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| **Recommendation (February 15, 2021)** | | |
|  | **Recommendation** | **Remarks** |
|  | Add Return Date, Issuance Code/Reference # in List of Issued Item | Accomplished (March 9, 2021 – March 15, 2021) |
|  | Reissue the old Equipment to other Employee | Accomplished (March 9, 2021 – March 15, 2021) |
|  | History of issuances | Accomplished (March 9, 2021 – March 15, 2021) |
|  | Change Fund Name | Accomplished (March 2, 2021 – March 8, 2021) But the fund cluster of Old Encoded Record PAR were misplaced |
|  | SA/Encoder Account and Confirm by Supply Officer | Accomplished (March 16, 2021 – March 22, 2021) |
|  | Add Useful Life in Chart of Account | Accomplished (March 2, 2021 – March 8, 2021) |
|  | Add UACS Code in each Supply Item | Accomplished (March 2, 2021 – March 8, 2021) |
|  | Add fund cluster code such as 01, 06 and etc. | Accomplished (March 2, 2021 – March 8, 2021) |
|  | Supply officer should know when they are designated | Accomplished (March 9, 2021 – March 15, 2021) |
|  | Display logs |  |
|  | Generate Reports of all item that returned Working and Not working | Accomplished (June 14, 2021 – June 21, 2021) |
|  | Return Item should be add/Change button (Return Emp, Reissue to Other Emp, Return Warehouse, Forwarded to SPMO-Main, Forward for Repair) | Accomplished (March 2, 2021 – March 8, 2021) |
|  | Add Remarks in Return | Accomplished (March 2, 2021 – March 8, 2021) |
|  | Add Stockroom/Warehouse table | Accomplished (March 2, 2021 – March 8, 2021) |
|  | Security Enhancement | Accomplished (March 9, 2021 – March 15, 2021) |
|  | Change the label of table header by the type of issuance selected | Accomplished (February 15-23, 2021) |
|  | Add Offices table for view and add | Accomplished (February 15-23, 2021) |
|  | Change label the Serial\_1 to Barcode | Accomplished (February 15-23, 2021) |
|  | Change label the Issued\_to to Responsible officer | Accomplished (February 15-23, 2021) |
|  | Change label of Serial Key to Barcode | Accomplished (February 15-23, 2021) |
|  | Remove Item Category | Accomplished (February 15-23, 2021) |
|  | Move the legend of Item Category to Chart of Account | Accomplished (February 15-23, 2021) |
|  | Add Coma (,) and (.00) in every amount | Accomplished (February 15-23, 2021) |
|  | Reissued Equipment can be selected multiple (ex, all the office chair in one offices) | Accomplished (February 15-23, 2021) |
|  | The remarks in Issued Equipment forwarded to Reissued Remarks | Accomplished (February 15-23, 2021) |
|  | Employee can be added by SPMO | Accomplished (February 15-23, 2021) |
|  | Bugs in List of Issuance in Fund Cluster and Supplier, the display is id number not display | Accomplished (February 15-23, 2021) |
|  | Change label Working to Serviceable and Not Working to Unserviceable | Accomplished (February 15-23, 2021) |
|  | Change the List of Disposal Item to List for Disposal Item | Accomplished (February 15-23, 2021) |
|  | Add field PhilGEPS #, DBP Account # and Status (such as Active, blacklist and suspended) in Supplier | Accomplished (February 24, 2021 – March 1, 2021) |
|  | Supplier Code should be auto generated by System | Accomplished (February 24, 2021 – March 1, 2021) |
|  | Dropdown office | The offices cannot be manually inputted. The reason is the choices of employee in supply coordinator should be their corresponding department or campus only. The other reason is to identify what specific campus every supply coordinator. |
| **Recommendation (February 23, 2021)** | | |
|  | **Recommendation** | **Remarks** |
|  | ICS and PAR Issuances should base in Stock Supply | Accomplished (March 2, 2021 – March 8, 2021) |
|  | Add Reports of Dormant Inventories (6 months of no request/issuance of Supplies | Accomplished (June 14, 2021 – June 21, 2021) |
|  | The Quantity cannot input negative integer | Accomplished (February 24, 2021 – March 1, 2021) |
|  | Type Quantity 1, 2 … in the Barcode Field for the uniqueness of each equipment | Accomplished (February 24, 2021 – March 1, 2021) |
|  | Change Label of Add New Supply to Add New Request of Supplies in Requesting Supply | Accomplished (February 24, 2021 – March 1, 2021) |
|  | Change Label Available Quantity to Quantity to be Issued | Accomplished (February 24, 2021 – March 1, 2021) |
|  | Limit the Quantity based on the request of employee | Accomplished (February 24, 2021 – March 1, 2021) |
|  | Remove Fund Cluster and Supplier in RIS | Accomplished (February 24, 2021 – March 1, 2021) |
|  | Adding of Stocks in Supplies can be multiple at the same time | Accomplished (February 24, 2021 – March 1, 2021) |

