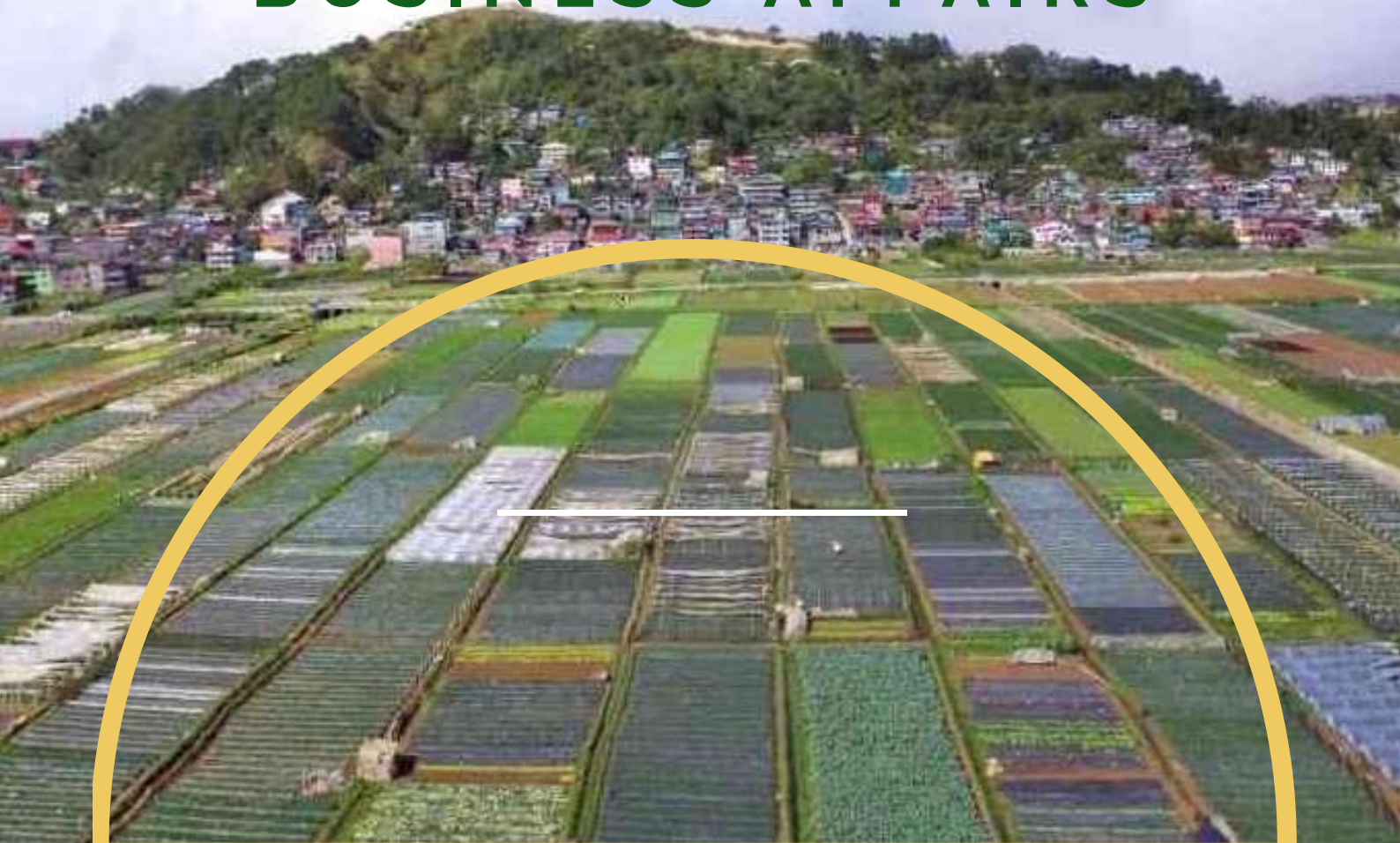


BENGUET STATE UNIVERSITY
BUSINESS AFFAIRS



ANNUAL REPORT
2020



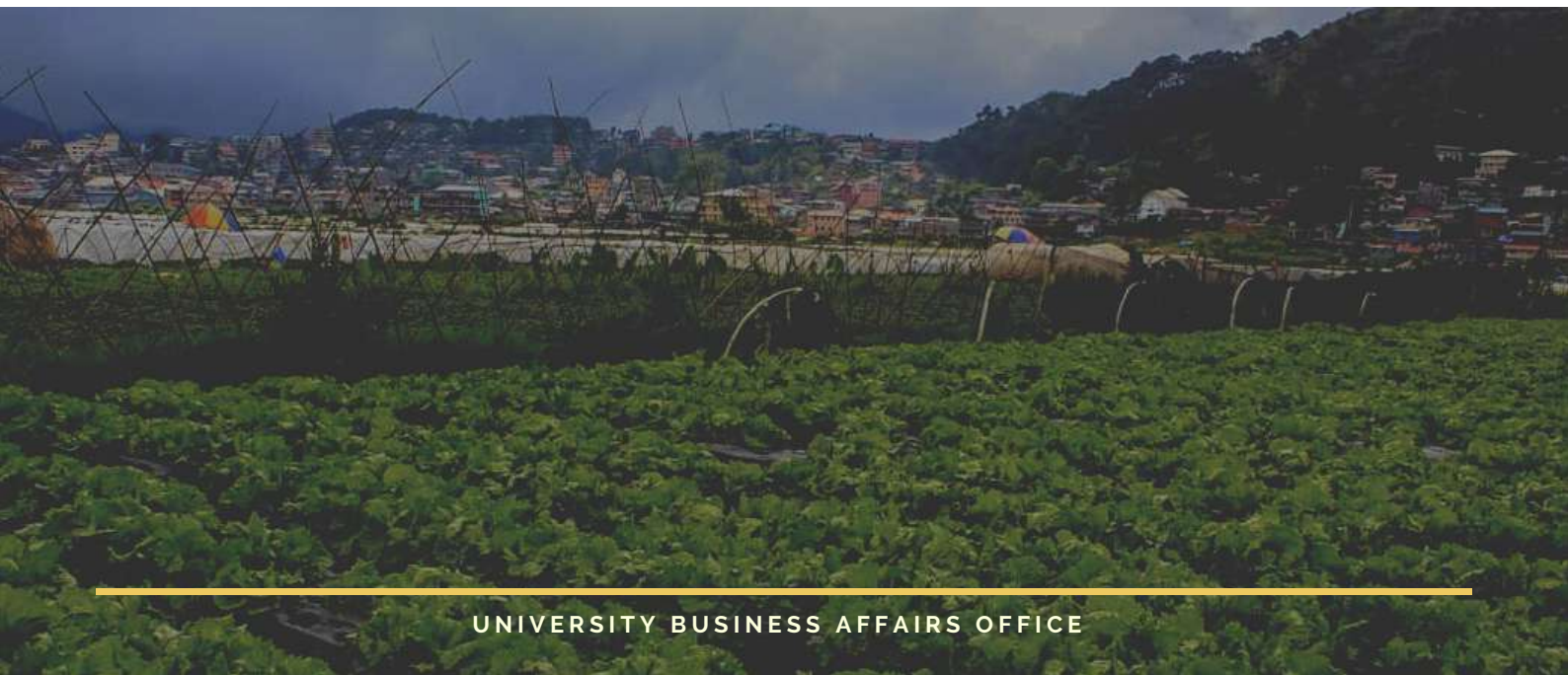
OFFICE OF THE VICE PRESIDENT FOR BUSINESS AFFAIRS

YEAR IN REVIEW 2020

The Office of the Vice President for Business Affairs is the steward of partnerships and leasable properties under the Production function of the University.

The University Business Affairs (UBA) office operated and managed the Income Generating Projects (IGPs), the Internally Generated Income (IGI), and the leasable properties of the University.

During the year in review, the COVID-19 pandemic greatly affected the management and operations of the Business Affairs. But despite the setbacks brought about by this phenomenon, the IGPs and IGIs still managed to reach their targets. Some projects gained, while some incurred a negative net income.



UNIVERSITY BUSINESS AFFAIRS OFFICE

The University Business Affairs Office was under the leadership of Dr. Silvestre K. Aben, Vice President for Business Affairs, from July 2016 until his retirement on September 11, 2020. Dr. John James Malamug took over as the Officer-in-Charge and caretaker of the UBA from October to December 2020.

The Prof. Josel M. Florentin, took over as over as UBA Director from January 2019 to December 2020.

In December 2020, Dr. Felipe Salaing Comila, the newly installed University President, released new designations for the reorganization of the UBA starting January 2021:

Dr. Johnny G. Dati, Sr.	VP for Business Affairs
Dr. Norma P. Banania	Director for Business
Prof. Valentino L. Macanes	OIC Director for Special Projects & Partnerships / Special Assistant
Ms. Sheryl I. Fernando	OIC Director for Marketing & Branding / Special Assistant

The Office of the Vice President for Business Affairs (OVPBA) continued to monitor the operations of the different Income Generating Projects (IGPs) and Internally Generated Income (IGIs) despite the pandemic.

