8.2.5. Does your university, as a body, have a policy on guaranteeing equivalent rights of workers when outsourcing activities to third parties?

Third Party Service Contract

Security Services

DOUBLE M SECURITY AGENCY
P-5 Provincial Road Soyung Echague , Isabela
Email add: doublemagency1@gmail.com

CONTRACT OF GUARD SERVICES

KNOW ALL MEN BY THESE PRESENTS:

This contract made and executed this **4th day of June 2024** at Saint Mary's University, Bayombong, Nueva Vizcaya by and between: **SAINT MARY'S UNIVERSITY**, duly organized and existing corporation under Philippine laws, with office address located at Ponce St., Don Mariano Marcos, Bayombong, Nueva Vizcaya here in represented by its representative **DR. JOHN OCTAVIOUS S. PALINA, University President** here in after referred to as **"CLIENT"**

And

DOUBLE M SECURITY AGENCY, A security service company, duly organized and licensed to do business under Philippine laws, with office address at **Purok 5, Provincial Road, Soyung, Echague, Isabela,** herein represented by its General Manager, **COL ARNEL ACOSTA PA (RET)** , herein after referred to as the **"SECURITY AGENCY".**

WITNESSETH:

Whereas, the CLIENT desires to engage the services of the Security Agency for the purpose of maintaining law and order in the premises located at SAINT MARY'S UNIVERSITY, BAYOMBONG NUEVA VIZCAYA by protecting and guarding its property from theft, robbery, arson, destruction, or damage as well as enforcing, protecting its officers, employees, students, visitors, and guests from assault, harassment, threat, or policies and regulations relative to the maintenance of security and safety there at and doing such other related security service;

Whereas, the SECURITY AGENCY, is a duly licensed and bonded security agency operating under the provisions of Republic Act. No. 5487, as amended and is willing to render investigation and Security to the client;

NOW, therefore, for and in consideration of the foregoing premises and of the mutual covenants and provisions here after set forth the parties here to have agreed and do hereby agree, as follow:

1. **PLACE AND LOCATION**

The SECURITY AGENCY shall provide security guards to the CLIENT at its premises located at SAINT MARY'S UNIVERSITY, BAYOMBONG, NUEVA VIZCAYA.

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OFFICE OF THE LEGAL COUNSEL
DATE: JUN 24 2024

DOUBLE M SECURITY AGENCY
P-5 Provincial Road Soyung Echague , Isabela
Email add: doublemagency1@gmail.com

2. FUNCTION AND DUTIES OF GUARDS

The guard shall be posted in order to maintain peace, and order at the aforementioned premises to watch, safeguard and protect the property of the CLIENT from theft, robbery, arson, and destruction or damage; to protect the directors, officers, employees, students, visitors, and guests of the CLIENT from assault, harassment, threat or intimidation; to enforce and implement rules, policies and regulations of the CLIENT aimed at maintaining security and safety there at; and to do such other related security services as maybe required by CLIENT.

3. GUARD FORCE

The SECURITY AGENCY shall provide the CLIENT with initial **twenty five (25)** guards who shall normally render Eight (8) hours services per day for six days a week simultaneously or alternating duty. The number of contracted guards may be increased or decrease at any time upon written request of the CLIENT. The actual work hours and work days may be adjusted by the SECURITY AGENCY upon approval by the CLIENT based on specific needs of the CLIENT at a given time.

4. QUALIFICATIONS OF GUARDS

The security guards to be assigned by the SECURITY AGENCY to the CLIENT shall :

a. be of good moral character and reputation, alert, and without criminal or police record;
b. be physically and mentally fit and not less than 21 not more than 40 years old and at least five feet four inches (5'4") in height;
c. be duly licensed and properly screened and cleared by the PNP and such other governmental offices issuing clearances for employment.
d. be in proper uniform, armed with a rifle, shotgun, pistol or revolver, with sufficient ammunitions at all times during his tour of duty;
e. have passed a neuro-psychiatric examination;
f. be In possession of such other qualification required by Republic Act No. 5487 as amended;
g. have undergone training and seminars related to security matters before being deployed on the premises of the CLIENT; and
h. Such other qualifications that the CLIENT may require on the security guards.

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OFFICE OF THE LEGAL COUNSEL
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DOUBLE M SECURITY AGENCY
P-5 Provincial Road Soyung Echague , Isabela
Email add: doublemagency1@gmail.com

5. TRAINING OF GUARDS

The security agency shall provide its guards with regular training and development opportunities to enhance their skills and knowledge. The training shall include topics such as emergency response, conflict resolution, and customer service, gender-based anti-sexual harassment among others. The security agency shall maintain records of all training provided to its guards.

6. MODE OF PAYMENT

a. For and in consideration of the above services and during the affectivity of its contract, the CLIENT shall pay the SECURITY AGENCY the amount in pesos as computed in the attached Computation of Fees per guard per month, based on the actual services rendered provided that one half (1/2) shall be paid every 20th of the current month and the other half every 5th day of the next month, the same to be paid five (5) days after receipt of bi-monthly billing statements without need of any demand; the breakdown/cost distribution of the said amount is attached to this contract as Annex A.

b. It is understood that a portions of the above payment equivalent to that amount to which the security guards is / are entitled by way of salary compensation shall be received by the SECURITY AGENCY from the CLIENT in TRUST only for said guards.

c. From the amounts paid by the CLIENT to the SECURITY AGENCY in trust for the security guards, the SECURITY AGENCY must promptly pay the security guards and promptly remit to the proper government agency the social benefits due to the guard such as SSS Premium, Philhealth premium, Employees Compensation, and Pag Ibig premium.

d. For and in consideration of this services to be rendered by each security personnel the CLIENT shall pay the security services contractor the amount as indicated in ANNEX A which shall include the standard administrative fee of ***Two Thousand one hundred twenty seven pesos and 51 centavos (2,127.51) per guard per month.***

7. ESCALATION PROVISION

Should anytime during the duration of this contract there be adjustments in minimum wage and other benefits affected by wage order legislation, decrees, executive orders, and such other similar statutory sanction, automatic adjustments based on provision of law shall be instituted, in a manner mutually negotiated by both parties of the contract, the document contract of which shall be made integral there of;

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DATE: JUN 24 2024

DOUBLE M SECURITY AGENCY
P-5 Provincial Road Soyung Echague , Isabela
Email add: doublemagency1@gmail.com

8. PAYMENT DEFAULT

Failure on the part of the CLIENT to pay the SECURITY AGENCY the equivalent amount corresponding to three (3) consecutive payments shall be sufficient cause for the SECURITY AGENCY to terminate this Contract without prejudice to the rights to full indemnification, inclusive interest not less than three percent (3%) per month, including attorney's fees. And such other obligations/liabilities that the CLIENT may incur, monetary or otherwise, that might arise as a result of such;

9. SUPERVISION AND CONTROL

The SECURITY AGENCY shall exercise discipline, supervision, control and administration over its guards in accordance with laws, ordinance, and pertinent governmental rules and regulations as well as the rules and policies laid down by the CLIENT on the matter. The Security Inspector shall regularly report to the CLIENT's Vice President for Administration at least twice (2x) a month.

10. EQUIPMENT AND UNIFORM

The SECURITY AGENCY shall equip the guards with duly licensed firearms, ammunition, nightsticks, uniforms, flashlights, radios, umbrellas, rubber boots and other personal protective equipment and paraphernalia for security purposes. The SECURITY AGENCY shall provide the CLIENT with the list of equipment and paraphernalia provided including any government permits required such firearms permits, radio permits, etc.

The SECURITY AGENCY shall likewise provide twelve (12) pieces of High definition color CCTV camera, and four (4) data recorders and four (4) TV monitors to be installed in the entry and exit gates in the college campus and at the accounting office premises to help monitor security.

11. LOSS OR DAMAGE TO CLIENT'S PROPERTY

The SECURITY AGENCY shall be responsible in case of loss or damage to the property of the CLIENT except those which can be easily transported or disposed of or which cannot be considered bulky such as, but not limited to pocket calculators, jewelry and cash, occurring or taking place during the tour of duty of the guards or the SECURITY AGENCY and made known in writing to the latter within TWENTY-FOUR(24) hours from the time of occurrence, provided, further, that the SECURITY AGENCY shall be responsible only in case of loss or damage to the reported property of the CLIENT whenever there is a clear showing that the door, window or other points of entrance/ exit were the subject to force.

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DOUBLE M SECURITY AGENCY
P-5 Provincial Road Soyung Echague , Isabela
Email add: doublemagency1@gmail.com

The SECURITY AGENCY shall not be liable for losses and or damages due to:

a. Fortuitous events or Force majeure; and
b. Orders of the CLIENT beyond the SCOPE of this Contract.

12. REPLACEMENT OF ANY GUARD

At any time, the CLIENT may request the security agency to change or replace any security guards whose work is found or believed to be below standard, or whose conduct does not suffice the security standard of the CLIENT. The judgment of the CLIENT on such matter shall be final, binding and enforceable.

13. ASSUMPTION OF LIABILITY

The SECURITY AGENCY shall assume any and all responsibilities or obligation arising from this contract and which are caused by the acts or omission of its security guards and which are damaging or injurious to the CLIENT as well as to third parties. In other words, SECURITY AGENCY shall free and absolve the CLIENT from any and all liabilities arising from the acts of omissions of its security guards, as here in referred to.

14. CONFIDENTIALITY

The SECURITY AGENCY including the guards they deploy shall maintain strict confidentiality regarding any CLIENT'S business operations, sensitive information or trade secrets or other personal data of employees, students and visitors of the CLIENT they may come across during the course of their duties such as CCTV footage, security logbook data, and others. They shall not disclose such information to any third party without the CLIENT'S express written consent. This obligation shall continue even after the termination of this Agreement.

15. TERM OR CONTRACT

This contract shall commence at ***3:00 o'clock PM on June 4, 2024 until 3:00 o'clock PM on June 4, 2025***. Thereafter, It shall be renewed for the same period unless either party notified the other party in writing not later than thirty (30) days before the expiry date of its intent not to renew.

16. MODIFICATIONS OF CONTRACT

Any amendments or modifications to this contract shall be valid and enforceable only if executed through a written agreement duly signed by both the CLIENT and the SECURITY AGENCY.

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DATE: JUN 24 2024

DOUBLE M SECURITY AGENCY
P-5 Provincial Road Soyung Echague , Isabela
Email add: doublemagency1@gmail.com

17. TERMINATION OF CONTRACT

Either party may terminate this contract; any time by a written notice given to the other party at least thirty (30) days prior to or before the intended date of termination.

18. VENUE OF LITIGATION

In the event of a dispute arising between the parties involved, they shall first attempt to resolve the matter through mediation or other alternative dispute resolution methods. If such methods are unsuccessful, any legal action related to this contract shall be exclusively brought in the courts located in Bayombong, Nueva Vizcaya.

WITNESS hereof, parties have here unto set their hands at the place and on the date first above written.

BY: **SAINT MARY'S UNIVERSITY**

DR. JOHN OCTAVIOUS S. PALINA
University President

By: **DOUBLE M SECURITY AGENCY**

COL ARNEL D. ACOSTA
Director/Owner

Witness:

DR. JOHN G. TAYABAN
VP for Administration

MRS. MARIA TERESA LIM ACOSTA
Administrative Officer

SUBSCRIBED AND SWORN TO before me this ___ of JUL 03 2024 at Solano, Nueva Vizcaya, Philippines.

EPIFANIO DS. GAZMIA, III
Notarial Commission No. 25-23
Notary Public Until 12-31-2025
Saint Mary's University
Roll of Attorney's No. 57865
IBP Lifetime, 1086895, 1/4/18;
PTR No. 2808834, 12/1/2023

Doc. No. 329;
Page No. 65;
Book No. CCCVIII;
Series of 2024;

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OFFICE OF THE LEGAL COUNSEL
DATE: JUN 24 2024

DOUBLE M SECURITY AGENCY
P-5 Provincial Road Soyung Echague , Isabela
Email add: doublemagency1@gmail.com

ACKNOWLEDGEMENT

Republic of the Philippines)
_____) s.s.

BEFORE ME, a Notary Public, for and in **Nueva Vizcaya.** This ___ Day of _____2024
Personally appeared.

COL ARNEL D. ACOSTA PA Ret	_____	_____,**Echague, Isabela**
DIRECTOR/OWNER	DL#	DATE/PLACE ISSUED
DR. JOHN OCTAVIOUS S. PALINA	_____	_____
University President	DL#	DATE/PLACE ISSUED

Known to me and to me known to be the same persons who executed the foregoing instrument and acknowledge to me that the same is their free and voluntary act and deed as well as the free and voluntary act deed of the entities they represent.

