Procurement Plan (APP Implementation Rate) as of Dec. 30, 2020

#### 3.1. General Appropriation Act (GAA) *(Annex A)*

Projects	APP	Total Amount of Contracts Awarded	Percentage( %)
Goods	84,052,015.89	62,646,826.34	74.53%
Services	6,449,172.76	3,069,220.00	47.59%
Consultancy	750,000.00	-	0
Infrastructure	15,000,000.00	15,000,000.00	100%
			<b>75.97%</b>

**Projects that were not procured or partially implemented that negatively contributed to the APP implementation rate, among others:**

Projects	APP	Total Amount of Contracts Awarded	Difference	Remarks
Goods				

Accountable Forms	1,549,000.00	380,000.00	1,169,000.00	Official receipts were not procured as there are still available stocks
Athletic/cultural uniform	1,147,500.00		1,147,500.00	Not procured by the mgmt.
Textbooks and instructional materials	1,447,765.00	724,125.00	723,640.00	Few end-users submitted PR
Venue/package for seminars/ Trainings	15,375,978.36	1,373,760.00	14,002,218.36	Some seminars did not push through due to restrictions to mitigate COVID 19
Repair and maintenance (Machinery and Equipment)	1,838,637.44	66,292.00	1,772,345.44	Few end-users submitted PR
Repair and Maintenance-Transportation Equipment	1,828,846.00	879,895.00	948,951.00	Few end-users submitted PR
Parts and accessories for vehicle repair	1,530,846.00	144,475.00	1,386,371.00	Few end-users submitted PR
<b>Services</b>				
Air fare/ticket	3,079,652.76	300,000.00	2,779,652.76	travels not allowed due to COVID-19
Cable satellite Connectivity and Radio Licenses	15,000.00	-	15,000.00	No received PR from end-user
Internet connectivity	25,500.00	-	25,000.00	No received PR from end-user
Laboratory Analysis	150,000.00	-	150,000.00	No received PR from end-user
Rental of vehicle and freight charges	307,800.00	3,500.00	305,300.00	No received PR from end-user
subscription, e-books, e-journal ad softwares	121,000.00	-	95,000.00	No received PR from end-user
<b>Consultancy</b>				
Consultancy (ISO certification for laboratory)	750,000.00	-	750,000.00	Not implemented yet by the University/ end user
<b>TOTAL</b>			<b>25,269,978.56</b>	

### 3.2. Internally Generated Income (IGI) - (Annex B)

Projects	APP	Total Amount of Contracts Awarded	Percentage( %)
Goods	45,523,364.11	43,282,842.81	95.08
Vehicle	11,600,000.00	11,600,000.00	100.00
Services	8,568,182.00	8,400,662.00	98.04
Consultancy	6,750,000.00	1,450,000.00	21.48
Infrastructure	37,200,000.00	3,200,000.00	8.60
	<b>109,641,546.11</b>	<b>67,933,504.81</b>	<b>62.00</b>

Projects that were not procured or partially implemented that negatively contributed to the APP implementation rate, among others:

5. Consolidated Procurement Management Plans of all sectors under the funds

Projects	APP	Total Amount of Contracts Awarded	Difference	Remarks
<b>Goods</b>				
Venue/package for seminars/ Trainings	2,471,747.39	76,660.00	2,395,087.39	Some seminars did not push through due to restrictions to mitigate COVID 19
<b>Consultancy</b>				
Consultancy (ISO certification)	1,300,000.00	-	1,300,000.00	No PR/document received for procurement
Procurement of HRIS	4,000,000.00	-	4,000,000.00	No PR submitted by the end-user
<b>Infrastructure</b>				
Construction of Amphitheater	20,000,000.00	-	20,000,000.00	No documents received for procurement
Construction of Faculty Dormitory	14,000,000.00	-	14,000,000.00	No documents received for procurement
<b>Total</b>			<b>41,695,087.39</b>	

General Appropriation Act (GAA), Internally Generated Income (IGI), Business Type Income (BTI) and Special Projects.

