

PROPERTY MANAGEMENT SERVICES OF EULOGIO "AMANG" RODRIGUEZ INSTITUTE OF SCIENCE AND TECHNOLOGY: AN ASSESSMENT

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INTRODUCTION

The need for a more efficient, economical and equitable management of the Eulogio "Amang" Rodriguez Institute of Science and Technology (EARIST) Property which includes supplies, materials, equipment and real property in the school is always intensive. This need has been brought about by the limited resources and the spiraling costs of these items. This limited resources of the organizations have to be utilized with great prudence in order to achieve the goals and objectives.

Prudence in the utilization of resources could be attained if proper control measures are designed starting from planning the property system up to the inventory management. In this particular aspect, the institution has formulated rules and regulations governing the management of supply and property, its standards, controls, policies and guidelines and procedures which are essential to the promotion of effective management.

All government institutions are enjoined to observe strictly these standards on property utilization.

However, these imposed rules and regulations on property management are sometimes or oftentimes not observed by the government

institutions. They usually resort to property practices which run counter with the standards thus resulting to uneconomical and inefficient property utilization. These property practices are the effects of poor property planning or no planning at all.

According to Nigro (1987) property planning in supply management is important because the needed materials, supplies and equipment must be on hand if the institution programs are to be carried out successfully.

There is a need to conduct an evaluation of property utilization of a particular government institution to determine whether the prescribed methods, procedures and modes of property were followed or do they have their own property management style.

Statement of the Problem

This study evaluated the extent of property of supplies and materials in the Eulogio "Amang" Rodriguez Institute of Science and Technology for Calendar Year 2017.

Specifically, it seeks to answer the following questions.

1. How do the Academic Personnel and Non-Academic Personnel assess the level of efficiency in the Property Management Services of EARIST in terms of:

1.1 Issuance

1.2 Storage/Warehousing

1.3 Inventory

2. Is there a significant difference on the assessment of the respondents on the level of efficiency of the Property Management Service of EARIST?

3. What are the perceived Professional and Organizational Factors that influence the management of property Management Services of EARIST?

METHODOLOGY

This chapter presents the methodology, respondents, instruments and statistical treatment used in this study.

This study used descriptive type of research. It is purposive process of gathering, analyzing, classifying, and tabulating data about prevailing conditions, practices, beliefs, process, trends and cause effect relationships and then making adequate and accurate interpretations about such data with or without laid to statistical methods. It goes beyond mere gathering and tabulation of data. It involves the elements or interpretation of the meaning or significance of what is described. Thus description is often combined with comparison and contrast involving measurements, classifications, interpretation and evaluation.

Population and Sampling

Used as respondents of the study were 23 Faculty or Academic

Personnel 27 Staff or Non-Academic Personnel a total of 50 respondents of EARIST Employees who were the people who had direct knowledge about the property management procedures.

Respondents of the study

The respondents of this study are Faculty or Academic Personnel, Staff or Non-Academic Personnel at "Eulogio "Amang" Rodriguez Institute of Science and Technology" (EARIST Main Campus) Nagtahan, Sampaloc Manila.

Research Instrument

The questionnaire was the main instrument used in this study, composed of two parts, namely: Part I, the personal profile of the respondents; Part II dealt with the questions that solicited the answers on the extent of management of the property system and the factors which influenced the management of produced items/equipment or facilities.

Data Gathering Procedures

To obtain the descriptive information needed, the research used questionnaire as a trial for gathering data. A cover letter was also attached information the respondents, the objective is nature of the study.

Statistical Treatment

1. Frequency count and the corresponding percentage for each of the responses were used in the descriptive presentation of data.

2. Parameters were also used to diversity levels.

3. The percentages of the responses were equally contributed to the total number of responses.

$$P = f/n * 100$$

where:

P = percentage

f = frequency

n = number of respondents

4. Weighted Mean was used to get the total average frequency

of the responses.

$$\overline{x} = \frac{\sum w f_n}{\sum f_n}$$

where:

\overline{x} = weighted mean

W = weight assigned

$\sum w f_n$ = sum of all weighted score

N = sum of respondents

5. Ranking this was employed to point out the positional

significance of criteria with regards to the total number of criteria under consideration. It was used in sub-problem no. 1, sub-problem no. 2 and sub-problem no.3.

Table 1

Distribution of respondent depending on the frequency Age of Faculty/ Staff Academic Personnel

Age	Frequency (F)	Percentage (%)	Rank
21 - 30	7	30	2
31-40	8	35	1
41-50	3	13	3.5
51-60	2	9	5
60 and Above	3	9	3.5
TOTAL	23	100	

Based on the conducted survey, most of the Faculty/ Staff Academic Personnel, they are in 31-40.