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| **Recommendation (March 1, 2021)** | | |
|  | **Recommendation** | **Remarks** |
|  | Accounting User level has the only access in adding and editing Chart of account | Accomplished (March 9, 2021 – March 15, 2021) |
|  | Accounting User level has the only access in adding and editing Fund Cluster | Accomplished (March 9, 2021 – March 15, 2021) |
|  | Instruction in stockroom | Accomplished (March 2, 2021 – March 8, 2021) |
|  | Resetting of Password is only for MIS | Accomplished (June 14, 2021 – June 21, 2021) |
| **Recommendation (March 8, 2021)** | | |
|  | **Recommendation** | **Remarks** |
|  | Supply Officer have access on Editing of ICS and PARE Issuance | Accomplished (March 9, 2021 – March 15, 2021) |
|  | Useful Life will be edited by Accounting Office | Accomplished (March 9, 2021 – March 15, 2021) |
| **Recommendation (March 15, 2021)** | | |
|  | **Recommendation** | **Remarks** |
|  | Reports of Item exceeding Useful Life | Accomplished (June 14, 2021 – June 21, 2021) |
|  | Remove Purchase Order Number and Supplier in Editing of ICS and PARE | Accomplished (March 16, 2021 – March 22, 2021) |
|  | Added Legend in Warehouse if the useful life is exceeded in the first issuance to last issuance | Accomplished (March 16, 2021 – March 22, 2021) |
|  | Add Purchase Order Number, Price, Supplier and Fund Cluster in Adding More Stock | Accomplished (March 23, 2021 – March 29, 2021) |
|  | Add Warehouse in adding more Stock to identify where the equipment will be stored/stocked. | Not applicable but I add Transfer Equipment in one Warehouse to another warehouse. |
|  | After Adding Stock, it should put in warehouse first before issuing to employee. | Not Applicable because only Supply Officer in SPMO can only Issue the Equipment |
|  | The price, available stock, fund cluster and supplier will be based on Purchase Order Number in the Issuance of Supplies and Equipment. | Accomplished (March 23, 2021 – March 29, 2021) |
|  | Add MFO/PAP Field in Adding More Stock | Accomplished (March 16, 2021 – March 22, 2021) |
| **Recommendation (March 15, 2021)** | | |
|  | **Recommendation** | **Remarks** |
|  | Change GEPS to PhilGeps | Accomplished (March 23, 2021 – March 29, 2021) |
|  | List of Issued Item should viewable by Accounting | Accomplished (March 23, 2021 – March 29, 2021) |
|  | Payment tab should be added in Accounting Access based on the Purchase Order Number | Accomplished (March 30, 2021 – April 12, 2021) |
|  | Change Purchase Order Number to Contract Amount/Purchase order number/Receipt Number | Accomplished (March 23, 2021 – March 29, 2021) |
|  | Change the Supply Coordinator of Department to Accountable Officer such as Dean | Stay as supply coordinator, don’t change it to the dean. -Madam Irine |
|  | Add Price field in My Equipment tab of Employee | Accomplished (March 23, 2021 – March 29, 2021) |
|  | In list of Disposed Equipment, include the Equipment Code | Accomplished (March 23, 2021 – March 29, 2021) |
|  | Add Type in Supplies and Equipment such as Common Office Supply, Janitorial Supply, Buildings and etc | Accomplished (March 23, 2021 – March 29, 2021) |
|  | Add PO No/Receipt Number on RIS for accounting Reports | Accomplished (April 27, 2021 – June 14, 2021) |
|  | Add Receipt and Received Date on Adding Stock | Accomplished (March 23, 2021 – March 29, 2021) |
|  | Add Specific Unit of Measurement (input field) such as 500 ml and etc in Adding Stock | Accomplished (March 23, 2021 – March 29, 2021) |
|  | Add Major or Minor Repair | Accomplished (March 30, 2021 – April 12, 2021) |
|  | Minor should be in Repair History Field and Major should be in new line in Accounting Reports | Accomplished (April 27, 2021 – June 14, 2021) |
|  | Computation in Accounting Reports | Accomplished (April 27, 2021 – June 14, 2021) |