This instrument consist of ten (10) pages on which the acknowledgement is written signed by the parties together with their instrumental witnesses on each and every page thereof.

WITNESS MY HAND AND SEAL on the date and at the place above written.

CLEARED
OFFICE OF THE LEGAL COUNSEL
JUN 24 2024

Third Party Service Contracts

Manpower Services

CONTRACT OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This contract executed by and between:

SAINT MARY'S UNIVERSITY OF BAYOMBONG, an academic institution duly registered with the Securities and Exchange Commission under company registration no. 3947, with its principal office located at Ponce St., District IV, Bayombong, Nueva Vizcaya, represented by its University President, **DR. JOHN OCTAVIOUS S. PALINA**, hereinafter referred to as the **"CLIENT"**; and

-and-

LDR Manpower and General Services, a duly-licensed private manpower agency organized and existing under and by virtue of the laws of the Republic of the Philippines with principal office address located at **Bonfal West, Bayombong, Nueva Vizcaya** duly represented herein by its Manager, **MR. LOLITO D. RAGASA** hereinafter referred to as **"AGENCY"**

WITNESSETH THAT

WHEREAS, the **CLIENT** desires to avail of the services of the **AGENCY** for the purpose of maintaining cleanliness and providing janitorial services in all school campus grounds and facilities to attain a working and learning atmosphere conducive to optimum productivity or effectiveness of the institution while responding appropriately to whatever situations which may develop in the course of the extension of service;

WHEREAS, the AGENCY, with its competent and trained personnel, is willing and able to provide the requisite janitorial services to maintain the cleanliness and hygiene standards of the CLIENT's campus grounds and facilities, thus supporting the pursuit of an optimal learning and working environment, and is fully prepared to respond appropriately and promptly to any circumstances or requirements that may arise in the course of providing these services.

NOW THEREFORE, in consideration of the foregoing premises and the provisions, the parties do hereby agree as follows:

1. **Place and Location**

   The **AGENCY** shall provide janitorial services to the **CLIENT** at its premises located at **Bayombong, Nueva Vizcaya**

2. **Qualifications of Janitorial Personnel**

   The **AGENCY** shall deploy Twenty-Three (23) personnel with the following qualifications:
   a. At least high school graduate or its equivalent;
   b. Hardworking, diligent and not less than 20 or not more than 45 years old;

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DATE:_____

c. Physically and mentally fit;
d. With no criminal record;
e. Capable of assimilating written and/or verbal instructions in English;
f. Of good moral character, emotionally stable and can work under pressure;
g. Have undergone the skills training being conducted by the Agency

The janitorial personnel shall be assigned to the following:

a. Two (2) for Grade School,
b. Two (2) for Junior High School,
c. Two (2) for Senior High School,
d. One (1) for Inang Maria Ladies' Dorm,
e. Two (2) for College Canteens, and
f. 14 for college buildings, rest rooms and ground maintenance.

The number of contracted janitorial personnel may be increased or decreased at any time upon written request of the **CLIENT** or his authorized representative. The number of janitorial personnel shall be reduced during holidays, Saturdays, semestral and summer breaks and other non-class days.

3. Scope of Work

The AGENCY shall provide/render janitorial services to the CLIENT for the maintenance of its campus, buildings, premises, offices and facilities which includes but not limited to the following:

a. Sweeping, mopping, spot scrubbing and polishing of all floors and hallways, waiting areas, classrooms, and comfort rooms to continuously guarantee cleanliness of all buildings, surroundings, playgrounds and other areas;

b. Sweeping the roadways, grounds, oval track, parking areas and other common areas;

c. Landscaping, gardening, and watering plants;

d. Cleaning, sanitizing, and deodorizing of toilets and washrooms, with the use of effective disinfecting chemicals on the wash bins, urinals, and toilet bowls;

e. Dusting, and damp wiping of all hallways and comfort rooms;

f. Cleaning and polishing of partitions, glass doors and windows;

g. Cleaning of office counters and railings;

h. Dusting and cleaning of horizontal and vertical surface including all ceilings;

i. Emptying, collecting and/or disposing of trash from waste can or trash containers within the confines of the building to the receptacles provided for the purpose, cleaning and sanitizing of the same;

j. Sorting and bringing solid wastes to the Materials Recovery Facility

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(MRF);

k. Removal of cobwebs and scrubbing of stain marks or fingerprints on walls, doors, post and ceilings;

l. Checking of water faucets, water apparatus, lights, and electrically run equipment, windows, and doors at the close of office hours;

m. Checking and controlling and maintaining the refilling of overhead water tanks;

n. For those assigned in the school canteens, the work includes keeping the whole canteen area clean, sanitizing the dining tables after every use by customers, wash the spoons, forks and plates (excluding the serving trays, pots and pans of concessionaires), manage canteen waste segregation and disposal;

o. Assisting in hauling, moving of tables, chairs, cabinets, and etc. upon instruction of authorized officials of concerned unit/dept.

p. Perform such other relevant duties that may be assigned by the General Services supervisor or authorized school authorities.

4. Financial Obligations and Payment of Salaries

a. For and in consideration of the above services and during the effectivity of this contract, the **CLIENT** shall pay the **AGENCY** the following:

1. Php458.41* per day of actual service rendered, where the rate per day was derived as follows:

Equivalent Monthly Rate*	Php450 X 313 days / 12 months	11,737.50
Service incentive leave	Php450 X 5 days / 12 months	181.25
Amount due to personnel		11,918.75
Divided by number of days per month		26
		458.41

2. Salary-related premium contributions per personnel amounting to P1, 841.88 with the following breakdown.

Mandated salary-related premium contribution for personnel (principal's share) payable on the end of month billing.

SSS premium	1,045.00
Philhealth premium	586.88
EC	10.00
Pag-Ibig premium	200.00
Total	1,841.88

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DATE: _____

3. Premium pay for days worked on holidays to be billed based on actual attendance.
4. Night shift differential pay for janitorial staff entitled thereto based on actual hours of attendance and when required by CLIENT.
5. 13th month pay will be paid in December with 50% released on mid-year, if requested.
6. Administrative fee of P2, 500.82 payable 15th and 30th. The Administrative fee will be pro-rated based on the actual number of days during the Holy Week and Christmas break to account for the reduced services during these periods.

b. Salaries of personnel and administrative fee are paid not later than five (5) days after the close of the payroll period. The payroll period for 1 to 15 are paid on or before the 20th day of the month while days 16 to 31 are paid on or before the 5th day of the following month with no unusual delay.

c. The **AGENCY** shall be entitled to an adjustment of the stipulated contract price if the minimum wage is increased or if increased fringe benefits in favor of the AGENCY's personnel are promulgated by law, decree or wage order subsequent to the execution of this contract. The said adjustment shall be equivalent to the increase in the fringe benefit promulgated by law.

d. The CLIENT shall pay the AGENCY the stipulated amounts in accordance with the breakdown provided above. Any adjustments due to changes in minimum wage or other mandated benefits shall be mutually agreed upon in writing and reflected in an amended contract.

5. Supervision and Administration of Personnel

a. The **AGENCY** shall supervise, discipline, control and administer over its janitorial personnel in accordance with law, government rules and regulations as well as the rules and policies laid down by the CLIENT on this matter.

b. The **AGENCY** management shall arrange a regular monthly meeting with the **CLIENT** for any possible problem/s or dispute that might affect the performance of assigned janitorial and maintenance service personnel.

c. To have a closer supervision of personnel, the **AGENCY** shall conduct frequent on-the-spot checking to ensure the smooth implementation of maintenance measures, plans and procedures. Aside from the regular inspection, supervisors shall visit or call the **CLIENT** or its representatives for consultation from time to time to discuss matters of mutual concern.

d. The **AGENCY** shall include a once-a-year training on safety and first aid techniques for its personnel as part of its continuing manpower and development.

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DATE:

6. Uniform and Janitorial Equipment

The **AGENCY** shall provide its janitorial personnel with the prescribed uniform while on duty in accordance with management directives. When necessary, the CLIENT shall supply janitorial and other related equipment and supplies. For security and safety reasons, the AGENCY shall provide its personnel with an identification card ('ID').

7. Labor Relationship

a. There shall be no employer-employee relationship between **AGENCY** and its employees with the **CLIENT.** The agency assumes any and all obligations as an employer under the Employment Compensation Law, Minimum Wage Law, Philippine Labor Law, and other pertinent laws. The **CLIENT**, therefore, is completely free from any and all claims, obligations and/or liabilities by virtue of the employment under the laws herein mentioned.

b. Notwithstanding the CLIENT's voluntary payment of SSS, PhilHealth, and Pag-Ibig contributions for the benefit of the AGENCY's employees, it is expressly understood and agreed that there is no employer-employee relationship between the CLIENT and the AGENCY's employees. Such payments by the CLIENT are made solely for the welfare of the AGENCY's personnel and do not in any way signify or imply an acknowledgement of an employer-employee relationship/between the CLIENT and the AGENCY's employees. The AGENCY has explained this arrangement to its personnel, and it is confirmed that all personnel understand and agree on this arrangement.

c. The AGENCY shall be solely responsible for hiring, payment of wages (including overtime pay and/or differential pay) of the janitors and other personnel movement like suspension or dismissal, and under no circumstances shall these janitors be considered as employees of the CLIENT under this contract, provided, however, that the CLIENT has the right to demand replacement of any of the janitors who may be found remiss in the performance of their duties or in any way undesirable.

d. The AGENCY shall be exclusively responsible for the enforcement, compliance, and observance of Labor Laws, pertinent Rules and Regulations governing employer- employee relationship relating to the operations, management and conduct of janitorial agencies. The AGENCY shall be liable to the janitors for the payment of any claim for injury, sickness, death or any other claim under the existing laws, rules and regulations. Further, the AGENCY shall submit certified copy of the payroll signed by the janitors after each pay day as well as a certified copy of the previous month's receipts of payment of remittances for the janitor's SSS, PhilHealth and Pag-Ibig, all of which shall be part of the requirements in processing the payment of monthly billing for this contract.

e. The AGENCY shall strictly comply with all applicable labor laws and regulations, including but not limited to the Labor Code of the Philippines, the Occupational Safety and Health Standards, and any other relevant legislation.

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OFFICE OF THE LEGAL COUNSEL
DATE:

8. Dispute Resolution Case

In case of any disputes arising from or in connection with the execution and interpretation of this contract, the parties agree to resolve first the issue through mediation or conciliation under the Alternative Dispute Resolution Law.

9. Indemnification Clause

The AGENCY agrees to indemnify, defend, and hold harmless the CLIENT from and against any and all losses, liabilities, damages, fines, penalties, costs and expenses (including attorney's fee) resulting from any claims, investigations, lawsuits, or other proceedings by any third party that arise out of, or relate to, any act or omission of the AGENCY or its personnel in the performance of this Agreement.

10. Confidentiality Clause

The AGENCY agrees to hold in strict confidence all information provided by the CLIENT in relation to this Agreement that is not publicly available and to not disclose such information to any third parties without the CLIENT's prior written consent. This confidentiality obligation shall survive the termination of this Agreement.

11. Terms of Contract

This contract shall take effect on **August 1, 2024** and shall be for a period of one (1) year from said date. Thereafter, it shall be deemed renewable for the same period unless either party notifies the other in writing no later than one month before the expiration date of its intent not to renew.

12. Termination for Non-compliance

Notwithstanding any other provision herein, either party may terminate this Agreement in the event of a material breach by the other party. A material breach shall include, but not be limited to, non-compliance with any of the terms and provisions of this Agreement. The party intending to terminate must give the other party written notice specifying the nature of the breach and a reasonable period, not less than 30 days, to rectify the breach. If the breaching party fails to correct the breach within the specified timeframe, the non-breaching party may terminate the agreement immediately. This termination right is without prejudice to any other rights or remedies, including the right to sue for damages, that the non-breaching party may have under this Agreement or under applicable law.

13. Signatory Authority

Each party warrants that the individual signing this Memorandum of Agreement on its behalf is duly authorized to do so and that this Agreement constitutes a legal, valid, and binding obligation of the party, enforceable against it in accordance with its terms.

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OFFICE OF THE LEGAL COUNSEL
DATE:

14. Entire Agreement

This agreement embodies the whole understanding and agreement between the Parties, superseding and nullifying all prior verbal or written agreements or understandings not expressly incorporated herein. Any prior arrangements, agreements, representations, or undertakings are hereby overridden and of no continuing effect.

IN WITNESS WHEREOF, the parties have herewith set their hands at the place and on the date first stated above.

