

**UNIVERSITY OF THE PHILIPPINES
OPES-PMS
SPMO REFERENCE TABLE**

CODE	FUNCTIONS	OUTPUT KRA	Performance Indicator	POINT/S	OPERATIONAL DEFINITION
I. Administrative					
SPM-ADM-001	To monitor attendance of SPMO staff	Log in/out of staff are monitored	Number of Staff	0.17	Checks DTR, prepares summary of absence, tardiness, compensatory time-
SPM-ADM-002	To prepare letters and other correspondence	Draft and finalize letter for signature of unit	Number of letter	0.75	Prepares draft and finalize letters and other correspondence for signature of
SPM-ADM-003	To prepare request for repair of equipment and fabricaton of equipment		Number of request	0.08	Prepares Job Order Request (JOR), pre-and post-inspection report, verifies property number and other details as
SPM-ADM-004	To prepare request for Linen Job Order manufacturing of		Number of Linen Job Order	1.00	Consolidates RIS by size, color, item; prepares request for Linen Job Order
SPM-ADM-005	To prepare minutes of meeting of the section heads and SPMO Administrative Personnel	Minutes of meeting of section heads and SPMO APC are	Number of meetings	1.00	Prepares draft and finalize the minutes of meeting of section hads and SPMO Administrative Personnel Committee
SPM-ADM-006	To prepare monthly report of Official Travel	Monthly report of Official Travel are	Number of travel	0.08	Prepares monthly report of official travel
SPM-ADM-007	To prepare Purchase Request (PR), Requisition Issue Slip (RIS), Stock Position Sheet (SPS), Letter Order (LO) and other attachments for request of	Purchase Request, Requisition Issue Slip, Purchase Order for request of supplies/payment are	Number of item	0.02	Prepares PR, RIS, SPS, LOs and other attachments
SPM-ADM-008	To prepare PR, RIS, SPS, LO and other attachments for request of medical supplies/drugs and	Purchase Request, Requisition Issue Slip, Purchase Order for request of	Number of item	0.08	Prepares PR, RIS, SPS, LOs and other attachments
SPM-ADM-009	To prepare PR, RIS, SPS, LO and other attachments for request of medical and laboratory equipt.	Purchase Request, Requisition Issue Slip, Purchase Order for request of	Number of item	0.25	Prepares PR, RIS, SPS, LOs and other attachments

SPM-ADM-010	To prepare PR, RIS, SPS, LO and other attachments for request of office equipt.	Purchase Request, Requisition Issue Slip, Purchase Order for request of	Number of item	0.17	Prepares PR, RIS, SPS, LOs and other attachments
SPM-ADM-011	To prepare Disbursement Voucher(DV), Budget Utilization Request (BUR), Obligation Request(ObR) and other	Purchase Request, Requisition Issue Slip, Purchase Order for request of	Number of documents	0.17	Prepares DV, BUR, ObR and other attachments
SPM-ADM-012	To consolidate required attachments for request of supplies/equipt. for payment	Purchase Request, Requisition Issue Slip, Purchase Order for request of	Number of required attachments	0.08	Consolidates all required attachments for preparation of payment
SPM-ADM-013	To prepare settlement of cash advances/Summary of		Number of receipt	0.03	Prepares settlement of cash advance report
SPM-ADM-014	To prepare Cash Disbursement		Number of receipt	0.03	Prepares Cash Disbursement Report
SPM-ADM-015	To record purchases to Cash		Number of receipt	0.03	Records purchases to Cash Book
SPM-ADM-016	To prepare Petty Cash		Number of PCV	0.03	Prepares Petty Cash Replenishment
SPM-ADM-017	To prepare report of Fuel Consumption	Monthly report of Fuel Consumption are	Number of receipt per report	0.03	Prepares and consolidates Report of Fuel Consumption
SPM-ADM-018	To prepare Performance Target Report of SPMO staff	Individual Performance Target report are prepared and	Number of staff	0.50	Prepares and reviews Performance Target of SPMO Staff
SPM-ADM-019	To prepare Performance Evaluation Report of SPMO staff	Individual Performance Evaluation report are prepared and	Number of staff	0.50	Evaluates the Performance of SPMO Staff
SPM-ADM-020	To prepare the Annual Procurement Plan (APP)/Project Procurement Management Plan	Annual Procurement Plan are prepared	Number of item	0.03	Prepares PPMP and APP
SPM-ADM-021	To prepare SPMO Accomplishment Report	Accomplishment Report are prepared	Number of report	16.00	Prepares draft and finalize SPMO Accomplishment Report
SPM-ADM-021	To prepare UPPGH -Property and Purchasing Offices	Accomplishment Report are prepared	Number of report	40.00	Prepares draft and finalize UP PGH Property, Purchasing and other
SPM-ADM-022	To process insurance of UP vehicles with GSIS	UPLB vehicles are insured	Number of vehicle	8.00	Processes GSIS insurance of UP vehicles
SPM-ADM-023	To register the UP vehicles	UPLB vehicles are	Number of vehicle	8.00	Registers official vehicles to LTOs
SPM-ADM-024	To secure vehicle clearance from Philippine National Police (PNP)/Traffic	PNP/TMG clearance for vehicle are secured	Number of clearance	8.00	Secures vehicle clearance from PNP/TMG/others