Table 2

Distribution of respondent depending on the frequency Gender of Faculty/ Staff Academic Personnel

Gender	Frequency (F)	Percentage (%)	Rank
Male	17	63	1
Female	10	37	2
TOTAL	27	100	

Most of the respondents who answered are female

Table 3

Distribution of respondent depending on the frequency Civil Status of Faculty/ Staff Academic Personnel

Civil Status	Frequency (F)	Percentage (%)	Rank
Single	9	33	2
Married	18	67	1
Widow/Widower	0	0	3
TOTAL	27	100	

When it comes to civil status they

answered some of them are Married

Table 4

Distribution of respondent depending on the frequency Educational Attainment of Faculty/ Staff Academic Personnel

Educational Attainment	Frequency (F)	Percentage (%)	Rank
College Level	5	22	2
College Graduate	9	39	1
With Units (Master's Degree)	4	17	3
Master's Graduate	2	9	5
Doctor's Graduate	3	13	4
TOTAL	23	100	

Based on the conducted survey, the highest rank who answered their Educational Status Were College Graduate, same with the range of faculty/staff academic Personnel

Table 5

Distribution of respondent depending on the frequency Educational Attainment of Faculty/ Staff Academic Personnel

Position	Frequency (F)	Percentage (%)	Rank
Staff	27	57	1
Faculty	23	53	2
Total	50	100	

Based on the above showed the 27 respondents Which are Staff Automatically answered the give questions. 23 respondents Which are

faculty Automatically answered the give questions.

SUMMARY OF FINDINGS

This study attempted to evaluate the management of Property Management Services of Eulogio "Amang" Rodriguez Institute of Science and Technology. Specifically, this study sought answers to the following questions:

Sub-problem no. 1: How do the Faculty/Academic Personnel and Staff/Non-Academic Personnel assess the level of efficiency in the Property Management Services of EARIST in terms of:

1.1 Issuance

1.2 Storage/Warehousing

1.3 Inventory

As the study ponders there is a common finding noticed and continuously emphasized. It is that in property management, proper planning is one of the most important things on having organized and better management.

This study stated the reasons when the property management attributes poor or good service and practices. Effectiveness is a result of well-thought property plan due to enough manpower capacity, obtaining at the same time, high qualities and good

capabilities. Ineffectiveness is a consequence then of weak and lacking of procurement knowledge and skills.

The Property Management Services of Eulogio "Amang" Rodriguez Institute of Science and Technology observed the six modes of the Property System: the property planning, requisitioning; canvassing: ordering: delivery and inspection.

Conclusions

Based on the findings of the study, the following conclusions are drawn.

1.1 The property system adhered strictly to the requirements of the law, although minor deviations were observed.

1.2 The four statements that perceived, were mostly efficient and the rest is moderately efficient as follows. It is relevant to the topic covered in issuance of materials (WM = 3.89) as rank 1: It is timely relevant (WM=3.74.) which is rank no. 2 and its issuance of goods got the (WM = 3.7) as rank 3. It is appropriate for the releasing of goods (WM = 3.25) as rank no.4.

This indicates that the Staff/Non-Academic Personnel of the Property Management Services were effective and appropriate with what the aim

of proper issuance of goods and materials in EARIST.

1.3 It can be seen on the table that the respondents evaluated the Staff/ Non-Academic Personnel in terms of storage/warehousing as mostly efficient with the weighted mean 3.96; and (WM 3.40). The table also shows that all the statements under storage/warehousing were verbally interpreted as highly efficient and moderately efficient are ranked as follows: The stored items are accessible with the (WM = 4.3) as rank 1; Next to it is all property items are being kept in storage room (WM = 4.11) as rank 2 : and the other statements were rated by the respondents given above.

1.4 As revealed on the table above, the first statement was rated by the respondents as efficient namely: the guidelines and controls for storage and warehousing are regularly followed (WM = 3.69) as rank 1; the other five statements were the same rated by respondents as moderately efficient namely: Adequate storage space is provided for safekeeping of supplies and materials (WM = 3.3) , All property items are being kept in storage room (WM = 3.3) and Stored items are grouped according to the frequency of use with corresponding bin cards for facilitated issuances (WM = 3.3) as rank 3.33; Stocked materials

are released on the first - in out basis ((KM = 3.39) , Lastly, all property items are being kept in storage room (WM = 3.26) which is rank 6.

1.5 It could be gleaned from the table that the respondents evaluated the Staff/ Non-Academic Personnel in terms of inventory was Highly Efficient and Efficient, with the statements rated as follows: Purchased semi-expandable materials and equipment are recorded in the inventory records and reports. (WM = 4.37) as rank 1; Report of physical count and inventory is prepared and submitted to Author's Office. (WM = 3.93) as rank 2; Inventory records of accounting and property section are reconciled (KM = 3.88) as rank 3. Lastly, Property is identified and properly numbered (WM-44) as rank 4. This means that the inventory of the Staff/ Non-Academic Personnel were well organized and well managed with an overall weighted mean of 3.91. respondents rated these statements efficient:

1.6 The Purchased semi-expandable materials and equipment are recorded in the inventory records and reports. (KM = 3, 91) as rank 1; Property is identified and properly numbered. (WM = 3.74) as rank 2. Inventory records of accounting and property section are reconciled (WM = 3.65) as rank 3. The last statement was also

rated as efficient namely: Report of physical count and inventory is prepared and submitted to Author's Office. (WM = 3.61) as rank 4.