SAINT MARY'S UNIVERSITY	**LDR MANPOWER AND GENRAL SERVICES**
(Client)	**(Agency)**
by:	
DR. JOHN OCTAVIOUS S. PALINA **University President**	**MR. LOLITO D. RAGASA** **Manager**

SIGNED IN THE PRESENCE OF:

DR. JOHN G. TAYABAN Vice President for Administration	**MRS. VENICA S. ACOSTA, CPA** Vice President for Finance/Treasurer

SUBSCRIBED AND SWORN TO before me this ___ of JUL 26 2024 at Solano, Nueva Vizcaya, Philippines.

Doc. No. 440;
Page No. 88;
Book No. CCVIII;
Series of 2024;

EPIFANIO BG. GALIMA, III
Notarial Commission No. 25-23
Notary Public Until 12-31-2025
Saint Mary's University
Roll of Attorney's No. 57855
IBP Lifetime, 1086895, 1/4/18;
PTR No. 2800834, 12/1/2023

CLEARED
OFFICE OF THE LEGAL COUNSEL
DATE:

ACKNOWLEDGEMENT

Republic of the Philippines)
Province of Nueva Vizcayas) s.s.

BEFORE ME, a Notary Public, for and in **Nueva Vizcaya** this __ Day of _____2024 personally appeared the parties:

MR. LOLITO D. RAGASA	**CRN-0111-3204079-1**	**N/A**
OWNER/Manager	SSS ID #	DATE/PLACE ISSUED
DR. JOHN OCTAVIOUS S. PALINA	**Phil Passport P2326888C**	**DFA Santiago/Nov 10,2022**
University President		DATE/PLACE ISSUED

known to me and to me known to be the same persons who executed the foregoing instrument and acknowledge to me that the same is their free and voluntary act and deed as well as the free and voluntary act deed of the entities they represent.

This instrument consists of Eight (8) pages on which the acknowledgment is written and signed by the parties together with their instrumental witnesses on each and every page thereof.

WITNESS MY HAND AND SEAL on the date and at the place above written.

Anti-Sexual Harassment Policy and Implementing Guidelines

SMU ANTI-SEXUAL HARASSMENT POLICY AND IMPLEMENTING GUIDELINES

SECTION 1. STATEMENT OF POLICY.

The University strongly condemns any form of sexual harassment, exploitation and intimidation. In keeping with this declaration, any act or conduct constituting work-, education- or training-related sexual harassment or Gender–based sexual harassment ('GBSH') shall render the perpetrator liable for administrative sanctions to be enforced in a manner as herein provided.

These updated Guidelines are based on Republic Act No. 7877 or the *Anti-Sexual Harassment Act of 1995*, Republic Act No. 9262 or the *Anti- Violence Against Women and Their Children Act of 2004*, Republic Act No. 11313 or the *Safe Spaces Act of 2019* and most recently, CHED Memorandum Order No. 3, Series of 2022 or the *Guidelines on Gender-based Sexual Harassment in Higher Education Institutions* and other relevant laws and guidelines.
Pursuant to the above policy, the process for reporting and responding to complaints of sexual harassment shall be posted in conspicuous bulletin boards in the University. In the same manner, the Committee on Decorum and Investigation (CODI), the Human Resource Development Office (HRDO), the Office of the Dean of Student Affairs and Services (DSAS), and Prefects of Discipline (POD) shall undertake regular and continuing awareness campaign program in order to effectively prevent, to promptly correct, and if necessary, to impartially deal on violation of this policy by any member of the University community.

SECTION 2. PERSONS LIABLE FOR GENDER-BASED SEXUAL HARASSMENT

Gender-based sexual harassment may be committed by the following:

a. Persons of the same or opposite sex who have authority,

influence or moral ascendancy over the offended party in any aspect of academic or administrative work, such as an officer, faculty member, employee, coach or trainer (e.g., faculty to students, administrator to faculty/employees, administrator to students, and coach/trainer to students);

b. Persons in a peer relationship with the offended party (e.g., faculty to faculty, students to students, administrator to administrator, coach/trainer to coach/trainer);
c. C. Students/student interns, faculty, administrators or employees of SMU committing acts that constitute sexual harassment against faculty members, administrators, employees, third-party service providers or visitors of its institution;
d. Third-party service providers engaged by SMU such as sanitation, janitorial, canteen, security and maintenance personnel;
e. Personnel of other partner institutions which SMU has contracted to undertake school-related activities; or
f. Visitors or third- parties who are within the premises, or around the vicinity of the University.

Procurement Procedure

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
TREASURY AND ACCOUNTING OFFICE

Document Code	EOMS-PRO-OP-002, Rev. 02
Effectivity Date	2026/04/07
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Signature: Date: 4/7/26

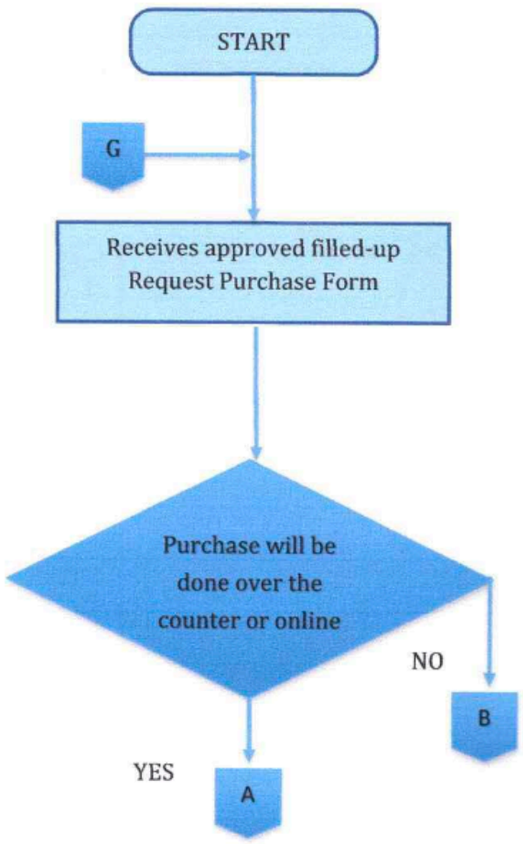
Revision History

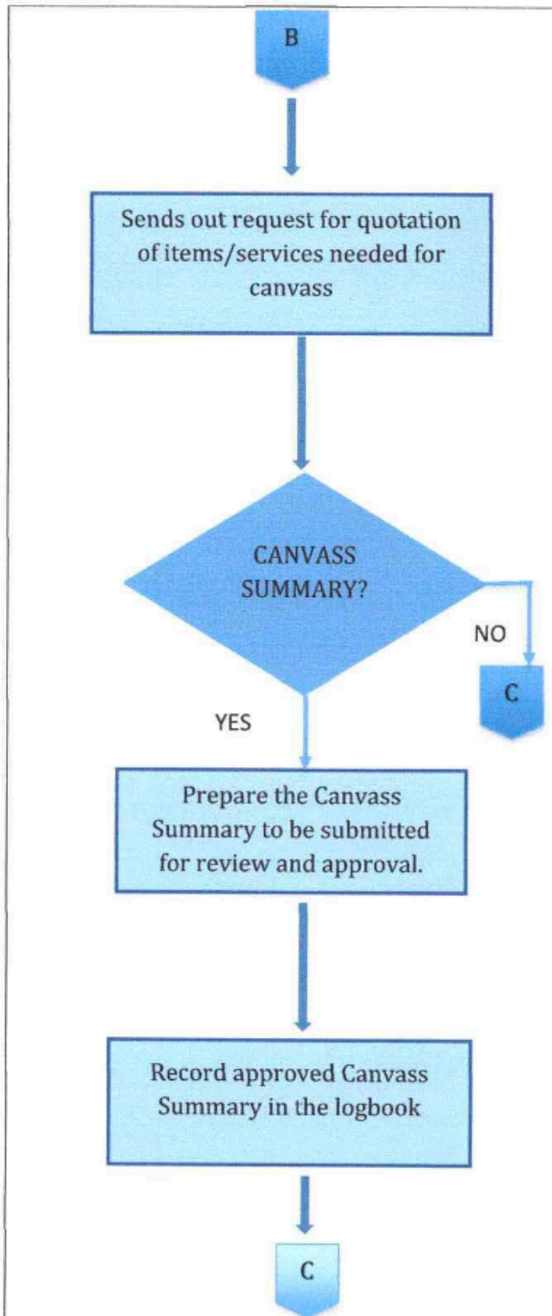
Revision No.	Effectivity Date	Author/s	Description of change
00	Dec. 8, 2024	Ma. Julieta S.Bautista Marie Grace C. Sadangsal	Initial Issue
01	Dec. 1, 2025	Ma. Julieta S.Bautista Marie Grace C. Sadangsal	Inclusion of Definition of Terms
02	Apr. 07, 2026	Ma. Julieta S.Bautista Marie Grace C. Sadangsal	Inclusion of Additional Work Instructions

STANDARD OPERATING PROCEDURE

Title	**PROCUREMENT**	
Scope	The procedure starts from the approval of filled up Purchase Request Form of a unit, canvassing of items/services requested from accredited suppliers and negotiation of prices to the preparation of purchase order, for purchases amounting to =P10,000 and above, approval of the purchase order, P.O. served to suppliers until its delivery, inspection and receipt of deliveries.	
Objective	• To ensure that all items/services valued =P10,000.00 and above are canvassed from at least three suppliers or providers within one to two weeks from the receipt of the approved Purchase Request Form. • To ensure that a Canvass Summary is prepared within one week upon receipt of quotations from suppliers. • To ensure that Purchase Orders are prepared within one week after receipt of the approved Canvass Summary. • To ensure the timely approval and issuance of Purchase Order to the supplier/provider at least two days after preparation. • To ensure timely delivery of items/services by suppliers as indicated and agreed in the Purchase Order. • To ensure timely inspection and guarantee completeness of received items.	
Definitions	Procurement	• The process of buying goods or obtaining goods/services, typically for official business purposes.
	Purchase Request Form	• A controlled document used by employees/offices/departments to formally ask for the approval to buy goods or services. The details of the purchase need, including the item, quantity, reason, design and exact specifications and estimated cost.

	Canvass	• The process of obtaining price quotations and other information from multiple suppliers to select the most suitable one for an approved request for purchase
	Canvass Summary	• A controlled document that summarizes the price quotations received from different potential suppliers in response to a request for quotation or canvass. This involves the comparison of offers from at least three suppliers based on factors like price, quality, and delivery to ensure transparency, mitigate risk, and leverage competitive pricing.
	Accredited Supplier	• A supplier / service provider that has been officially recognized by the university as having met its specific standards and requirements for quality, performance, and compliance. This official recognition is granted after the supplier undergoes a formal evaluation process, which typically involves submitting documentation and undergoing checks for factors like financial stability, experience, and safety history.
	Purchase Order	• A controlled document issued to a supplier. It includes details such as the item, quantity, design and exact specifications, and price agreed-upon of the goods or services and the expected delivery date. It serves as a formal offer that becomes a legally binding contract once accepted by the supplier, ensuring both parties are aware of the transaction details.
	Cash Advances for Operations	• Funds provided to a designated accountable officer to cover immediate or petty necessary purchases without the delays associated with the standard procurement and check-payment process. This fund is to be liquidated immediately for proper accounting and auditing purposes.
	Delivery Receipt	• A signed document from a supplier that serves as proof of delivery of goods or services in accordance with the Purchase Request Form or the Purchase Order. It is a necessary document legally fulfilling the purchase agreement and for processing payment.
	Sales Invoice	• A legal document from the supplier that details the total amount of goods or services delivered.