SPM-ADM-025	To process accident report/claim for GSIS	Vehicular accident are reported	Number of vehicular accident	8.00	Processes accident report/claims to GSIS
SPM-ADM-026	To process clearance papers and other related documents for imported	Papers of imported properties are processed	Number of document	8.00	Secure clearance paper and other related documents from other government agencies
SPM-ADM-027	To check the vehicle if in good running condition.	Vehicle is maintained	Number of vehicle	0.50	Checks the condition of the vehicle before and after each use
SPM-ADM-028	To maintain orderliness of SPMO storeroom/office	Office building and garage are cleaned	Number of times	1.00	Sorts, maintains orderliness SPMO office/storeroom
SPM-ADM-029	To monitor and reconcile SPMO's Trust Accounts (TA)	Trust Accounts are monitored	Number of trust account	0.25	Monitors and reconciles SPMO Trust Accounts with Accounting Office
SPM-ADM-030	To facilitate appointment/renewal of SPMO staff	Facilitate the renewal of contractual personnel and process DTR's of staffs, prepare and submit	Number of employee	0.17	Prepares recommendation for appointment/renewal of SPMO staff
SPM-ADM-031	To issue car stickers		Number of sticker	0.08	Processes application and issues Car
SPM-ADM-032	To process application for license to handle precursors and essential chemicals from PDEA needed by students of	Process application papers for license to handle precursors and essential chemicals	Number of application	8.00	Fill outs application form including the list of chemicals for purchase and other attachments. Files application for license from PDEA
SPM-ADM-033	To review documents submitted by CUs of the Pres/VPA/Chancellor/VCA on		Number of document	0.75	Reviews/recommends appropriate actions to request
SPM-ADM-034	To acknowledge receipt of cash from Special Disbursing		Number of PCV	0.08	Acknowledges receipt of cash from SDO
SPM-ADM-035	To conduct daily cash count		Number of times (cash count)	0.50	Conducts daily cash count
II. CENTRAL STOREROOM				-	
SPM-CS-001	To prepare and update pricelist as basis for the	Pricelist are prepared	Number of item	0.02	Prepares and updates pricelist
SPM-CS-002	To prepare and consolidate APP (for goods) for all		Number of item	0.02	Prepares and consolidates APP (for goods)
SPM-CS-003	To prepare Agency Procurement Request (APR) including attachments (For		Number of item	0.02	Prepares APR including attachments
SPM-CS-004	To receive goods from PS/Suppliers/soiled linen for	Goods are received and stocked and	Number of piece/pack	0.02	Receives goods from PS/Suppliers