Staff underwent triage. Some staff were recommended for work-from-home while the rest reported at work. Basic operations of the OVPBA were still in place like remittance of daily income, procurement of office supplies, maintenance of cleanliness, peace and order in leasable properties; and monitoring of parking areas.

A new Mitsubishi FB vehicle was delivered to the sector last September 11, 2020.



Mr. Donly Vonn F. Capuyan and Mr. Sunny Quintos, BSU Representatives, Ceremonially receive the new Mitsubishi FB vehicle for the University Business Affairs Sector.

Majority of the IGPs went back to normal operations in the last quarter of 2020. A performance review of the different IGPs and IGIs was conducted last October 1 & 13 and November 19, 2020 in preparation for the 2021 Internal Operating Budget (IOB).



EXTENSION SERVICES

UBA staff volunteered in relief operations conducted in the University and in the community by helping in the harvesting and distribution of vegetables to students, employees, barangays and communities outside Benguet.



INCOME GENERATING PROJECTS

There are seven Income Generating Projects (IGPs) that are operated by the UBA. These projects are managed by the UBA Director and Project Managers who plan and oversee daily operations.

For 2020, the IGPs continued to operate in 40% - 50% capacity due to the COVID-19 pandemic. It was a challenging year to maintain the operations of the IGPs with the safety protocols that were imposed by the National Government. There was a limit to the number of employees who can report to maintain social distancing.

Despite the pandemic, majority of the IGPs were still able to have income.

AGRI-BASED IGPS

FOOD PROCESSING CENTER

The Food Processing Center (FPC) introduced two new products that are being sold in the Marketing Center:

LEMON LECHE FLAN



The FPC has now four variants of peanut butter: No Sugar Peanut Butter, No Sugar Peanut Butter Crunchy, Regular Peanut Butter, and Regular Crunchy Peanut Butter.



The Ube Halaya has a new packaging, it comes in jars.



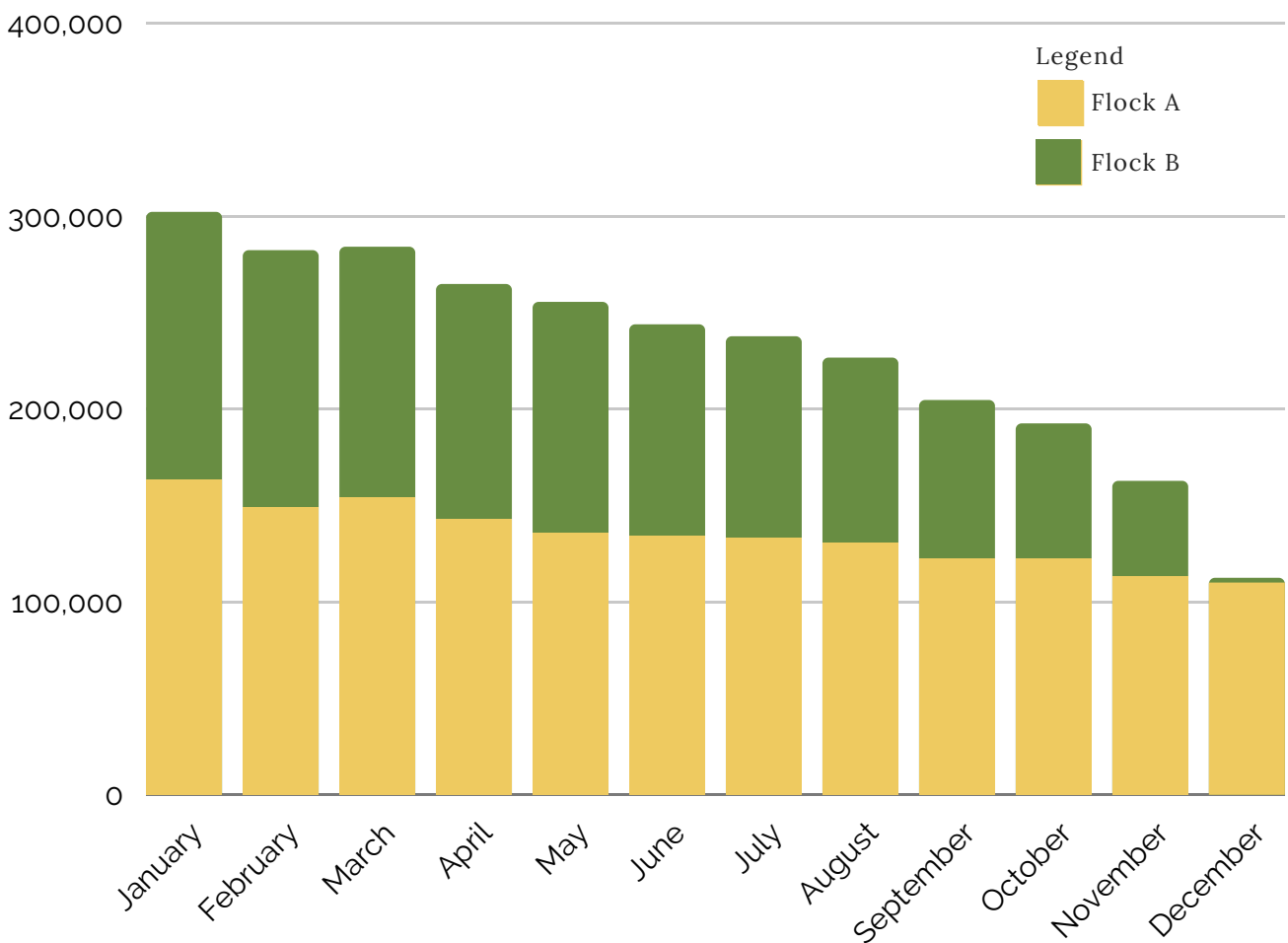
The FPC was able to have a gross income of PhP 5,247,013.55 with 12% ROI for 2020.