Activity	*Description*
	The staff in charge of canvassing receives the approved Request Purchase Form from the VP Finance Office and records it to the Purchase Request Form logbook and prepares a Canvass Form, if needed. • EOMS-PRO-FO-002, Rev. 00: Purchase Request Form • EOMS-PRO-FO-003, Rev. 00: Canvass Form • EOMS-PRO-WI-002, Rev. 00: Canvassing • EOMS-PRO-QR-005, Rev. 00: Purchase Request Form Logbook The staff in charge of canvassing determines if the purchase will be done over the counter or via online where the Cash Advances of Operations under the custody of the Staff In Charge, Purchasing may be used. For purchase requests from PPPDMO which is below =P10,000.00, the PPPDMO staff will do the over the counter purchase which will be charged credit to the university by the accredited supplier. • EOMS-PRO-FO-002, Rev. 00: Purchase Request Form • EOMS-PRO-FO-003, Rev. 00: Canvass Form • EOMS-PRO-WI-003, Rev. 01: Purchasing • EOMS-PRO-QR-005, Rev. 00: Purchase Request Form Logbook • EOMS-PRO-QR-004, Rev. 00: Masterlist of Accredited Suppliers, Providers, Contractors



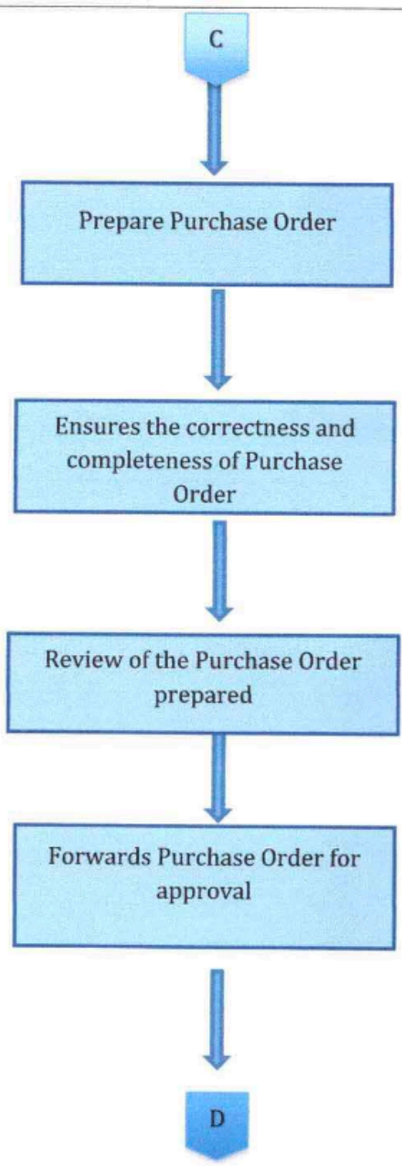
The staff in charge of canvassing sends the filled up canvass form to at least three accredited suppliers requesting for a quotation of items/services for purchase. It may be sent through email, viber, messenger or text; or done through phone call.

- EOMS-PRO-FO-002, Rev. 00: Purchase Request Form
- EOMS-PRO-FO-003, Rev. 00: Canvass Form
- EOMS-PRO-WI-002, Rev. 00: Canvassing
- EOMS-PRO-QR-005, Rev. 00: Purchase Request Form Logbook
- EOMS-PRO-QR-004, Rev. 00: Masterlist of Accredited Suppliers, Providers, Contractors

The staff in charge of canvassing prepares the Canvass Summary to be reviewed by requesting unit or office in-charge. It will be then submitted to the office of the Vice President for Finance and Treasurer for approval. For purchases amounting to =P50,000 and above, the VPFT signs as Recommending Approval and to be Approved by the University President.

The staff in charge of canvassing monitors the approval of the Canvass Summary and if there are no other rectifications to be made, records it in the logbook and forwards it to the staff in charge of Purchasing for Purchase Order preparation.

- EOMS-PRO-FO-003, Rev. 00: Canvass Form
- EOMS-PRO-FO-004, Rev. 00: Canvass Summary Form
- EOMS-PRO-WI-002, Rev. 00: Canvassing
- EOMS-PRO-QR-005, Rev. 00: Purchase Request Form Logbook
- EOMS-PRO-QR-004, Rev. 00: Masterlist of Accredited Suppliers, Providers, Contractors



The staff in charge of purchasing prepares the Purchase Order based on the approved Purchase Request Form or approved Canvass Summary, if any.

The staff in charge of canvassing ensures the correctness and completeness of the Purchase Order as indicated in the request/s and quotation/s received.

The Internal Auditor reviews the Purchase Order to ensure its accuracy.

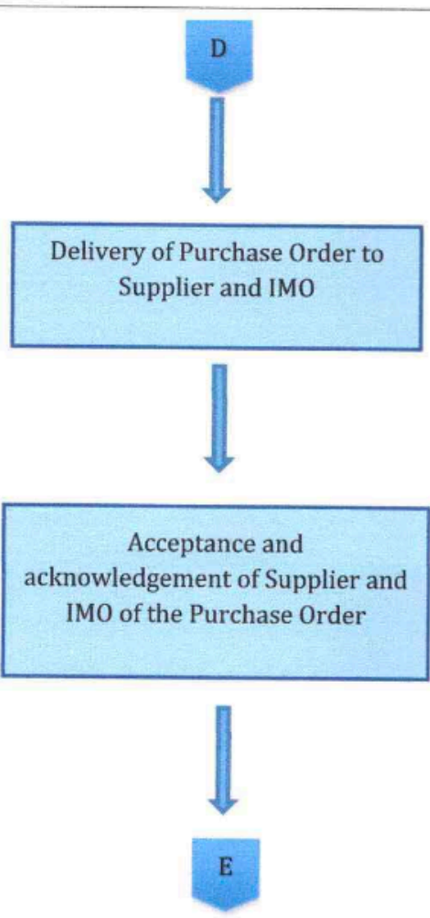
The staff in charge of purchasing forwards the reviewed Purchase Order to the Office of the Vice President for Finance and Treasurer, and to the University President for approval.

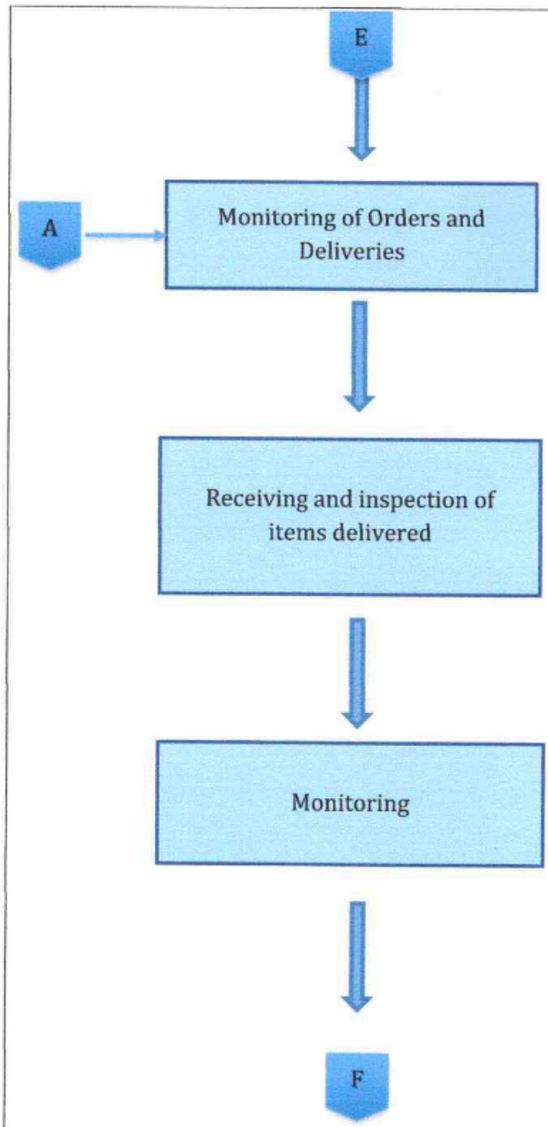
- EOMS-PRO-FO-004, Rev. 00: Canvass Summary Form
- EOMS-PRO-FO-005, Rev. 01: Purchase Order Form
- EOMS-PRO-WI-003, Rev. 01: Purchasing
- EOMS-PRO-QR-005, Rev. 00: Purchase Request Form Logbook
- EOMS-PRO-QR-006, Rev. 00: Canvass Summary Logbook

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

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	• EOMS-DIS-QR-007, Rev. 00: Purchase Order Logbook • EOMS-PRO-QR-004, Rev. 00: Masterlist of Accredited Suppliers, Providers, Contractors
	The staff in charge of purchasing delivers the approved Purchase Order to the supplier. It may be done personally, sent thru email, messenger or viber. The supplier signifies acceptance of the Purchase Order by signing the duplicate or acknowledging the message sent to them via email, messenger or viber. Two (2) copies will be delivered to IMO for reference of deliveries of items. The Head of IMO will sign the Purchase Order Logbook as acknowledgement of receipt. • EOMS-PRO-FO-005, Rev. 01: Purchase Order Form • EOMS-PRO-WI-003, Rev. 01: Purchasing • EOMS-DIS-QR-007, Rev. 00: Purchase Order Logbook • EOMS-PRO-QR-004, Rev. 00: Masterlist of Accredited Suppliers, Providers, Contractors



The staff in charge of purchasing monitors the time and date of the delivery of items ordered.

- EOMS-PRO-FO-005, Rev. 01: Purchase Order Form
- EOMS-PRO-WI-003, Rev. 01: Purchasing

The Head of Inventory Management Office or a staff receives items delivered by suppliers and checks its completeness against Purchase Order specifications, Sales Invoice or Delivery Receipts. Together with the IMO, the end-user or an assigned expert inspects the items delivered.

IMO Head accomplishes the Inspection and Receiving Report for all deliveries to be forwarded for audit and disbursement procedures. Monitor if payment endorsement for items delivered has been forwarded for disbursement and payments has been prepared.

- EOMS-IMO-WI-001, Rev.00: Receipt and release of Supplies
- EOMS-IMO-WI-007, Rev.00: Receipt and release of Movable Assets
- EOMS-IMO-QR-017, Rev.00: Inspection and Receiving Report

F ↓ Continual Improvement ↓ G	The Procurement team and the Administration continue to find better ways for the continual improvement to a more effective Procurement process. • EOMS-PRO-WI-002, Rev. 00: Canvassing • EOMS-PRO-WI-003, Rev. 01: Purchasing • EOMS-IMO-WI-001, Rev.00: Receipt and release of Supplies • EOMS-IMO-WI-007, Rev.00: Receipt and release of Movable Assets

Prepared by:	
MA. JULIETA S. BAUTISTA MARIE GRACE C. SADANGSAL	4-7-26
Process Owner/s	Date Signed

Reviewed by:	
PEARL VIA S. COBALLES	4-7-26
Quality Management Representative	Date Signed

Approved by:	
ARIANE P. DARAN, CPA	4-7-26
Vice President for Finance and Treasurer	Date Signed:

Supplier Accreditation Procedure

CONTROLLED COPY

Signature: _____ Date: 12/06/24

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
TREASURY AND ACCOUNTING OFFICE

Document Code	EOMS-PRO-OP-001, Rev. 00
Effectivity Date	2024/12/08
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Revision History

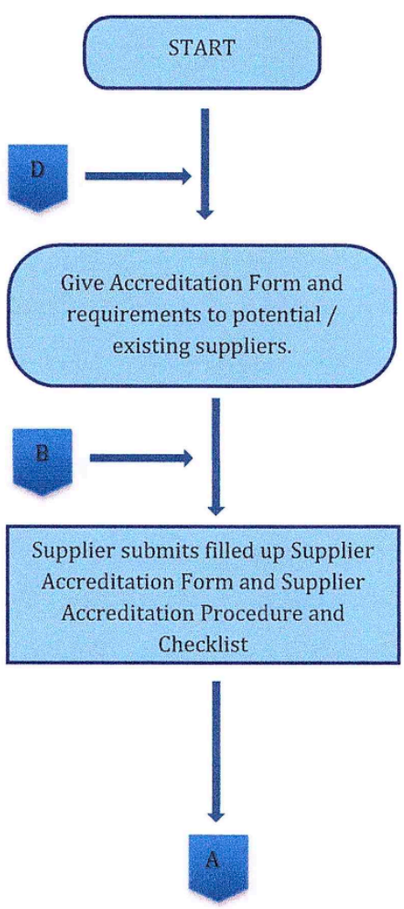
Revision No.	Effectivity Date	Author	Description of change
00	Dec. 8, 2024	Marie Grace C. Sadangsal	Initial Issue

STANDARD OPERATING PROCEDURE

Title	**SUPPLIER ACCREDITATION**
Scope	This covers selection and accreditation of suppliers.
Objective	To ensure suppliers and service providers are accredited.