SPM-CS-005	To stock goods received		Number of pack	0.08	Stocks goods received to its proper location/shelves
SPM-CS-006	To receive office/IT equipment from	Goods are received and stocked and	Number of item	0.17	Receives office/IT equipment from PS/Suppliers
SPM-CS-006	To stock office/IT equipment received		Number of pack	0.17	Stocks office/IT equipment received to its proper location/shelves
SPM-CS-007	To receive medical/laboratory equipment from	Goods are received and stocked and	Number of item	0.50	Receives medical/laboratory equipment from Suppliers
SPM-CS-008	To prepare Inspection and Acceptance Report (IAR) for		Number of item	0.03	Prepares IAR for goods (either accepted or rejected)
SPM-CS-009	To prepare Inspection and Acceptance Report (IAR) for		Number of item	0.08	Prepares IAR for Office/IT equipment (either accepted or rejected)
SPM-CS-010	To prepare Inspection and Acceptance Report (IAR) for medical/laboratory		Number of item	0.33	Prepares IAR for medical/aboratory equipment (either accepted or rejected)
SPM-CS-011	To inspect delivered items		Number of item	0.17	Prepares request for inspection, Inspects deliveries based on specifications stated
SPM-CS-012	To record supplies received/issued in the log	Supplies are recorded in the	Number of item	0.02	Records supplies received/issued in the log book/stockcard
SPM-CS-013	To prepare Monthly Report of Supplies Received and Issued (MRSRI) or Report of Supplies and Materials Issued (RSMI) or summary of manufactured linens issued		Number of item	0.02	Prepares MRSRI/RSMI/summary of manufactured linens issued/cost of laundry
SPM-CS-014	To prepare monthly report of equipment received and issued	Monthly report of goods received & issued are prepared	Number of item	0.02	Prepares monthly report of equipment
SPM-CS-015	To issue supplies/materials to different units/dept.	Supplies are issued to different	Number of piece	0.01	Issues supplies to different units/depts.
SPM-CS-016	To issue linen raw materials to manufacturing unit/linen		Number of meter	0.20	Issues linen raw materials according to required specifications
SPM-CS-017	To manufacture linen		Number of item	-	Cuts, sews linen materials, prints UP
	a. Doctor, Camisa		Number of item	1.35	Cuts, sews linen materials, prints UP PGH logo, folds and issues to end user
	b. Doctor, Pants		Number of item	1.22	Cuts, sews linen materials, prints UP PGH logo, folds and issues to end user

	c. Camisa, Long		Number of item	1.17	Cuts, sews linen materials, prints UP PGH logo, folds and issues to end user
	d. Crib Cover		Number of item	0.28	Cuts, sews linen materials, prints UP PGH logo, folds and issues to end user
	e. Pillow Case		Number of item	0.35	Cuts, sews linen materials, prints UP PGH logo, folds and issues to end user
	f. Diaper, Birdseye		Number of item	0.27	Cuts, sews linen materials, prints UP PGH logo, folds and issues to end user
	g. Diaper with Tail		Number of item	0.35	Cuts, sews linen materials, prints UP PGH logo, folds and issues to end user
	h. Draw sheet		Number of item	0.35	Cuts, sews linen materials, prints UP PGH logo, folds and issues to end user
	i. Large Sheet (36")		Number of item	0.38	Cuts, sews linen materials, prints UP PGH logo, folds and issues to end user
	j. Large Sheet (75")		Number of item	0.33	Cuts, sews linen materials, prints UP PGH logo, folds and issues to end user
	k. Treatment Cover		Number of item	0.33	Cuts, sews linen materials, prints UP PGH logo, folds and issues to end user
	l. Instrument Cover		Number of item	0.35	Cuts, sews linen materials, prints UP PGH logo, folds and issues to end user
	m. Dressing Cover		Number of item	0.35	Cuts, sews linen materials, prints UP PGH logo, folds and issues to end user
	n. Ob-Gyne Sheet		Number of item	1.15	Cuts, sews linen materials, prints UP PGH logo, folds and issues to end user
	o. Brain Sheet		Number of item	1.08	Cuts, sews linen materials, prints UP PGH logo, folds and issues to end user
	p. Operating Sheet		Number of item	0.90	Cuts, sews linen materials, prints UP PGH logo, folds and issues to end user
	q. Gown Overlap		Number of item	1.77	Cuts, sews linen materials, prints UP PGH logo, folds and issues to end user
	r. Gown Ordinary		Number of item	1.08	Cuts, sews linen materials, prints UP PGH logo, folds and issues to end user
	s. Operating Towel		Number of item	0.25	Cuts, sews linen materials, prints UP PGH logo, folds and issues to end user
	t. Body Strap		Number of item	0.28	Cuts, sews linen materials, prints UP PGH logo, folds and issues to end user