Recommendations

Based on the findings and conclusions presented, following recommendations are suggested. the

1. The property management of EARIST must strictly adhere to the prescribed modes of procurement, especially on property planning and canvassing were it was observed and competitively conducted.

2. The property management of EARIST discussed as a help to a centralized and organized platforms.

Sub-problem no. 2: Is there a significant difference on the assessment of the respondents on the level of efficiency of the Property Management Services of EARIST?

The efficiency of Procurement Management Services depends on how efficient also are its contributing factors, Non-Academic Personnel and Academic Personnel. The focus exerted into criteria and sides of Property Management, based on above results, tells closer and relative efficacy for bot respondents. Both extend their good managing hands from the start. That further

implicates the significance of the strategy of Non-Academic Personnel and Academic Personnel. They make it a point that everything is well set and their efforts would lead to more productive management.

Conclusions

2.1 When it comes to issuance of supplies and materials, storage/warehousing, inventory, professional and organizational Factors these were rated all significant.

2.2 In Non-Academic Personnel they got the total (hM = 3.8) . While the Academic Personnel with the total (kM = 3.63) . This simply means that issuance of supplies and materials, inventory and proper keeping of some storage materials are significant undergoing proper plans of Non-Academic and Academic Personnel of EARIST. It has verall the same critical level which is total of 1.96.

Recommendations

1. The management is encouraged to construct a secured and bigger storage room or warehouse to accommodate all the purchased items and thereby properly arrange the supplies and materials for facilitated issuance.

2. In order to arrive an accurate balance on hand or items purchased, the accounting and the property

should reconcile their records regularly, particularly, the valuation of the property and supplies.

Sub-problem no.3: What are the perceived Professional and Organizational Factors that influence the management of Property Management Services of EARIST?

3.1 The professional factors, namely; experience, educational qualification, functions performed related to property and seminars and training had strongly influenced the management of property management services.

3.2 The organizational factors such as funding, personnel complement, qualified and competent personnel, honesty and safekeeping and observance of procurement policies had strong influence on the property management services.

Conclusions

1. The respondents evaluated the professional factors and some respondents rated the statement efficient namely: Personnel experience is related to property management. (WM-4.04) as rank 1: and the other statements was rated by the respondents as follows: Property personnel attend trainings and seminars which are related to the property management (WM = 3.81) rank as 2, Personnel perform

functions relative to the property system (WM - 3.63) rank as no. 3. Lastly, educational qualifications of personnel in the property section are appropriate to their respective functions (WM = 3.22) which was rated as moderately efficient.

2. The respondents evaluated the organizational factors and some respondents rated the first statement as highly efficient namely: Personnel experience is related to property management (WM-4.04) as rank 1; and the other statements was rated by the respondents as follows: Property personnel attend trainings and seminars which are related to the property management (WM-4.30) rank as 2. Educational qualifications of personnel in the property section are appropriate to their respective functions (WM-3.71) which was rated as efficient. Lastly, Personnel perform functions relative to the property system (KM - 3, 63) rank as no.4 which was rated as moderately efficient.

3. It could be gleaned from the table that the respondents evaluated the Staff/ Non-Academic Personnel in terms of organizational factors was Highly Efficient, Moderately Efficient and Efficient, with the statements rated as follows: Personnel are honest and can safely keep supplies and materials with care. (WM- 4.33) as rank 1 Policies on property are

strictly enforced; (WIM- 4.00) as rank 2: Qualified personnel are assigned in the property section (WM-3.81) as rank 3. Enough personnel are assigned in the property section to attend property obligations (KH = 3.74) rank as 4. Lastly, adequate fund is allocated for the purchase of supplies and Materials (WM = 3.36) as rank 5 rated as moderately efficient. This simply means that the organizational factors of the Staff/ Non- Academic Personnel were well organized and well managed with an overall weighted mean of 3.85.

4. The respondents rated these statements efficient only one rated as highly efficient which is Policies on property are strictly enforced (WM = 4.35) as rank 1; Adequate fund is allocated for the purchase of supplies and materials (WM = 3.97) as rank 2. Personnel are honest and can safely keep supplies and materials with care (WM = 3.65) as rank 3. Enough personnel are assigned in the property section to attend property obligations (WM = 3.69) as rank 4. The last statement was also rated as efficient namely: Qualified personnel are assigned in the property section. (WM = 3.65) as rank

Recommendations

1. Property personnel must be encouraged to attend more seminars

and trainings related to property system to acquire more knowledge on property management. Likewise specific functions must be assigned to the personnel to fix responsibility. They must likewise be encouraged to further their educational qualification.

2. Enough funds must be allocated to the property section for the improvement of the office. Strict observance of the property management guidelines must be made and honesty and proper handling of supplies and equipment must be enhanced in order to achieve a very efficiently managed of the property system.

