



February 02, 2023

OFFICE ORDER No: 06
 Series of 2023

TO : ADMINISTRATIVE SUPPORT SERVICES (ASS)
FROM : OFFICE OF THE OIC - DIRECTOR
SUBJECT : STREAMLINED ADMINISTRATIVE SUPPORT SERVICES (ASS)
 WORK ASSIGNMENTS

In the interest of ensuring efficiency of operations and compliance with relevant statutory requirements, the work assignments and scope of work for the Administrative Support Services (ASS) personnel and supporting BAFS permanent employees are streamlined below:

Thematic Assignment	COS Personnel Assigned	Permanent Employee Assigned	Scope of Work Expected Outputs
Recruitment, Selection and Placement	Allan Gabriel Melido	Administrative Officer V Frederick Crisol 1 representative per Division, depending on the opening	<ol style="list-style-type: none"> BAFS 201 files Position Description Forms Merit Selection Plan Recruitment Plan and Monitoring Tool Staffing Plan Succession Planning Ranking System of Position Grievance Machinery Database of Leaves Employees Handbook Competency Framework/Qualification Standards New/Revised/Amended Office Order Issuances
Learning and Development (L&D)/ Employee Development	Replacement of Rovi Ann Tamayo	Geeza June Painaga/ Alpha Lanuza	<ol style="list-style-type: none"> Guidelines on the Policies and Procedures Related to L&D Training Nomination, Training Plan and Budget, L&D Report, Training

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Thematic Assignment	COS Personnel Assigned	Permanent Employee Assigned	Scope of Work Expected Outputs
			Evaluation (e.g., L&D Effectiveness Report/Database) 3. Individual Development Plans (IDP) 4. Health and Wellness Plans 5. Extension Programs 6. Mentoring and Coaching Forms 7. New/Revised/Amended Office Order Issuances
Rewards and Recognition	SG 11 position vacated by Stephanie Bulanadi Mark Brian Umali	Rosemarie Calibo	1. PRAISE 2. Magna Carta for S&T Workers 3. New/Revised/Amended Office Order Issuances
Performance Management	Replacement of Rovi Ann Tamayo	Administrative Officer V Frederick Crisol /Alpha Lanuza	1. SPMS (IPCR/DPCR and Rating Scales) 2. New/Revised/Amended Office Order Issuances
Budget and Planning (including COS payroll and contracts,)	Stephanie Bulanadi	Frederick Crisol	1. Planning and Budget (PBP) Forms 2. Financial/Budget Reports 3. Monitoring and Accomplishment Reports 4. Mid-Year and Year-End Assessments 5. Monthly payslips 6. New/Revised/Amended Office Order Issuances
Procurement	Rowena Dacanay Jonathan Martinez Mark Paulo Padullon	Mark Matubang	1. Procurement Forms 2. Procurement Monitoring Reports
Inventory, Supplies Management	Mark Brian Umali Allister Budlao <i>Inventory</i> Ryan Molato	Jerson Raphael Bontogon	1. Procurement of supplies based on current inventory 2. Updated Inventory Reports



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Thematic Assignment	COS Personnel Assigned	Permanent Employee Assigned	Scope of Work Expected Outputs
	Ricky Mangalindan Jonhay Isip Jonathan Martinez Angelo Custodio Roniel Bayanay Aaron Gentolia Larry Yumang Ronaldo Badillo Elpidio Lobos Samuel Gelilio		3. Distribution of supplies, receiving of newly acquired office supplies 4. Updated MR, status of returned equipment
Building Maintenance	Mark Brian Umali Elpidio Lobos Ryan Molato Angelo Custodio	Jerson Raphael Bontogon	1. BAFS Building and Annex regular maintenance and repair 2. Procurement plan for building maintenance and repair 3. Updated Dormitory Use policy - Office Order 4. New/Revised/Amended Office Order Issuances
Drivers	Ronaldo Badillo Roniel Bayanay Samuel Gelilio Larry Yumang [For hiring]	Administrative Officer V	1. Maintenance of BAFS vehicles - monthly vehicle inspection using the checklist 2. Vehicle Repair Monitoring sheet
GAD Related Activities	Allan Gabriel Melido	Moraine Sumague	1. GAD Assessment Report (i.e. level of awareness) 2. Training Needs Assessment 3. Training Plan 4. New/Revised/Amended Office Order Issuances
Data Privacy Compliance	Allan Gabriel Melido	Joeve Calleja Members of the BAFS Data Privacy	1. Renew registration of BAFS DPO 2. Impact Assessment document 3. Data Privacy Manual

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Thematic Assignment	COS Personnel Assigned	Permanent Employee Assigned	Scope of Work Expected Outputs
		Management Team and Working Groups	<ol style="list-style-type: none"> 4. Internal Procedures 5. Inventory of all data containing personal and sensitive information 6. Data breach response procedure 7. L&D Plan 8. New/Revised/Amended Office Order Issuances
ISO related activities SQI related activities	SG 16 position vacated by Geramie Mae Pepito Mark Brian Umali	Administrative Officer V/ [Alpha Lanuza]	<ol style="list-style-type: none"> 1. QMS Implementation 2. Certification and Re-Certification 3. L&D Plan 4. New/Revised/Amended Office Order Issuances

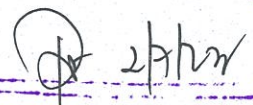
The ASS personnel and supporting BAFS permanent employees shall regularly coordinate to develop an annual work and financial plan and identify semestral targets to attain the expected outputs relative to their thematic assignments. Mr. Frederick Crisol, OIC of the ASS, and Ms. Mary Grace R. Mandigma, Assistant Director-Designate shall provide the oversight and shall report to the Office of the Director for matters needing higher level decisions.

This Order shall take effect immediately and shall remain in force until revoked. All other orders and memoranda inconsistent herewith are deemed revoked.

Done this 7th day of February 2023.


KAREN KRISTINE A. ROSCOM, PhD
 OIC-Director


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