|  | Add new Method of Disposal | Accomplished (March 30, 2021 – April 12, 2021) |
|  | Can Add Buildings in Supplies and Equipment | Accomplished (March 23, 2021 – March 29, 2021) |
|  | Add Supplies Ledger Card as Accounting Report | Accomplished (April 27, 2021 – June 14, 2021) |
|  | Add Property, Plant and Equipment Ledger Card (PPELC) for both Equipment and Buildings as Accounting Report | Accomplished (April 27, 2021 – June 14, 2021) |
|  | Add Cost in Disposal tab | Accomplished (March 30, 2021 – April 12, 2021) |
|  | Add Cost in Repair tab | Accomplished (March 30, 2021 – April 12, 2021) |
|  | Encoding of old records of RIS, ICS and PARE should based in PO No also | Accomplished (March 30, 2021 – April 12, 2021) |
| **Recommendation (April 14, 2021)** | | |
|  | **Recommendation** | **Remarks** |
|  | The Equipment Description should put also in the Adding Stock | Accomplished (April 19, 2021 – April 26, 2021) |
|  | There has two tagging (for SPMO and for Accounting) of fund cluster, chart of account and any applicable fields. | Accomplished (April 19, 2021 – April 26, 2021) |
|  | Add new component (Equipment) if the PPE is building | Accomplished (April 19, 2021 – April 26, 2021) |
|  | The component can edit the cost for Adjusting Entry. And The component cannot count in Physical Inventory in System | Accomplished (April 19, 2021 – April 26, 2021) – Not Yet for Physical Count Inventory |
|  | There has notification to inform the Supply Officer if the Accounting change the fund cluster, chart of account and other fields in their issuances. | Accomplished (April 19, 2021 – April 26, 2021) – No Notification but there has reporting |
|  | Generate Inventory Report of Building with their components/equipment | Accomplished (June 14, 2021 – June 21, 2021) |
|  | The tagging of Chart of Account is based on the use of the equipment | Accomplished (April 19, 2021 – April 26, 2021) |
|  | All Reports can be generate as pdf or excel | Accomplished (April 27, 2021 – June 14, 2021) |
| **Recommendation (April 29, 2021)** | | |
|  | **Recommendation** | **Remarks** |
|  | Reports of Supplies and Materials Issued (RSMI) | Accomplished (April 27, 2021 – June 14, 2021) |
|  | Waste Material Report | Accomplished (April 27, 2021 – June 14, 2021) |
|  | Inventory and Inspection Report of unserviceable Property | Accomplished (April 27, 2021 – June 14, 2021) |
|  | Property Card | Accomplished (April 27, 2021 – June 14, 2021) |
|  | The PPE should be requested in the form RIS first before issuance of ICS/PARE | Accomplished (April 27, 2021 – June 14, 2021) |
|  | The reference in PPELC should not only based on PO Number and DR Number. | Accomplished (April 27, 2021 – June 14, 2021) |
|  | Add Reconciliation tab for the changes of Fund cluster and chart of account | Accomplished (April 27, 2021 – June 14, 2021) |
| **Recommendation (May 07, 2021)** | | |
|  | **Recommendation** | **Remarks** |
|  | Stock Card for Supply Officer in Stock Room | Accomplished (April 27, 2021 – June 14, 2021) |
|  | Report on Physical Count of Inventories for Supply Officer in Stock Room | Accomplished (April 27, 2021 – June 14, 2021) |
|  | Add Specific Unit of Measurement/Description of supplies in the requesting supplies by the employee | Accomplished (April 27, 2021 – June 14, 2021) |
|  | The Employee can request even there has no stock but in the form of PR | Accomplished (April 27, 2021 – June 14, 2021) |
|  | Add Replacement parts and Set of Equipment in Requesting equipment | Accomplished (April 27, 2021 – June 14, 2021) |
|  | The replacement parts need to specify the barcode of the equipment and the replaced parts will be in the waste generate report | Accomplished (April 27, 2021 – June 14, 2021) |
| **Recommendation (June 14, 2021)** | | |