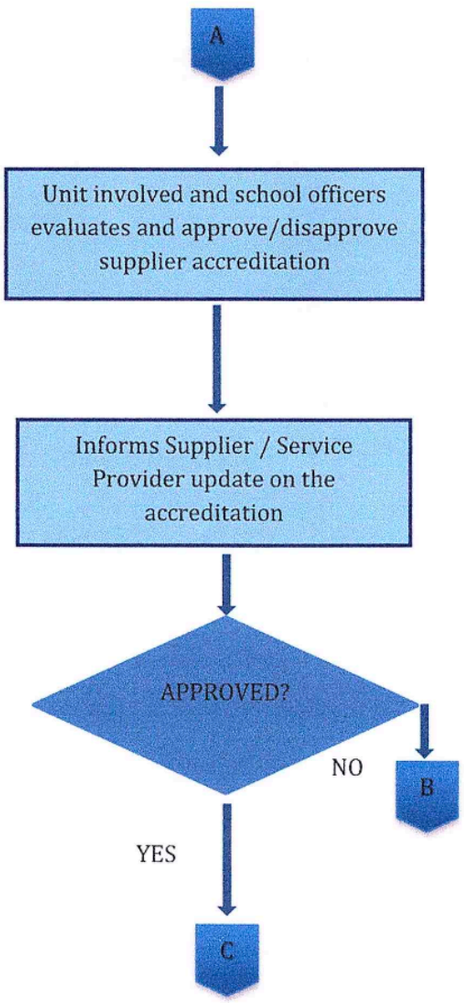
SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
TREASURY AND ACCOUNTING OFFICE

Document Code	EOMS-PRO-OP-001, Rev. 00
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Activity	*Description*
	The staff in charge of canvassing gives Supplier Accreditation Application Form to potential / existing suppliers. • EOMS-PRO-FO-001, Rev. 00: Supplier Accreditation Application Form • EOMS-PRO-FO-006, Rev. 00: Supplier Accreditation Procedure and Checklist
	The staff in charge of canvassing examines submitted accreditation form and requirements • EOMS-PRO-FO-001, Rev. 00: Supplier Accreditation Application Form • EOMS-PRO-FO-006, Rev. 00: Supplier Accreditation Procedure and Checklist

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The staff in charge of canvassing forwards file to accreditation committee for evaluation and approval

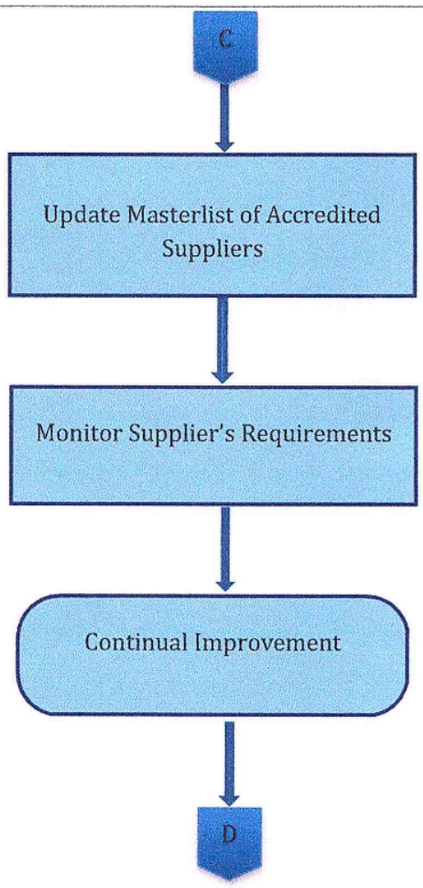
- EOMS-PRO-FO-001, Rev. 00: Supplier Accreditation Application Form
- EOMS-PRO-FO-006, Rev. 00: Supplier Accreditation Procedure and Checklist

The staff in charge of canvassing informs supplier/s the status of the accreditation.

- EOMS-PRO-FO-001, Rev. 00: Supplier Accreditation Application Form
- EOMS-PRO-FO-006, Rev. 00: Supplier Accreditation Procedure and Checklist

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The staff in charge of canvassing updates list of accredited suppliers and monitors requirements yearly

- EOMS-PRO-FO-001, Rev. 00: Supplier Accreditation Application Form
- EOMS-PRO-FO-006, Rev. 00: Supplier Accreditation Procedure and Checklist
- EOMS-PRO-QR-004, Rev. 00:Masterlist of Accredited Suppliers, Providers, Contractors

The staff in charge of canvassing continue to search for qualified suppliers to meet the needs of the organization and to improve the process.

Prepared by:	
MARIE GRACE C. SADANGSAL	
Process Owner/s	Date Signed

Reviewed by:	
PEARL VIA S. COBALLES	12-6-24
Quality Management Representative	Date Signed

Approved by:	
VENICA S. ACOSTA	12-06-2024
Vice President for Finance and Treasurer	Date Signed:

Sample Supplier Accreditation Form

	SAINT MARY'S UNIVERSITY Bayombong, Nueva Vizcaya Philippines TREASURY AND ACCOUNTING OFFICE	Department/Unit Code	PRO FO 001
		Page/s	1 of 1
		Effectivity Date	07/01/2022

Supplier Accreditation Application Form

(Applicant to fill—out required information, letters A to G)

A. BACKGROUND INFORMATION

Registered Name of Company	Date Business Operations Started
JKST ELECTRICAL & CONSTRUCTION SUPPLIES & ENGINEERING SERVICES CO.	08/12/2022
Office Mailing Address JKST BLDG. Centro, Brgy. Runruno, Quezon, N.V	
Warehouse / Store Mailing Address BISQUERA COMPOUND, PUROK 3, Brgy. MADDIANGAT, QUEZON, N.V	
Office Telephone Numbers (Landline & Mobile) [redacted]	Office Fax Numbers
Main Owner / Proprietor E[redacted]mas	Authorized Company Representative
Email Address e[redacted]ail.com	Email Address

B. BUSINESS ORGANIZATION

Type of Business Organization:	Type of Business Operation:
☐ Single Proprietorship ☐ Cooperative	☐ Manufacturing ☐ Exclusive Distributor
☑ Partnership ☐ Corporation	☑ General Trading ☑ Service Company
☐ Others, please specify	☐ Others, pleas specify

C. BUSINESS REGISTRY

Indicate existing permit numbers. Write "N.A." if not applicable. Attach a photocopy of applicable permits indicated

Type of Permit	Permit No.	Date Issued	Expiration Date
Securities and Exchange Commission	[redacted]	08/12/2024	08/12/2074
Department of Trade and Industry	[redacted] (1-07)		
Business Permit from the Office of the Mayor	T-025011-00023	01/08/2024	12/31/2024
Philippine Contractors' Accreditation Board			
VAT Registry No. (BIR 2303)	[redacted]	08/24/2022	

D. PRODUCT LINE

Enumerate major product lines (or service). List of Products may be attached.

- HARDWARE & CONSTRUCTION SUPPLIES
- DESIGN & BUILD
- ELECTRICAL WORKS
- MECHANICAL WORKS
- CONSTRUCTION WORKS
- CCTV, FDAS, PAGING SYSTEM
- SOLAR PV SYSTEMS
- AC SYSTEM
- DATA/ VOICE, STRUCTURED CABLING
- GENERATOR SUPPLY & INSTALLATION
- AUTOMATIONS

E. ASSETS & LIABILITIES

From most recent fiscal or calendar year. Attach a photocopy of latest Audited Balance Sheet and Income Statement or BIR Tax Return.

Total Equity	Total Current Assets	Total Current Liabilities	Gross Income
₱ 2,022,785.05	₱ 2,208,555.96	₱ 185,770.91	₱ 871,340.18
For the Year Ended 2023	☑ Calendar Year ☐ Fiscal Year		(MM/YYYY) 12/2023

F. ADDITIONAL SUPPLIER INFORMATION

Number of Years the establishment has been in business as supplier/contractor: 2

Name of establishment indicated in the Official Receipt: JKST ELECTRICAL & CONSTRUCTION SUPPLIES & ENGINEERING SERVICES CO.

G. LIST OF CURRENT CLIENTS

Name of Clients	Address	Contact Number
1. "SM" Sangyod Marketing Corporation	SM H.O, [illegible] CITY, PH	0923-813-3431
2. "CBS" Chimbank Sawings	CBS Bldg, San Gil Puyat Ave. Makati	0917-719-3331
3. PLGU Projects	Province of Nueva Vizcaya	0917-328-0282

DECLARATION: I certify that the foregoing information are true and correct. I also declare that the owners, managers, supervisors, marketing, sales and accounting personnel of our company are not related to any member of Saint Mary's University up to the third degree of consanguinity.

ENGR. JULIUS [illegible] TOMAS — *Signature Over Printed Name Of Applicant Supplier / Contractor*

PRESIDENT / GENERAL MANAGER — *Official Designation*

H. ACCREDITATION COMMITTEE DECISION

Recommendation by Committee Members:

	Name of Committee Member	Designation	Recommending Approval	Recommending Non-Approval
1.	VERNICA S. AGOSTA	VPFT	✓	JUL 01 2024
2.	DR. MOISES ALEXANDER T. ASUNCION	VPAA	✓	JUL 03 2024
3.	JOHN [illegible]	VPA	✓	
4.	FR. PHILIP A. YU JR., CICM	VPMI	✓	JUL 08 2024
5.				

REASONS FOR NOT RECOMMENDING APPROVAL:
(Any member can write comments here)

I. FINAL ACTION

Supplier / Contractor accreditation application is

☑ **Approved** ☐ **Not Approved**

[signature]
University President

Date of Approval: 15 JUL 2024

Supplier Evaluations AY 2024-2025

SUMMARY OF SUPPLIER EVALUATION
FIRST SEMESTER AY 2024 – 2025

A total of 62 (sixty two) suppliers were evaluated this First Semester of AY 2024 – 2025. For the supplier evaluation forms, IMO collected and summarized a total of 229 supplier evaluation forms for end-users as well as from the computer technicians for evaluation of computer and electronic devices received. A total of 583 evaluation forms were collected and summarized from the constant evaluators (Assistant Treasurer/canvassing, staff in charge of purchasing and IMO Head). The suppliers are evaluated both by the end-users and constant evaluators on the following areas:

1. Quality of Service
2. Quality of Delivery
3. Service Responsiveness

Graphs below shows the average rating as per areas of evaluation and the evaluators.

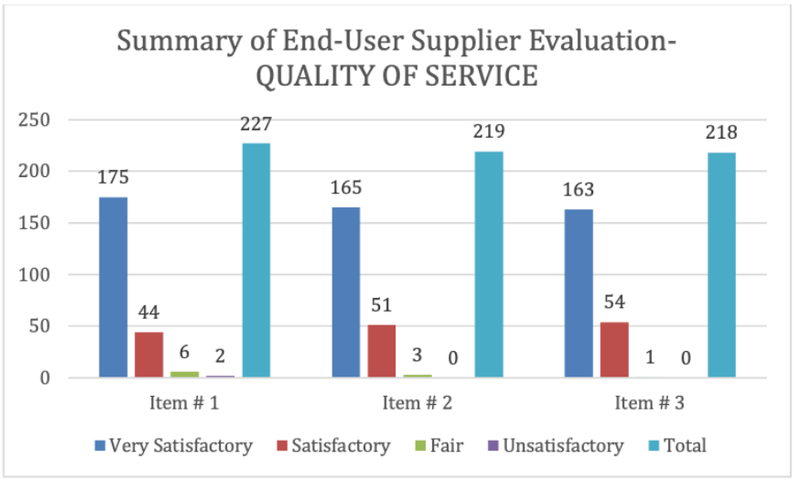
SUMMARY OF SUPPLIER EVALUATION – END USER EVALUATORS

QUALITY OF SERVICE

Qualitative Description	Item # 1	Percentage	Item # 2	Percentage	Item # 3	Percentage	Total	Percentage
Very Satisfactory	175	77.09%	165	75.34%	163	74.77%	172	75.77%
Satisfactory	44	19.38%	51	23.29%	54	24.77%	51	22.47%
Fair	6	2.64%	3	1.37%	1	0.46%	4	1.76%
Unsatisfactory	2	0.88%	0	0.00%	0	0.00%	0	0.00%
Total	227	100.00%	219	100.00%	218	100.00%	227	

Qualitative Description	Item # 1	Item # 2	Item # 3	Total
Very Satisfactory	175	165	163	172
Satisfactory	44	51	54	51
Fair	6	3	1	4
Unsatisfactory	2	0	0	0
Total	227	219	218	227

Performance Details	Rating	Qualitative Description
Item # 1	3.73	Very Satisfactory
Item # 2	3.74	Very Satisfactory
Item # 3	3.73	Very Satisfactory
Overall Mean Average Rating	3.73	Very Satisfactory



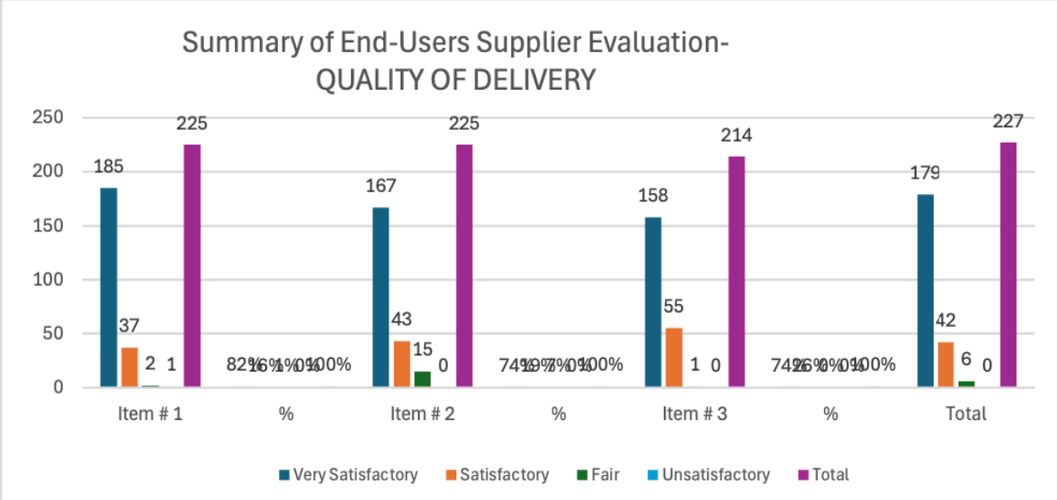
PERFORMANCE DETAILS

1.) Ensures completeness and good condition of items delivered.
2.) Offers alternatives or provides options for the benefit of the University.
3.) Gives price of the items which are reasonable.