THE POULTRY PROJECT

The Poultry Project continued to operate despite the skeletal workforce to feed the layers, gather and sort the eggs, and culling unproductive birds.

Graph 1 and presents the egg production of flocks A and B in 2020. There is a total of 2,755,627 eggs that were harvested for the whole year with gross sales of PhP18,976,036.50 with 31% ROI.

Over the months, there is a decrease in the production of eggs because the birds are reaching their unproductive stage and were culled out in the last quarter of 2020.



Graph 1. Egg Production of Flocks A and B in 2020



OPERATIONS
INCOME GENERATING PROJECTS
THE BAKERY PROJECT

The Poultry Project continued to bake bread and operate the coffeeshop despite operating at 50% capacity. The project has three new products:

PANDELIIT



UBE DESAL



CREAM CHEESE DESAL



THE BAKERY PROJECT

Seasonal products were also offered in the last quarter of 2020 like fruitcake and macaroons.

MACAROONS



FRUIT CAKE



The Coffeeshop continued to serve its clients but reduced dine-in capacity to 50% to maintain social distancing. The Bakery and Coffeeshop had a total gross income of PhP5,587,390.10 with 11% ROI for 2020.

NON-AGRI-BASED IGPS

GUESTELS

The Guestels closed its operation on March 16, 2020 at the start of community lockdowns. As per IATF guidelines, the Guestel was not allowed to accommodate tourists but it accommodated students and employees who cannot travel from their homes to the University vice-versa due to the restrictions for travel. The University Management approved 15 requests to stay at the Guestel , of which 28 are employees and eight are student, in various dates for 2020.

The Guestel was able to have a gross income of PhP 597,642.00 with a -14% ROI. The negative ROI is due to the restriction to operate the project and travel ban for tourists who are the main clients of the project.

THE GARMENTS PROJECT

The Garments Project continued to accept sewing projects. Some staffs worked from home to complete sewing orders like uniforms and face masks. Bulk orders for washable face masks came from the Environment Management Bureau-CAR with 3,100 pcs masks and BSU Administration with 4,500 pcs BSU masks for employees.



Staff of the Garments Project, reported during community quarantine to finish orders

The project also sewed the Academic Gowns of officials and guests for the investiture used last January 11, 2021



Photo by: Karl-Andrea Damag-Bagnisen Pagada-Marzo, BSU-UPAO

The project was able to have a gross income of PhP 839,766.00 with -21% ROI. The deficit is due to the pandemic, where there were less customers who availed of the services of the Garments Project.

THE MARKETING CENTER

The Marketing Center (MC) operating inside the La Trinidad Campus continued to operate, while the MC km5 and the MC Strawberry Farm branches closed during the community quarantine lockdown.

The MC continued to offer BSU and local products to its clients during the community quarantine.

Ms. Carolyn C. Biteng, Project Manager, attended the Market Matching Activity of the DTI-CAR last October 16-17, 2020, which was attended by BAGUIO DTI OTOPT for MSMEs at the Kapiterya by the BCAA, Baguio City.

The project was able to have a gross income of PhP 23,832,579.00 with 7% ROI.