	u. Longhand Towel		Number of item	0.83	Cuts, sews linen materials, prints UP PGH logo, folds and issues to end user
	v. Laundry Bag		Number of item	1.08	Cuts, sews linen materials, prints UP PGH logo, folds and issues to end user
	w. Strap Belt		Number of item	0.37	Cuts, sews linen materials, prints UP PGH logo, folds and issues to end user
	x. CABG		Number of item	0.68	Cuts, sews linen materials, prints UP PGH logo, folds and issues to end user
	y. Face Mask		Number of item	0.38	Cuts, sews linen materials, prints UP PGH logo, folds and issues to end user
	z. Bed Screen		Number of item	0.88	Cuts, sews linen materials, prints UP PGH logo, folds and issues to end user
	aa. Shield Cover		Number of item	0.37	Cuts, sews linen materials, prints UP PGH logo, folds and issues to end user
	ab. Procto		Number of item	0.30	Cuts, sews linen materials, prints UP PGH logo, folds and issues to end user
	ac. Suction Bag		Number of item	0.65	Cuts, sews linen materials, prints UP PGH logo, folds and issues to end user
	ad. Cushion Cover		Number of item	0.48	Cuts, sews linen materials, prints UP PGH logo, folds and issues to end user
	ae. Medium Strip		Number of item	0.35	Cuts, sews linen materials, prints UP PGH logo, folds and issues to end user
	af. Duktong (large sheet)		Number of item	0.42	Cuts, sews linen materials, prints UP PGH logo, folds and issues to end user
	ag. Curtain/Drapes		Number of item	3.45	Cuts, sews linen materials, prints UP PGH logo, folds and issues to end user
	ah. Curtain suksok		Number of item	1.53	Cuts, sews linen materials, prints UP PGH logo, folds and issues to end user
SPM-CS-018	To prepare Daily Laundry		Number of report	2.00	Encodes the number of soiled/cleaned
SPM-CS-019	To prepare Daily Laundry Summary		Number of report	1.33	Encodes the number of soiled/cleaned linen in the summary (manual and
SPM-CS-020	To prepare Daily Laundry List		Number of list	0.08	Verifies laundry received and issues
SPM-CS-021	To prepare Monthly Summary Report of Soiled		Number of report	1.00	Consolidates/Encodes all daily laundry report of soiled and clean linen
SPM-CS-022	To reconcile of Summary of Daily Soiled and Cleaned Linen against contractor's		Number of report	2.00	Checks submitted contractor's data including billing against Summary Report

SPM-CS-023	To evaluate request for additional		Number of request	1.00	Evaluates request for additional linen/equipment/supplies including
SPM-CS-024	To conduct physical inventory taking of goods		Number of piece	0.01	Conducts physical inventory of goods
SPM-CS-025	To reconcile physical inventory of goods against		Number of item	0.02	Reconciles physical inventory of goods against stockcard/database
SPM-CS-026	To prepare physical inventory report of goods for submission to Accounting Office	Physical checking and counting were done & Semi-annual report of the physical	Number of item	0.02	Prepares report of physical inventory (goods)
SPM-CS-027	To prepare Bulletin of Prices for preparation of APP		Number of item	0.03	Prepares bulletin of prices
III. REQUISITION AND PURCHASING				-	
SPM-RP-001	To pick up supplies from PS and other suppliers		Number of trip	8.00	Pick-ups supplies from PS and other suppliers
SPM-RP-002	To issue/deliver items to respective Units.	Supplies are picked up and delivered	Number of delivery	0.50	Delivers/issues items to units
SPM-RP-003	To verify correctness and completeness of Purchase Requests and other		Number of PR	0.08	Checks correctness and completeness of specifications/information in the Purchase Request and other attachment
SPM-RP-004	To prepare Invitation to Bid		Number of IAEB	0.08	Prepares ITB for posting
SPM-RP-005	To advertise approved ITB at PhilGEPS, SPMO Website, Bulletin Board and		Number of advertisement	0.33	Posts ITB at Philgeps, SPMO Website, Bulletin Board located in conspicuous places and Newspaper of general
SPM-RP-006	To advertise approved ITB at PhilGEPS, SPMO Website, Bulletin Board and		Number of advertisement	0.75	Posts ITB at Philgeps, SPMO Website, Bulletin Board located in conspicuous places and Newspaper of general
SPM-RP-007	To advertise approved ITB at PhilGEPS, SPMO Website, Bulletin Board and		Number of advertisement	0.75	Posts ITB at Philgeps, SPMO Website, Bulletin Board located in conspicuous places and Newspaper of general
SPM-RP-008	To prepare bidding		Number of project	0.50	Prepares bidding documents
SPM-RP-009	To prepare bidding agenda and notice of bidding to end-users, BAC members, TWGs		Number of notice	0.50	Prepares bidding agenda and notice of bidding
SPM-RP-010	To prepare eligibility checklist of requirements for presentation during BAC		Number of project	0.05	Prepares eligibility checklist of requirements for BAC Meeting