|  | **Recommendation** | **Remarks** |
|  | Add RIS-PPE (ICS and PARE – Old Records) Field | Accomplished (June 14, 2021 – June 21, 2021) |
|  | Add New Tab for the List of Equipment under the PO Number/Contract Number | Accomplished (June 14, 2021 – June 21, 2021) |
|  | List of Requested Supply ng Employee, Add Column for Availability of Supplies | Accomplished (June 14, 2021 – June 21, 2021) |
| **Recommendation (June 22, 2021)** | | |
|  | **Recommendation** | **Remarks** |
|  | change the term of Chart of Account to Supplies/Equipment Category | Accomplished (June 22, 2021 – July 22, 2021) |
|  | Replacement Parts can be issued in multiple employee | Not Applicable |
|  | Filter the supply per category | Not Applicable |
|  | Notification for changes in Chart of account or Fund Cluster in Supply Officer |  |
|  | Supply Coordinator & Head Offices lang ang pwede mag request ng Supply/equipment | Accomplished (June 22, 2021 – July 22, 2021) |
|  | Specific combine to Description per Equipment in Add More Stock | Accomplished (June 22, 2021 – July 22, 2021) |
|  | Remove Contract/PO Number in RIS-PPE | Accomplished (June 22, 2021 – July 22, 2021) |
|  | RIS-PPE, masearch ng equipment and madisplay ang stocks then , malabas ng description | Accomplished (June 22, 2021 – July 22, 2021) |
|  | Date of Request sa RIS/ICS/PAR sa baba | Accomplished (June 22, 2021 – July 22, 2021) |
|  | Approval for Return ng Supply Coordinator and SUpply officer | Not Applicable |
|  | Remarks to Reason sa Return Equipment | Accomplished (June 22, 2021 – July 22, 2021) |
|  | List of Equipment to be Repaired to For warranty (under warranty dapat) | Accomplished (June 22, 2021 – July 22, 2021) |
|  | Pag unserviceable. dapat wala na yon reissue | Accomplished (June 22, 2021 – July 22, 2021) |
|  | Identify the Equipment if consumable or not | Accomplished (June 22, 2021 – July 22, 2021) |
|  | Remove the record not found in every table | Accomplished (June 22, 2021 – July 22, 2021) |
|  | change the label of Dispose Equipment to the label for Disposal | Accomplished (June 22, 2021 – July 22, 2021) |
|  | Kung kailan binili, price and other related data sa disposed at return equipment |  |
|  | RCPPE GAM Reports |  |
|  | Hidden Comment for Chart of Account |  |
| **Recommendation (July 30, 2021)** | | |
|  | **Recommendation** | **Remarks** |
|  | Add Notification Badge in the tabs in case the user/s need to do something in the system. |  |
|  | The generated report supplier ledger card does not reflect the balance quantity, unit cost and total cost even though their receipts, issuances and remaining balance. |  |
|  | Do check the formula check the system and make sure that balance would be reflected on the generated report. |  |
|  | Separation of common office to equipment items. |  |
|  | RSMI Showing per fund, project and office that will generate also a report. |  |
|  | IAR is the basis of encoding for delivered supplies and equipment |  |
|  | Requesting to have categorized of Physical Count of Property, plant and equipment by campus for ISO Compliance |  |
|  | Requesting to have a separate portion of RIS and stock card by campus for the reissuance of common office supply |  |
|  | Edit function on details of *Add Stock* but not all can be edited, if same PO Number, it should not be same details on PAP/MFO |  |
|  | On Supplies Ledger Card, add the name of the supplier on the reference column which indicates whether the receipts of supplier is paid or Accounts payable |  |
|  | Make a report or tab that shows which requests are approved or not |  |
|  | Supply Coordinator can reissue the equipment in another employee of their campuses |  |
|  | Alternate shortcut keys to easy navigation of the system |  |
|  | Reporting of satellite campus for their purchase |  |