6. Prepared and updated the following Annual Procurement Plans (APPs) per fund and submitted it on time to GPPB before on the due date/posted it on the BSU transparency seal: **(Annex C)**

6.1. APP for Non-CSE (due date is Dec. 15, 2020)

6.2. APP for Common Supplies and Equipment – 2020 (due date is Jan 30, 2020)

6.3. Indicative APP for Common supplies and Equipment – 2021 (due date is Sept. 30, 2020)

7. Prepared Agency Procurement Compliance and Performance Indicator (APCPI) Self-Assessment Form for 2019 and posted the same in the provided link for submission (GPPB website). **(Annex D)**

8. Prepared Agency Procurement Monitoring Report (PMR) covering the period July to December 2019 and January to June 2020 and posted it on time in the provided link of submission. **(Annex E)**

9. Verified and processed **One Thousand Three Hundred Twenty-Four (1,324) Purchase Request**. The items indicated in the PRs were verified in the end-user's PPMP.

10. Reviewed and processed **One Thousand Three Hundred Six (1,306) Request for Quotations** for Alternative Modes of Procurement.

11. Reviewed, verified and processed **One Thousand Three Hundred Seventy-Six (1,376) Purchase Orders**. Documents review includes checking the correctness of data in the PO and all the attached documents such as the Abstract of Bids vis-à-vis the supplier's quotations, supplier's status of membership with PhilGEPS, and others.

12. Posted the following procurement documents in the PhilGEPS, a total of **Eight Hundred Twenty One (821)**: Invitation to Bid, Request for Quotations/Proposals amounting to P

**13.** 50,000.00 and above including Notice of Award, Notice to Proceed and Purchase Order in compliance to the requirement provided in RA 9184 **(Annex F)**.

Documents	No. Of Posted Documents from October – December
I. Opportunities ( ITB, RFQs, Invitation to Submit Proposal)	342
2. Awarded Contracts	479
<b>GRAND TOTAL</b>	<b>821</b>

13. Prepared and issued approved NOA, NTP and Purchase Orders to supplier/bidders for signature/conformation and acknowledgment.

14. Prepared and processed payment of snacks served during BAC meetings.

15. Prepared and processed payroll for BAC honorarium (January - June and July - November 2020).

16. Prepared voucher for payment of contracts and other claims (awarded projects, request for payment of accomplishments, refund of retention money, etc).

17. Facilitated and attended Ninety Two (92) BAC meetings (Infrastructure, Goods and Services, and Consultancy. **(Annex G)**)

18. Updated the registry/eligibility of BSU external providers and price monitoring list (common office supplies, inks and toners, construction supplies, laboratory supplies, agricultural supplies and janitorial supplies).

19. Provided assistance/coaching to the end users' needs and concerns.

20. Prepared quarterly reports on the monitoring of the Office Key Performance Indicator (ISO) and other reports as requested.

21. Attended seminars:

Name of Learner/ Employee	M/F	Title of Learning & Development Activities	Date	No. of Hours	P/LSP	Sponsor	L/R/N
Arsenia L. Bayawa Jocelyn L. Mauting	F	Procurement Forum	January 14, 2020	8	Participant	GPPB	national
Arsenia L. Bayawa	F	Presentation of Production Plan, Program of Receipts and Expenses, and Project Procurement Management Plan for CY 2021 (IGPs)	October 1, 2020	8	LSP	BSU	L
		Career Ladder Jumpstart Orientation (CALAJO) VI	November 20, 2020		LSP	BSU	L
Jessica S. Nagen Marylou S. Magsiano	F	AYWAN KAPANUNUTAN: Pagsig'dan iti ili	July 25, 2020	4	Participant	BSU	
		"CALAJO"	November 16 and 20, 2020	16	Participant	BSU	L
Jessica S. Nagen	F	Gender Sensitivity Training	October 29 and October 30	8	Participant	BSU	L

22. Others:

22.1. Attended and served as secretariat in Lease Committee meetings (one PMO staff being a member of the BAC Secretariat).