SPM-RP-011	To issue Certificate of Eligibility/ineligibility and		Number of certificate	0.05	Issues certificate of eligibility/ineligibility and registration
SPM-RP-012	To prepare bid folders of prospective bidders		Number of bidder	0.25	Prepares bid folders of prospective bidders
SPM-RP-013	To issue Order of Payment and bidding documents		Number of order of payment	0.08	Issues order of payment and bidding documents
SPM-RP-014	To prepare, post and issue bid bulletin (amendment)		Number of bulletin	0.50	Drafts, finalizes, posts and issues bid bulletin (amendment)
SPM-RP-015	To receive bid documents/quotations from suppliers		Number of submitted document	0.05	Receives bid documents/quotations
SPM-RP-016	To issue certification for refund of bidders and		Number of certificate	0.08	Issues certificate for refund of bidders and performance bonds
SPM-RP-017	To issue notification of bidding result to end-		Number of notice	0.08	Issues notification of bidding results to end user/supplier
SPM-RP-018	To prepare Notice of Post		Number of notice	0.08	Drafts, finalizes and issues Notice of
SPM-RP-019	To prepare BAC Resolution		Number of resolution	0.25	Drafts and finalizes BAC Resolution
SPM-RP-020	To prepare of Notice of		Number of item	0.08	Prepares Notice of Award
SPM-RP-021	To prepare of Notice of		Number of item	0.25	Prepares Notice of Award (for
SPM-RP-022	To prepare minutes of BAC		Number of meeting	1.00	Prepares minutes of BAC meeting
SPM-RP-023	To prepare Purchase Order		Number of item	0.02	Prepares Purchase Order for Supplies
SPM-RP-024	To prepare Purchase Order Office/IT Equipment		Number of item	0.17	Prepares Purchase Order for Office/IT Equipment
SPM-RP-025	To prepare Purchase Order Medical/Laboratory Supplies/Chemical		Number of item	0.08	Prepares Purchase Order for Medical/Laboratory Supplies.Chemical Reagents
SPM-RP-026	To prepare Purchase Order Medical/Laboratory		Number of item	0.75	Prepares Purchase Order for Medical/Laboratory Equipment
SPM-RP-027	To prepare Contract for highly technical		Number of contract	1.00	Drafts and finalizes contract for highly technical equipment/infra/services
SPM-RP-028	To prepare Notice to		Number of NTP	0.08	Prepares notice to proceed/work order
SPM-RP-029	To submit documents for pre-audit of COA (for goods)		Number of project	0.33	Prepares documents for submission to COA (for goods)
SPM-RP-030	To submit documents for pre-audit of COA (infra/services)		Number of project	0.50	Prepares documents for submission to COA (infra/services)