QUALITY OF DELIVERY

Qualitative Description	Item # 1	%	Item # 2	%	Item # 3	%
Very Satisfactory	185	82%	167	74%	158	74%
Satisfactory	37	16%	43	19%	55	26%
Fair	2	1%	15	7%	1	0%
Unsatisfactory	1	0%	0	0%	0	0%
Total	225	100%	225	100%	214	100%

Performance Details	Rating	Qualitative Description
Item # 1	3.80	Very Satisfactory
Item # 2	3.67	Very Satisfactory
Item # 3	3.73	Very Satisfactory
Overall Mean Average Rating	3.73	Very Satisfactory



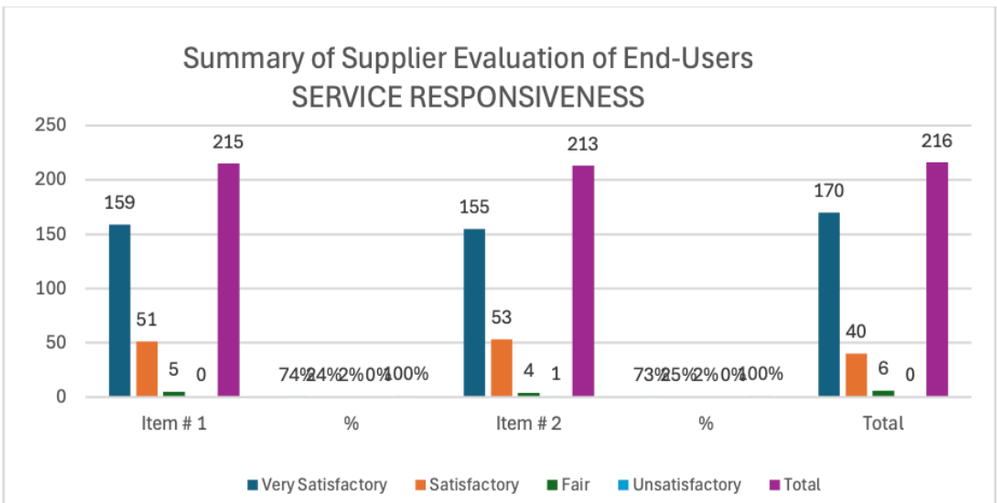
PERFORMANCE DETAILS

1. Complies with Purchase Order or Purchase Request Form specifications.
2. Delivers service/work on time.
3. Provides contact information for easy accessibility.

SERVICE RESPONSIVENESS

Qualitative Description	Item # 1	%	Item # 2	%
Very Satisfactory	159	74%	155	73%
Satisfactory	51	24%	53	25%
Fair	5	2%	4	2%
Unsatisfactory	0	0%	1	0%
Total	215	100%	213	100%

erformance Details	Rating	Qualitative Description
Item # 1	3.73	Very Satisfactory
Item # 2	3.70	Very Satisfactory
Overall Mean Average Rating	3.71	Very Satisfactory



PERFORMANCE DETAILS

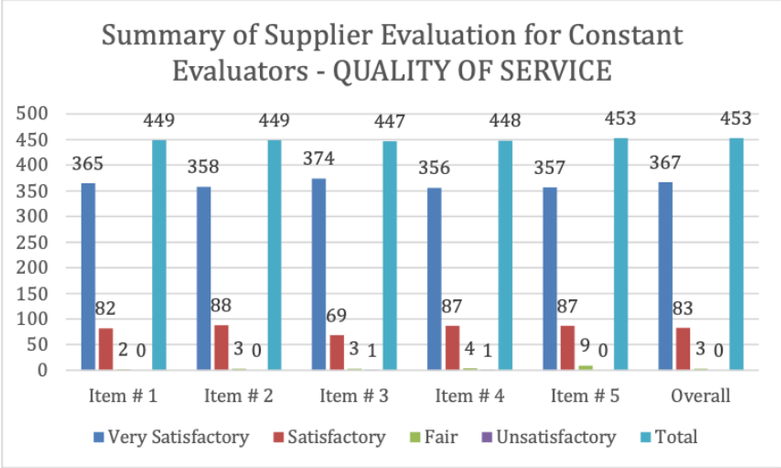
1. Provides prompt and effective correction of complaints, situations and conditions.
2. Provides good after-sales customer service; provides instructions or manuals on use of product.

SUMMARY OF SUPPLIER EVALUATION – CONSTANT EVALUATORS

QUALITY OF SERVICE

Qualitative Description	Item # 1	%	Item # 2	%	Item # 3	%	Item # 4	%	Item # 5	%
Very Satisfactory	365	81%	358	80%	374	84%	356	79%	367	79%
Satisfactory	82	18%	88	20%	69	15%	87	19%	87	19%
Fair	2	0%	3	1%	3	1%	4	1%	9	2%
Unsatisfactory	0	0%	0	0%	1	0%	1	0%	0	0%
	449	100%	449	100%	447	100%	448	100%	463	100%

	Item # 1	Item # 2	Item # 3	Item # 4	Item # 5	Overall
Very Satisfactory	365	358	374	356	357	367
Satisfactory	82	88	69	87	87	83
Fair	2	3	3	4	9	3
Unsatisfactory	0	0	1	1	0	0
Total	449	449	447	448	453	453
Average Mean Rating	3.80	3.78	3.81	3.8	3.76	3.79



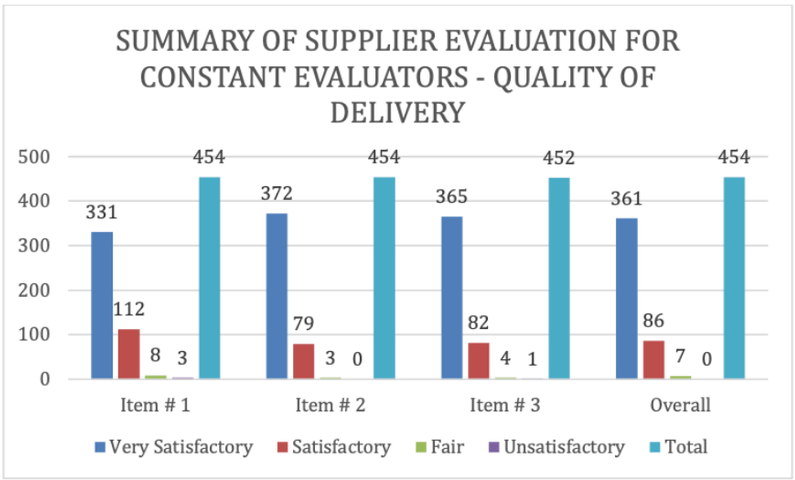
PERFORMANCE DETAILS

1. Offers alternatives, other options for the benefit of the University.
2. Provides early notification of non-conformance, deviations, amendments and schedule of changes.
3. Staff, representatives or contact persons communicate and transact professionally.
4. Flexible and accommodating in the aspects of pricing and payment terms.
5. Ensures quality of service/work performed or completeness and good condition of items delivered.

QUALITY OF DELIVERY

Qualitative Description	Item # 1	%	Item # 2	%	Item # 3	%
Very Satisfactory	331	73%	372	82%	365	81%
Satisfactory	112	25%	79	17%	82	18%
Fair	8	2%	3	1%	4	1%
Unsatisfactory	3	1%	0	0%	1	0%
	454	100%	454	100%	452	100%

	Item # 1	Item # 2	Item # 3	Overall
Very Satisfactory	331	372	365	361
Satisfactory	112	79	82	86
Fair	8	3	4	7
Unsatisfactory	3	0	1	0
Total	454	454	452	454
Average Mean Rating	3.70	3.82	3.79	3.77



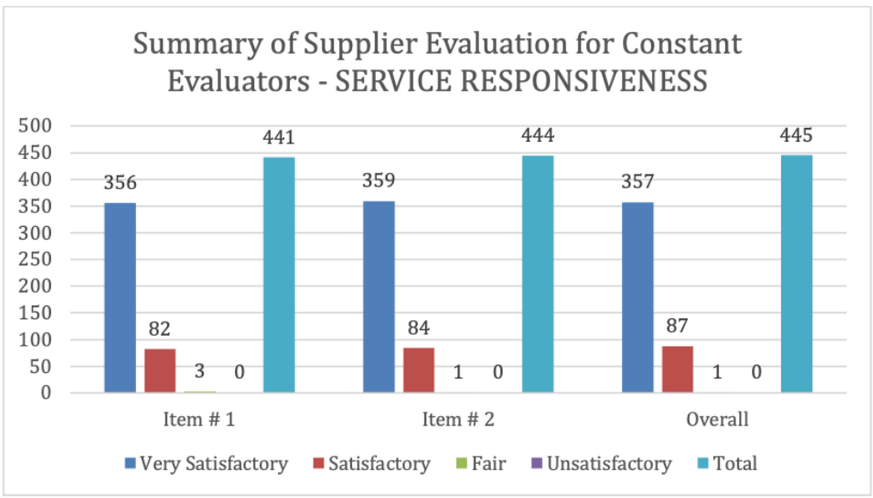
PERFORMANCE DETAILS

1. Service/work or items are delivered on time even without constant follow up
   4- delivery made on agreed schedule or has the capacity to respond to emergency requirements
   3- delivery is delayed by 15 to 30 days
   2- delivery is delayed by 30 to 60 days
   1 – delivery is delayed beyond 60 days

SERVICE RESPONSIVENESS

Qualitative Description	Item # 1	%	Item # 2	%
Very Satisfactory	356	81%	359	81%
Satisfactory	82	19%	84	19%
Fair	3	1%	1	0%
Unsatisfactory	0	0%	0	0%
	441	100%	444	100%

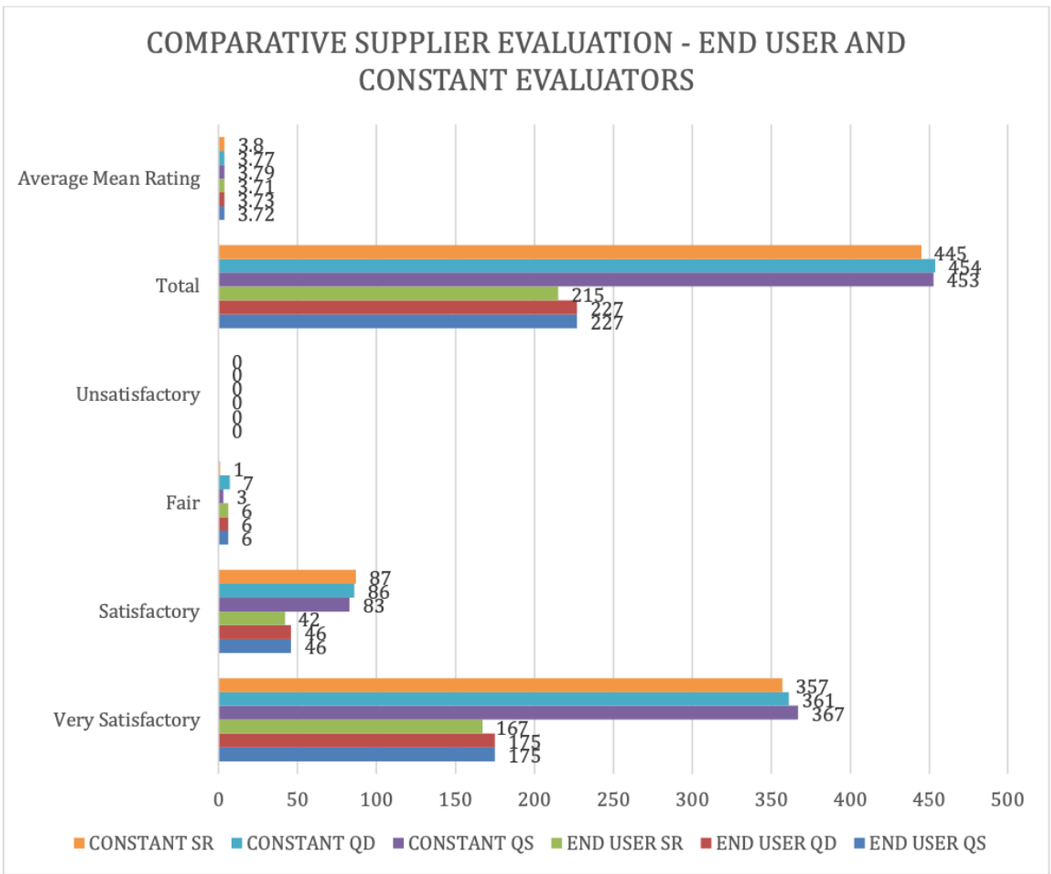
Qualitative Description	Item # 1	Item # 2	Overall
Very Satisfactory	356	359	357
Satisfactory	82	84	87
Fair	3	1	1
Unsatisfactory	0	0	0
Total	441	444	445
Average Mean Rating	3.80	3.81	3.8



PERFORMANCE DETAILS

1. Provides prompt and effective corrections of complaints, situations and conditions.
2. Provides good after-sales customer service; provides instructions or manuals on use of product.