22.2. Participated actively in GAD planning and activities (one PMO staff being a member of the GAD TWG).

The following are the accomplishments (*highlights*) of the Supply & Property Management Office for the period from January 01 to December 31, 2020:

1. *Receipt, Inspection and Acceptance of delivered property, plant and equipment (PPE); semi-expendable items; and office, other supplies and materials.* Inspection and acceptance reports prepared, numbered, and attached to disbursement voucher for processing.

Fund Cluster		Supplies and Materials		Property, Plant, and Equipment	
		Number	Amount	Number	Amount
1.	General Fund 101	563	44,055,654.83	11	3,896,248.99
2.	Internally Generated Income (05 – STF 164)	276	14,618,478.77	27	7,545,709.05
3.	Business Type Income (06 – Revolving Fund 161)	183	17,121,562.84	0	0
4.	Business Type Income (06 – Revolving Fund 163)	534	26,050,408.99	1	28,650.00
5.	Trust Fund (07 – Special Projects)	34	2,406,093.75	5	201,739.00
6.	Trust Fund (07 – TF 911)	260	19,438,330.26	21	4,861,974.62
<b>TOTAL</b>		<b>1,850</b>	<b>123,690,529.44</b>	<b>65</b>	<b>16,534,321.66</b>

2. *Issuance of supplies and materials.* Requisition and Issue Slip (RIS) acted upon, and Inventory Custodian Slip (ICS) prepared to establish accountability for tangible property below P15,000.00 issued to accountable officers.

Inventory Class (for GF&IGI)/ Fund Cluster		Requisition and Issue Slip (RIS)		Inventory Custodian Slip (ICS)	
		Number	Amount	Number	Amount
1.	Office Supplies, Textbooks and instructional Materials	527	11,430,847.53	195	5,236,908.21
2.	Drugs and Medicine; Medical, Dental, and Laboratory Supplies	125	5,026,694.28	20	333,287.00
3.	Semi-Expendable Supplies and Materials	167	3,486,831.00	157	3,361,221.00
4.	Agricultural Supplies	54	2,666,295.50	23	802,234.00
5.	Other Supplies and Materials	710	9,827,008.31	25	1,402,675.00
6.	Business Type Income (06 – Revolving Fund 161)	210	14,803,902.18	2	60,657.70
7.	Business Type Income (06 – Revolving Fund 163)	503	23,484,568.36	3	39,675.00
8.	Trust Fund (07 – Special Projects)	55	2,569,333.75	13	381,909
9.	Trust Fund (07 – TF 911)	237	15,787,203.76	78	2,345,650.83

	<b>TOTAL</b>	<b>2,588</b>	<b>89,082,684.67</b>	<b>516</b>	<b>13,964,187.74</b>
--	--------------	--------------	----------------------	------------	----------------------

3. *Issuance of property, plant and equipment (PPE).* Property Acknowledgement Receipt prepared covering newly acquired, numbered, and tagged items of PPE's issued to accountable officers.

Fund Cluster		Property Acknowledgement Receipt (PAR)	
		Number	Amount
1.	General Fund 101	23	8,762,558.76
2.	Internally Generated Income (05 – STF 164)	71	12,955,351.33
3.	Business Type Income (06 – Revolving Fund 161)	2	482,346.00
4.	Business Type Income (06 – Revolving Fund 163)	3	149,213.00
5.	Trust Fund (07 – Special Project)	10	540,135.00
6.	Trust Fund (07 – TF 911)	24	7,409,060.30
	<b>TOTAL</b>	<b>151</b>	<b>30,298,664.39</b>

4. *Property and inventory utilization and management.*

*Monitoring of Property accountability.* Property Transfer Reports (PTR) prepared, and related accountability records (PAR or ICS) renewed to keep current property accountability on the account of changes in the person of accountable officer due to retirement, designations, other personnel movement, and as established during physical inventory.