Prepared By:

**JAIME PARDO**

Computer Programmer

Noted By:

**RAYMOND Q. ZARATAR**

MIS Head

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|  | **Recommendation** | **Remarks** | **P** | |
|  | Requesting to have a separate portion of RIS and stock card by campus for the reissuance of common office supply | 08/13/2021 | \* |
|  | Do check the formula check the system and make sure that balance would be reflected on the generated report. | 08/13/2021 |  |
|  | Requesting to have categorized of Physical Count of Property, plant and equipment by campus for ISO Compliance | 08/13/2021 |  |
|  | RSMI Showing per fund, project and office that will generate also a report. | 08/13/2021 |  |
|  | Stockroom for other Campus | 08/13/2021 |  |
|  | The generated report supplier ledger card does not reflect the balance quantity, unit cost and total cost even though their receipts, issuances and remaining balance. | 08/13/2021 |  |
|  | Display logs | 08/06/2021 |  |
|  | Edit function on details of *Add Stock* but not all can be edited, if same PO Number, it should not be same details on PAP/MFO | 08/05/2021 | \* |
|  | Supply Coordinator can reissue the equipment in another employee of their campuses | 08/05/2021 | \* |
|  | Alternate shortcut keys to easy navigation of the system | 08/05/2021 |  |
|  | Add Notification Badge in the tabs in case the user/s need to do something in the system. | 08/04/2021 | \* |
|  | Editing of Old Record of RIS, ICS, PAR |  | \* |
|  | Editing of Supply Description in Add Stock |  | \* |
|  | IAR is the basis of encoding for delivered supplies and equipment | Di sakin ito |  |
|  | IIRUP ay dapat hiwalay yon 15K above at 15k below at nakahiwalay by fund cluster |  |  |
|  | Kung kailan binili, price and other related data sa disposed at return equipment |  |  |
|  | Make a report or tab that shows which requests are approved or not |  | \* |
|  | Notification for changes in Chart of account or Fund Cluster in Supply Officer |  | \* |
|  | On Supplies Ledger Card, add the name of the supplier on the reference column which indicates whether the receipts of supplier is paid or Accounts payable |  |  |
|  | Reference in Stock card should also add PO Number |  |  |
|  | Reporting of satellite campus for their purchase |  |  |
|  | RPCPPE GAM Reports |  |  |
|  | Separation of common office to equipment items. |  |  |
|  |  |  |  |

* Si Sir Gem ay Disposal
* Si mam alma ay Vehicles at Hardware
* Si mam Julie sa Processing at inspection
* Si mam ara sa supplies at bac
* Tagging for Inventory is depend on the department
* IIRUP ay dapat hiwalay yon 15K above at 15k below at nakahiwalay by fund cluster
* WMR below 15k? by fund cluster