Qualitative Description	END USER QS	END USER QD	END USER SR	CONSTANT QS	CONSTANT QD	CONSTANT SR
Very Satisfactory	172	179	170	367	361	357
Satisfactory	51	42	40	83	86	87
Fair	4	6	6	3	7	1
Unsatisfactory	0	0	0	0	0	0
Total	227	227	216	453	454	445
Average Mean Rating	3.72	3.73	3.71	3.79	3.77	3.80



SUMMARY OF SUPPLIER EVALUATION
FIRST SEMESTER AY 2024 - 2025

		CONSTANT				END USERS			
	SUPPLIER	CUL QS	CUL QD	CUL SR	TOTAL	CUL QS	CUL QD	CUL SR	TOTAL
1	Addessa Corporation	3.50	3.50	3.50	3.50	4.00	4.00	4.00	4.00
2	AEC TEchno Wolrd	3.39	3.42	3.50	3.44	3.67	4.00	3.50	3.72
3	Amarah Sportswear & Sublimation	3.88	3.92	4.00	3.93	3.50	3.50	3.00	3.33
4	Anita's Drug & General Merchandise					3.50	3.50	3.50	3.50
5	Aqua Drops Water Refilling Station	3.50	3.33	3.50	3.44	4.00	3.67	4.00	3.89
6	Azitsorog, Inc.	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00
7	Better Home Marketing	3.87	3.85	3.89	3.87	3.92	3.92	4.00	3.94
8	Bloomed Display Solution	4.00	4.00	4.00	4.00				
9	Buildhaus Centre, Inc.	4.00	3.50	4.00	3.83	2.67	4.00	3.00	3.22
10	Capitol Commercial Center	4.00	4.00	4.00	4.00				
11	CE Logic					4.00	4.00	4.00	
12	Chanceux Ameeya, Inc.	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00
13	CL Awards	4.00	4.00	4.00	4.00				
14	Copy Circle Trading	3.80	3.80	3.80	3.80	4.00	4.00	4.00	4.00
15	Copy Landia Office Systems	3.36	3.40	3.40	3.39	3.50	3.67	3.75	3.64
16	Daughter's of Saint Paul, Inc.					4.00	4.00	4.00	4.00
17	Double C Glass & Aluminum	3.67	3.44	3.67	3.59	2.50	3.50	3.00	3.00
18	FCT Publishing	3.40	3.50	3.50	3.47				
19	FTM Variety Store	4.00	4.00	4.00	4.00				
20	Fully Booked					4.00	4.00	4.00	4.00
21	Gakken Phil. Inc.	4.00	4.00	4.00	4.00	3.33	3.33	3.00	3.22
22	Gianpaul Marketing	3.40	3.67	4.00	3.69	3.33	4.00	3.00	3.44
23	Icon Tech					4.00	4.00	4.00	4.00
24	Isabela Copy Center	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00
25	J & L Consumer Goods	4.00	4.00	4.00	4.00	3.11	3.00	3.00	3.04
26	J & M Magazine	n/a	n/a	n/a	n/a	4.00	4.00	4.00	4.00
27	JACS Enterprises	4.00	4.00	n/a	4.00	3.78	3.78	3.83	3.80
28	Jen's Printing Center	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00
29	Jenstonn Electrical Supply	3.60	3.53	3.60	3.58	3.75	3.75	3.67	3.72
30	Jhama's Marketing	3.90	3.98	3.97	3.95	3.80	3.80	3.80	3.80
31	JLIT Enterprises	4.00	3.67	4.00	3.89	4.00	4.00	4.00	4.00
32	JM Magazine Subscription International	n/a	n/a	n/a	n/a	4.00	4.00	4.00	4.00
33	KDT Hollowblocks	n/a	n/a	n/a	n/a	3.00	3.67	4.00	3.56
34	KNS Electrical	4.00	4.00	4.00	4.00	3.50	3.33	3.50	3.44
35	Leapfrog Innovators	3.75	3.75	3.75	3.75	4.00	4.00	4.00	4.00
36	Litera Trading Inc.	n/a	n/a	n/a	n/a	4.00	4.00	4.00	4.00
37	Marf Trading	3.50	3.50	3.50	3.50				
38	Mednurs Health Kit Merchandise	3.98	3.96	4.00	3.98	3.67	4.00	3.75	3.81
39	MegaTade Entrprises	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00
40	Mitchell's General Merchandise	3.38	3.07	3.45	3.30	3.33	3.00	3.00	3.11
41	Mory Roca's Glassware & Farm Implement	3.91	3.84	3.86	3.87	3.33	3.06	3.17	3.19
42	Mr. Sports Trading Corp.	3.60	3.67	3.50	3.59	4.00	4.00	4.00	4.00
43	New Horizon Laboratories Supplies	3.59	3.45	3.63	3.56	3.67	3.83	4.00	3.83
44	New Remington Lumber & Hardware	3.81	3.81	3.80	3.81	3.56	3.72	3.38	3.56
45	North Rotex Corporation	4.00	4.00	4.00	4.00				
46	Nueva Vizcaya Paint Center	4.00	4.00	4.00	4.00	4.00	3.50	4.00	3.83
47	Pandayan Bookshop					4.00	3.50	4.00	3.83
48	PC Enterprises	3.82	3.80	3.81	3.81	3.87	3.77	3.85	3.83
49	PC INet	3.79	3.81	4.88	4.16	3.50	3.89	3.83	3.74
50	People's Choice Marketing	4.00	4.00	4.00	4.00	3.50	3.50	3.80	3.60
51	Philcopy Corporation	4.00	3.83	3.50	3.78	3.83	3.50	4.00	3.78
52	Prince Eftren Center	3.88	3.88	3.88	3.88				
53	Sound of Praise Music Store & Services	3.85	4.00	3.50	3.78				
54	Stickers & Prints	n/a	n/a	n/a	n/a	3.33	3.50	3.50	3.44
55	Tadeos Scientific Industries OPC	3.60	3.33	3.50	3.48	4.00	3.50	3.50	3.67
56	Top Glass Aluminum Works	3.48	3.50	3.50	3.49				
57	U-Bix Corporation	4.00	3.60	3.50	3.70	4.00	3.80	3.50	3.77
58	United Home Hardware	3.49	3.61	3.58	3.56	3.88	3.90	3.93	3.90
59	Venus Electrical Trading & Services	3.63	3.63	3.63	3.63	4.00	3.00	3.50	3.50
60	Vizcaya Textile PLaza	3.50	4.00	3.50	3.67				
61	Weld Shoppe Enterprises	3.90	4.00	3.50	3.80	3.56	3.00	3.00	3.19
62	Yzza General Merchandize					4.00	4.00	4.00	4.00
	Average Mean Rating	3.79	3.77	3.80	3.79	3.72	3.73	3.71	3.72

Remarks from end-users and constant evaluators taken from the evaluation forms:

1. Delivery time took only 4 days from the PO date. Original inks were delivered.
2. Not all items are delivered at once.
3. Please deliver my request A!S!A!P! Thank you!
4. The scanner was requested last July 17, 2024 but was only delivered last September 9, 2024
5. Chlorine-RHE old one is better than the new one. The reaction it takes 2 days and the lifespan is too short. Mas maraming nagagamit sa new one kesa sa old one. Yung old one ay mabilis and reaction na napapaputi at napapablue agad after 2 hours pwede na agad ma vacuum samantala sab ago ay no reaction. Green pa rin and it takes time muna ng 2 days bago ma vacuum anf id na vacuum na malabo pa rn ang pagka blue then rest ng 2 hours bago ma vacuum ulit but the dry acid is okay.
6. The undersigned is unable to evaluate as the items seem inapplicable to the end user. Unless later on, there might be complaints like in the second to the last item. Thank you for the opportunity to share our thoughts.
7. No clean up after installation. Work area is dirty.
8. It's almost end of semester and delivery of gala uniforms is not yet complete.
9. Thank you for the fast delivery of PE uniforms.
10. Textile quality is different from last delivery. Quality is not standard.
11. Delivery on a staggered basis. Sometimes it is difficult to monitor the items delivered because not all items indicated in the PO are delivered at once.
12. Attachments not complete.
13. Good job! Great work!
14. Thank you for the very fast service!

Third-Party Service Provider Evaluations – Security Services

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

EVALUATION OF DOUBLE M SECURITY AGENCY

AUGUST 2024 – NOVEMBER 2024

Inspired by Mission, Driven by Excellence

Service Provider: DOUBLE M SECURITY AGENCY

Coverage: August – November 2024

Total Respondents: Employee = **80**

RATING SCALE: 5 – Very High Satisfaction 4 – High Satisfaction 3 – Moderate Satisfaction 2 – Low Satisfaction 1 – Very Low Satisfaction

SERVICE PROVIDED	MONTHS COVERED		
	AUGUST	SEPTEMBER	OCTOBER
Courtesy of guards	4.24	4.22	3.96
Response to requests (related to their task)	4.17	4.30	3.84
Consistency in policy implementation (e.g. no yellow form no entry, no car pass no entry)	4.00	3.95	3.63
Alertness; response to emergency situations	4.00	4.19	3.73
Quality of work	4.07	4.14	3.69
Being watchful of any untoward incidents like damage to properties, vandalism, theft, etc. (maintaining peace and order)	4.10	4.10	3.54
Checking of entry of students, faculty & visitors (verifying IDs, purpose, use of logbooks, visitor's pass and slip, yellow forms, etc..	4.07	4.09	3.52
Checking of entry of vehicles (verifying updated car pass, registration, purpose, use of logbook, etc.	4.21	4.24	3.56
Monitoring proper parking of vehicles & motorcycles (at the students' & employees' designated areas)	4.21	4.14	3.74
Switch on/off lights, fans, etc.	4.33	4.29	4.00
AVERAGE	**4.14**	**4.17**	**4.00**

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

COMMENDATION

- The guards are nice and polite
- The security guards are doing their part, however, there are things to improve such as...
- Very good security services.
- Check vigilantly he uniforms, haircut, attire of students
- I commend the work of our security guards in ensuring the safety and orderliness of the campus.
- they are doing their tasks well
- Good job for doing your tasks in maintaining peace and order in the campus. Keep it up!

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BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

RECOMMENDATION

- Smile more often
- Please help implement the "No carpass, No entry" policy especially to JD and Graduate Studies students. Thank you.
- CHSF of their workplace, and vigilant roving and checking of all students - haircut, make-up, multiple earring, visible tattoos, illegal parking and many more.
- paki agahan po ang pag monitor sa harap ng A building madaming students ang nakiki park sa harap ng A and motor ng visitors/students. .. be watchful po wag po antayin na sabihin pa ng employee na my wrong parking.

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BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

RECOMMENDATION

- Atittude
- Must not be watching to cp while on duty especially in gate 2 and 3.
- Consistency in checking attire of students
- Roving guards should be roving not stationary and check IDs of visitors... give psrking ticket for violation etc.
- They should not be using cp during duty time.

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RECOMMENDATION

- SOME (not all) guards are using phones during duty hours. It's okey to use phone from time to time but preferably not all the time- be still mindful of the people entering the gates.
- The tall gurlatd and female guard should also avoid using cp while on duty.
- Monitoring of tricycle drivers that usually park their vehicles right before the entrance.