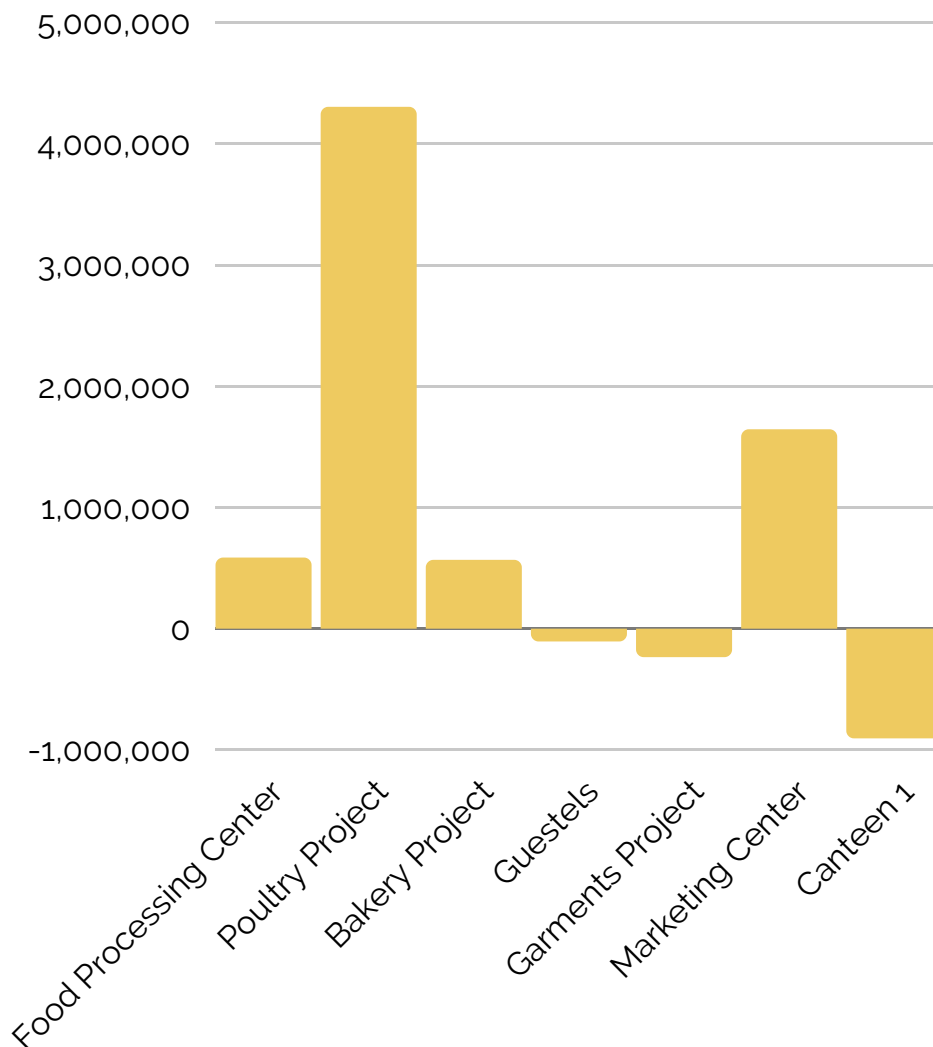


CANTEEN 1 (RSDC)

The Canteen 1 continued to operate despite the restrictions brought about by the pandemic. There was not face-to-face learning for students and the University adhered to the recommendations of the AITF for the skeletal workforce, which lessened the customers of the canteen.

Despite the challenges of little or no clients, the canteen was able to have an income of PhP 5,467,538.97 with -14% ROI. The limited operations lessened the loss of the canteen as compared to zero operations that would have incurred more loss.

IGP NET INCOME: PHP 5,851,392.59



Graph 2. Net Income of Income Generating Projects in 2020

INTERNALLY GENERATED INCOME

Internally Generated Income (IGIs) projects are the leasable properties and parking areas that are being managed by the UBA.

Majority of the the leasable areas at the Strawberry Farm stopped operations during the community quarantine and while tourism was restricted due to the pandemic.

The parking areas continued to cater to the parking needs of partners and clients. It was able to make a gross income of PhP 1,931,680.00.



MOVING FORWARD

The University Business Affairs Office is looking forward to a more fruitful 2021 as we face the new normal. The UBA is reorganizing its organization to meet present and future needs of its stakeholders. The UBA will launch new products and services to meet the growing demands of the market.

Together We will HEAL AS ONE.

UBA ANNUAL REPORT 2020 TEAM:

Dr. Johnny G. Dati, Sr., Consultant

Ms. Sheryl I. Fernando, Consolidation and Layout

Dr. Norma P. Banania, IGP Reports

Ms. Sunhine N. Pallay, Financial Reports

Mr. Jayson L. Carbonel, Financial Reports