Fund Cluster		Property Transfer Reports (PTR)		Renewal/Re-issuance			
				PAR		ICS	
		Num	Amount	Num	Amount	Num	Amount
1.	General Fund 101	82	8,060,343.96	35	6,434,173.53	61	1,744,811.23
2.	Internally Generated Income (05 – STF 164)	156	16,919,530.49	103	10,842,603.30	72	6,061,027.89
3.	Business Type Income (06 – RF 161)	4	164,367.20	2	104,312.00	3	65,054.60
4.	Business Type Income (06 – RF 163)	3	213,932.00	5	182,731.00	4	31,201.00
5.	Trust Fund (07 – Special Projects)	15	764,905.75	7	564,996.00	12	199,909.75
6.	Trust Fund (07 – TF 911)	12	8,439,094.31	6	8,153,191.78	9	150,197.28
	<b>TOTAL</b>	<b>272</b>	<b>34,562,173.71</b>	<b>158</b>	<b>26,282,007.61</b>	<b>161</b>	<b>8,252,201.75</b>

*Disposal of unserviceable property.* Inventory and Inspection of Unserviceable Property (IIRUP) and Waste Materials Reports (WMR) prepared with complete supporting documents covering disposable/unserviceable PPE or semi-expendable properties respectively.

Fund Cluster		Inventory and Inspection of Unserviceable Property (IIRUP)		Waste Materials Report (WMR)	
		Number	Amount	Number	Amount
1.	General Fund 101	10	502,466.00	32	191,783.75
2.	Internally Generated Income (05 – STF 164)	52	3,109,086.26	82	522,070.79
3.	Business Type Income (06 – Revolving Fund 161)	2	201,320.00	2	4,528.00
4.	Business Type Income (06 – Revolving Fund 163)	3	116,283.49	9	97,763.14
5.	Trust Fund (07 – Special Projects)	2	69,680.00	9	79,752.00
6.	Trust Fund (07 – TF 911)	9	767,870.16	7	66,870.00
<b>TOTAL</b>		<b>77</b>	<b>4,766,705.91</b>	<b>141</b>	<b>962,767.68</b>

*Property insurance and registration.* Facilitated registration of various University properties. Processed documents for renewal and payment of insurance of buildings and structures that were approved for renewal. Brought vehicles for smoke testing, stenciling, and motor vehicle insurance.

Particulars		1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	Total
1.	Buildings and structures	0	0	0	55	55
2.	Motor Vehicles	4	9	9	6	28
<b>TOTAL</b>		<b>4</b>	<b>9</b>	<b>9</b>	<b>61</b>	<b>83</b>

*Property maintenance.* Evaluated and endorsed request for repairs and maintenance of various equipment submitted by several operating units of the University.

*Clearance from property accountability.* Verified and signed clearances of employees who are granted maternity leave, those who are or intending to be separated from the service, and personnel on Casual, Job Order, or Contract of Service status.

*Physical inventory.* Finalized work plan for the physical inventory. Conducted physical examination and counting of PPE items issued to various offices. Reconciled some of the results of physical inventory with the property ledgers cards in the eNGAS and consequently updated property records. Prepared report on the physical count of PPE by responsibility center which shall be consolidated by fund cluster and PPE class for the year-end inventory reports.

5. *Processing of transactions.* Collated supporting documents of disbursement vouchers and released to concerned offices for further processing of payment.

Particulars		Disbursement Voucher Collated and Released
1.	1 <sup>st</sup> Quarter	288
2.	2 <sup>nd</sup> Quarter	271
3.	3 <sup>rd</sup> Quarter	505
4.	4 <sup>th</sup> Quarter	828
<b>TOTAL</b>		<b>1,892</b>

6. Acted on requests submitted to the SPMO for appropriate disposition such as SPMO service Request Forms, Request for Pre-Repair Inspection, and Receipt and Acceptance Form.

Particulars		1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	Total
1.	Request Form	50	22	29	14	115
2.	Pre-Repair Inspection Report	9	1	4	14	28
3.	Receipt and Acceptance Form	24	9	37	35	105
<b>TOTAL</b>		<b>83</b>	<b>32</b>	<b>70</b>	<b>63</b>	<b>248</b>

*Preparation of Reports.* Prepared and submitted monthly report of supplies and materials issued, and list of unserviceable properties to the COA and Accounting Office.