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RECOMMENDATION

- Unless for an emergency, the guard-on-duty should not be using their cellphones.
- Usually when I enter at Gate 2 early in the morning, the guard-on-duty is on "call center" mode. His phone conversation can even be heard in the hall 😅.
- However, I suggest that they should be more consistent and strict in implementing our school policies and regulations. Thank you very much!
- Please refrain of using cellphone/s while on duty most especially guards on duty on the different gates. Thank you po.

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RECOMMENDATION

- Direction of traffic inside the campus, part of courtesy to students/employees/visitors is assisting them in the parking area, we have limited space, we can max it out if vehicles are directed well.
- Check vehicles while parking during evening classes
- Instruct Gate 3 guards to clear the gate of parked tricycles especially from 6:30am to 8:00am.
- strict in checking the car entering in the university
- The two guards here the tall one and the female guard just open the gate and close and dont help us leave the school safely with our cars. We can't see if there's another car coming because the parked cars block our view.

Inspired by Mission, Driven by Excellence



Third-Party Service Provider Evaluations.- Manpower Services

EVALUATION OF LDR MANPOWER SERVICES AGENCY

AUGUST 2024 – SEPTEMBER 2024

Service Provider: LDR MANPOWER SERVICES AGENCY

Coverage: August – September 2024

Total Respondents: **684** Employee = **68**

Parent/Alumni/Visitor = **77** Student = **579**

RATING SCALE: 4 - Very Satisfied 3 - Satisfied 2 - Fairly Satisfied 1 - Not Satisfied N/A - Not Applicable

SERVICE PROVIDED	Computed Average Rating per Type of Client		
	Employee	Parent/ Alumni/ Visitor	Student
The LDR was polite, respectful and accommodating.	3.56	3.97	3.91
The LDR provided immediate attention to my request (related to their task).	3.38	3.94	3.86
Watchful of any untoward incidents like damage to properties, vandalism, etc.	3.40	3.97	3.82
Quality of routinary work rendered.	3.36	3.97	3.88
OVERALL LEVEL OF SATISFACTION OF SERVICE	3.32	3.52	3.91

COMMENDATION

- They are good and approachable
- Very friendly and accommodating
- excellent job
- They are approachable and follows the suggestions given to them.
- They are very polite and they act immediately on our request.
- they are industrious
- They have immediate action when we need them.
- The commitment to cleanliness is truly impressive.

COMMENDATION

- As I have observed, both our LDR Personnel here in the Grade School ate merlyn and Liza are doing their job very well.
- The LDR assigned to clean our CR was very attentive to our requests and showed great patience and kindness.
- The LDR assigned to clean our CR was very attentive to our requests and showed great patience and kindness.
- They perform their duties well.
- I commend the hardwork and sense of responsibility of our LDRs.
- Continue their task for their areas.
- Thank you po, LDR!
- Thank you for the hard work.

RECOMMENDATION

- I suggest po na dapat meron pong umiikot na supervisor nila to check if natatapos nila yun alloted task nila everyday
- Behavior must reflect the Marian perspective.
- Ang pakiusap nmin kahit once a wk nilang linisan ang faculty cr di nman nasusunod kung di mo pa i remind sa kanila hindi pa malilinisan at kung minsan di maganda kung sumagot sila lalo na ung payat na maputi.Pati mga staircases madumi.
- Improvement on social interaction towards students. Proper etiquette must be observed even during off-times (i.e. break in canteen, outside work zone, etc.)
- Always check the spilled drinks in room RT301 bcos it's sometimes stinky.

RECOMMENDATION

- Clear identification of their job description.
- Frequent monitoring of services rendered
- additional manpower
- Trainings and seminars 😊
- additional cleaners
- additional manpower
- I suggest that they should be more keen on addressing cleanliness and orderliness of their respective zones or assignments. Thanks 😊
- Pls.always include area for the clinic po. thanks
- Always maintain the cleanliness of the CRs.

RECOMMENDATION

- Sometimes they have troubles attending to request and priorities.
- The JHS grounds are routinary cleaned every morning but some of the the plants are not well maintained.
- Be cooperative with departmental activities. Student team bldg is a way of giving students' well round experience.
- Agency must not pass the responsibility of supervising their personnel; SMU is their client; restrooms are not well maintained
- Not to sweep in drive ways during rush hours (between 7-7:30) for accident prevention purposes. Thank you.

RECOMMENDATION

- Given the potential hazards involved in some of their tasks, they should be provided with and required to wear protective gear to ensure their safety.
- Be more vigilant re damage to property.
- comfort rooms in offices/buildings (for shared comfort rooms)should be cleaned daily
- I suggest to increase the level of cleanliness and orderliness.
- Teachers should teach student to be part of cleaning(by not littering around the campus) or get the LDR perspective about the duties of cleaning the school.
- I hope they have a scheduled plan in cleaning to balance their time.

RECOMMENDATION

- We need male janitors
- Improve your services pls especially on maintaining a clean restroom

Occupational Safety and Health Measure

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
SAFETY AND POLLUTION CONTROL OFFICE

Document Code	EOMS-SPC-OP-001, Rev. 01
Effectivity Date	2025/04/30
Page/s	Page 1 of 2

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Signature: Date: 4/2/26

Revision History

Revision No.	Effectivity Date	Author	Description of change
00	Dec. 8, 2024	Hanson T. Villanueva	Initial Issue
01	April 30, 2025	Hanson T. Villanueva	Included additional monitoring form, updated the content, QR, and references

STANDARD OPERATING PROCEDURE

Title	Safety Services
Scope	This covers the different processes of safety services from supervision, monitoring, and inspection to the compliance and submission of reports to the concerned agencies of the government like DOLE, CHED, BFP, IATF, DENR etc.
Objective	To Ensure Timely, Complete Monitoring, Supervision, and Inspection of Safety Services of Buildings, Offices/Workstations, Clinics, Halls, Hallways, AVRs, Laboratories, CRs, Surroundings etc.
Definitions	This refers to policies, procedures, and programs designed to ensure a safe, secure, and healthy learning environment for faculty, staff, students, and visitors

Activity	*Description*
Supervision Safety Services	The Safety Officer supervises the university's safety services and ensures that employees, students, and visitors are provided with a safe, healthy, and secure environment. This includes maintaining facilities that support safe work and learning conditions, promoting clean air quality, and ensuring that campus areas remain free from hazards and pollutants that may affect the well-being of the Marian community.
Monitoring and Inspection	The Safety Officer conducts quarterly monitoring on the safety of the university workplaces, facilities, and surroundings, specifically refer to: • EOMS-SPC-FO-001, Rev. 01 Monitoring on the Safety of Buildings, • EOMS-SPC-FO-002, Rev. 01 Monitoring on the Safety of Classrooms • EOMS-SPC-FO-003, Rev. 01 Monitoring on the Safety of Laboratory Rooms • EOMS-SPC-FO-004, Rev. 01 Monitoring on the Safety of Offices

	• EOMS-SPC-FO-005, Rev. 00 Monitoring the Safety Operations of Generator Set • EOMS-SPC-FO-006, Rev. 00 Monitoring on Safety Handling and Disposal of Hazardous Waste (labeling & disposal) • EOMS-SPC-FO-008, Rev. 00 Battery-operated heat and smoke detector record sheet and monitoring checklist • EOMS-SPC-FO-010, Rev. 00 Monitoring form on fire extinguisher • EOMS-SPC-FO-011, Rev. 00 Self-monitoring report (SMR) form • EOMS-SPC-FO-019, Rev. 00 Monitoring form on hazard identification • EOMS-SPC- FO-024, Rev. 00 Preventive maintenance schedule/work plan for water drinking fountain
Reporting/Submission	The SPC Officer prepares and submits the necessary reports to the Head of Office, duly noted and signed by the Vice President for Administration. Appropriate and timely actions are then undertaken to address any irregularities or concerns identified during the process. Refer to: • EOMS-QAO-FO-029, Rev. 01 Master list of Records
Continual Improvement of the Safety Services	The Safety Officer continuously updates the safety services and preventive measures and does corrective actions as needed.

Prepared by:	
HANSON T. VILLANUEVA	
Process Owner	Date Signed

Reviewed by:	
PEARL VIA S. COBALLES	4-30-25
Quality Management Representative	Date Signed

Approved by:	
DR. JOHN G. TAYABAN	6-2-25
Supervising Head	Date Signed:

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
SAFETY AND POLLUTION CONTROL OFFICE

Document Code	EOMS-SPC-OP-002, Rev. 01
Effectivity Date	2025/04/30
Page/s	Page 1 of 2

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Signature: Date: 4/2/25

Revision History

Revision No.	Effectivity Date	Author	Description of change
00	Dec. 8, 2024	Hanson T. Villanueva	Initial Issue
01	April 30, 2025	Hanson T. Villanueva	Included additional monitoring form and updated the content and references

STANDARD OPERATING PROCEDURE

Title	Pollution Control Services
Scope	This covers the various processes involved in pollution control services, including supervision, monitoring, inspection, and ensuring compliance with environmental regulations. It also involves the preparation and timely submission of required reports and documents to concerned government agencies such as the DENR-EMB, DOLE, PDEA, PIHO, MENRO, and other regulatory agencies.
Objective	To ensure timely, complete monitoring, supervision, and inspection of pollution control services checklist and ensure that institutional operations are conducted responsibly, safely, and in accordance with existing environmental laws and standards.
Definitions	This involves initiatives and practices to reduce environmental pollution and foster a healthier and cleaner campus.

Activity	***Description***
Supervision Pollution Control Services	The Pollution Control Officer supervises the pollution control and environmental management services of the university and executes the provisions subject to the conditions, limitations, or restrictions as prescribed by the procedural manual of the DENR-EMB. SPCO also assures the stakeholders of a clean, healthy, safe, and friendly environment.
Monitoring and Inspection	The Pollution Control Officer conducts quarterly/monthly monitoring on the pollution control and environmental management services of the university workplaces and facilities, specifically refer to: • EOMS-SPC-FO-005, Rev. 00 Monitoring the safety operations of the generator set • EOMS-SPC-FO-011, Rev. 00 Monitoring form on Self-Monitoring report (SMR)

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
SAFETY AND POLLUTION CONTROL OFFICE

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	• EOMS-SPC -FO-019, Rev. 00 Monitoring form on hazard identification • EOMS-SPC-FO-024, Rev. 00 Preventive maintenance schedule/work plan for water drinking fountain
Reporting/Submission	The SPC Officer prepares and submits the necessary reports to the Head of Office, duly noted and signed by the Vice President for Administration. Appropriate and timely actions are then undertaken to address any irregularities or concerns identified during the process. Refer to: • EOMS-QAO-FO-029, Rev. 01 Master list of Records
Continual Improvement of the Pollution Control Services	The Pollution Control Officer continuously updates the safety services and preventive measures and does corrective actions as needed.

Prepared by:	
HANSON T. VILLANUEVA	
Process Owner	Date Signed

Reviewed by:	
PEARL VIA S. COBALLES	4-30-25
Quality Management Representative	Date Signed

Approved by:	
DR. JOHN G. TAYABAN	6.2.20
Supervising Head	Date Signed:

Grievance Procedure

Excerpt from the Administrative and Employment Manual for Higher Education, 2023 ed., Chapter 9

B. GRIEVANCE PROCEDURE

The kind of procedure to be undertaken is dependent upon the nature and kind of the grievance, and they shall be dealt with in accordance with the applicable rules. Hence, grievances pertaining to conduct/s that are covered by the Code of Proper Conduct for SMU Personnel and the SMU Anti-Sexual Harassment Implementing Guidelines shall be dealt with in accordance with their provisions. On the other hand, grievances pertaining to terms and conditions of employment which are covered by the Collective Bargaining Agreement (CBA) shall be governed by the grievance procedure established therein. All other grievances not covered by the above stated grievance procedures shall be threshed out in accordance with the following procedure:

1. Every grievance/issue/concern is first expressed orally to the immediate superior/Head of office concerned. Grievances/issues/concerns that are made orally are considered informal and are to be settled informally. If the matter concerns personnel from different departments/offices, the heads of concerned offices should work collaboratively for its amicable settlement.
2. For issues submitted in written form to the President, he/she may direct the supervising Vice President to settle the issues amicably between the parties with a written amicable settlement or compromise agreement executed and signed by both parties and the supervising Vice President.
3. If the matter is not settled amicably, the immediate superior/Head of office concerned shall require the concerned personnel to reduce his/her grievance/issue/concern into writing. He/She must attach all available evidence in his/her possession substantiating claim/grievance. The immediate

superior/head must He/She may also require the other concerned party to explain his/her side.

4. On the basis of the documents thus submitted, and any interview clarifications by the head, the immediate superior/Head of office concerned shall make a decision.
5. The decision of the immediate superior/Head of office concerned shall be final, unless it is brought on appeal for review to the supervising Vice President whose decision is executory.