SPM-RP-031	To prepare Request for Authority to Purchase		Number of request	0.05	Prepares request for authority to purchase through alternative mode
SPM-RP-032	To send request for quotation		Number of quotation	0.05	Sends request for quotations to prospective suppliers
SPM-RP-033	To prepare abstract of prices for submitted quotations		Number of Abstract	0.17	Prepares abstract of prices for submitted quotations
SPM-RP-034	To prepare monthly report of issued Purchase Order		Number of PO	0.08	Prepares monthly report of issued Purchase Order
SPM-RP-035	To certify non-availability of the item on stock		Number of request	0.05	Certifies the non-availability of the item on stock
IV - PROPERTY MANAGEMENT				-	
SPM-PM-001	To prepare and update Property Acknowledgement Receipt(PAR)/ARE and Inventory Custodian Slip (ICS) for newly acquired,		Number of item	0.08	Prepares, updates, verifies the correctness of PAR/ARE/ICS
SPM-PM-002	To encode/updates properties in the inventory		Number of item	0.05	Encodes/Updates properties in the inventory list
SPM-PM-003	To update property card for various purposes		Number of property card	0.08	Updates property card
SPM-PM-004	To tag equipment		Number of equipment	0.05	Tags equipment
SPM-PM-005	To prepare inventory report for equipment/property per		Number of item	0.08	Prepares inventory report for equipment/property per unit
SPM-PM-006	To prepare list of donated		Number of item	0.08	Prepares list of donated properties
SPM-PM-007	To insure property and equipment for GSIS		Number of item	0.25	Insures property and equipment for GSIS insurance coverage (depreciated value)
SPM-PM-008	To conduct physical inventory of semi-		Number of equipment	0.17	Conducts physical inventory of semi-expendable/equipment with the end-user
SPM-PM-009	To reconcile the result of physical inventory with		Number of item	0.03	Reconciles the result of physical inventory with accounting records and
SPM-PM-010	To generate list of unaccounted/missing		Number of item	0.05	Generates list of unaccounted/missing properties/equipment
SPM-PM-011	To reconcile newly acquired equipment with accounting		Number of item	0.17	Generates list and reconciles newly acquired equipment with accounting

SPM-PM-012	To prepare Annual Plant, Property and Equipment (PPE) report (Form 41-A) for		Number of item	0.08	Prepares summary of annual PPE with reflected total amount of inventory per classification
SPM-PM-013	To process request for relief from property accountability		Number of request	0.05	Evaluates request and recommends appropriate action for relief from property
SPM-PM-014	To issue property clearance to separated personnel		Number of employee	0.08	Issues property clearance
SPM-PM-015	To issue gate pass/borrower's slip for		Number of gatepass	0.17	Issues gate pass/borrowers slip for equipment repair/disposal/borrowed
SPM-PM-016	To prepare necessary documents for renewal of		Number of application	0.17	Prepares documents for renewal of firearms license
SPM-PM-017	To prepare Summary of Tax Declarations Certificates for approval of OVCA.	b) Tax Declaration Certificates summary is printed out and processed at the	Number of Tax Declaration	0.17	Prepares summary of tax declaration certificates
SPM-PM-018	To receive condemned equipment/waste material for disposal	Inventory and Inspection reports are verified and	Number of item	0.17	Receives and stores condemned equipment/waste materials for disposal
SPM-PM-019	To receive condemned linen from different units		Number of item	0.05	Receives, inspects, sorts and record condemned linen
SPM-PM-020	To record/document condemned equipment for		Number of item	0.08	Lists, sorts, inspects, tags and takes picture of condemned equipment for
SPM-PM-021	To prepare Inventory and Inspection Report of Unserviceable Properties		Number of item	0.08	Prepares IIRUP, Report of Waste Materials, Invoice Receipt
SPM-PM-022	To assist the Disposal and Appraisal Committee (DAC) in the inspection of		Number of item	0.08	Locates condemned properties for disposal
SPM-PM-023	To assist the winning bidder in the hauling of		Number of item	0.08	Locates condemned properties for hauling
SPM-PM-024	To assist the winning bidder in the hauling of sold(disposed)		Number of item	0.50	Locates condemned medical/laboratory equipment for hauling
SPM-PM-025	To summarize amount of condemned properties per classification for dropping in		Number of item	0.08	Summarizes the amount of condemned properties per classification

SPM-PM-026	To check/verify items for repair		Number of item	0.08	Verifies the correctness of the information, checks if the item for repair is UP property and records in the
SPM-PM-027	To conduct Pre-Repair Inspection.	Pre and Post Repair Inspection Report are verified and	Number of item	0.17	Diagnoses the condition of the property for repair
SPM-PM-028	To conduct Post-Repair		Number of item	0.08	Checks if the equipment is in good
SPM-PM-029	To generate list of Usable Parts of condemned Properties for submission to COA technical Inspector		Number of item	0.08	Prepares list of usable parts of condemned properties
SPM-PM-030	To retrieve large sheets (for		Number of item	0.03	Retrieves large sheets