

Property and Supply Management Practices of Ilocos Sur Polytechnic State College



Reagan Louie C. Funtanilla, DBA

Ilocos Sur Polytechnic State College- Philippines.

ABSTRACT: This study looked into the assessment and evaluation of the implementation of Property and Supply Management Practices of the Ilocos Sur Polytechnic State College based on four (4) aspects which are planning, acquisition or procurement, custodianship or maintenance, issuance and utilization, accounting and disposal. The Property and Supply Management is one of the basic functions of management involving fund and money. It is an important function because supplies, materials and equipment are basic requirements of an organization in the accomplishment of its goals and objectives. It further aimed to answer the following questions (1) what is the profile of the respondents in terms of the following personal factors in terms of Sex, Civil status, Age, Educational attainment, Position, Number of years in Present Position, Length of Service in ISPSC; and Relevant trainings and Seminars Attended? (2) What is the level of awareness of the respondents in terms of the requirements of the Property and Supply Management of ISPSC along Procurement in terms of Withdrawal of requests from the store room, Submission of requests for purchase, Funding of requests, Canvassing of requests, Opening of canvass papers, Preparation of purchase Orders, Delivery of supplies/materials and equipment, Inspection of delivered supplies/materials and equipment; along Custodianship/Accountability in terms of Documentation and Monitoring property Accountability; Issuance, Utilization and Maintenance; and Disposal? (3) Is there significant relationship between the respondents' personal/professional factors and their level of awareness on the property and supply management practices? and (4) What are the problems encountered by the respondents along the above mentioned practices?

The descriptive method of research was implemented in the study. This approach provided accurate and meaningful data/information of the prevailing management practices in each of the component of the respondents.

The study consisted of 86 respondents which is comprised of the Deans/Campus Directors/ Executive Deans, Office Heads, Directors, Nurses/Dentist/Medical Officer, Clerks, Janitors/Utility Workers, Acting Registrars/Registrars, Librarian, and Instructors who are directly involved with the Property and Supply Management Practices.

The data were gathered from the respondents was through the use of a structured questionnaire adapted by the researcher. Additional information also gathered through unstructured interview with the Head and Staff of the Property and Supply Office.

The frequency distribution, percentage, weighted mean and one way analysis of variables (ANOVA) were used to tally, tabulate and develop the data gathered.

The requisitioners of the college are mostly female, single, college graduate, have been in the service for 10 years and below, janitors/utility workers who have been occupying their position for 10 years and below and did not attend relevant training or seminars. The level of awareness of the respondents on the requirements of the Property and Supply Management Practices of ISPSC along Procurement and Issuance, Utilization and Maintenance of Supplies, Materials and Equipment is at great extent. The level of awareness of the respondents on the requirements of the Property and Supply Management Practices of ISPSC along Custodianship/Accountability and Disposal is at Moderate Extent. The respondents' personal/professional characteristics do not influence their level of awareness along procurement, custodianship/accountability, issuance, utilization and maintenance, and disposal practices of ISPSC. There are various problems encountered by the respondents on the different practices of the different areas of the Property and Supply Management such as poor quality of supplies and equipment procured, absence / inadequate regular cleaning and maintenance of machines / equipment, inadequate provision of supplies, materials and equipment for the college, institute, departments, project or office, unavailability of qualified suppliers within the locality / vicinity, jacking up of prices of supplies, materials and equipment for financial purposes, and illegal use of supplies, materials and equipment for personal purposes.

KEYWORDS: Property and Supply, Management, Acquisition, Custodianship

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INTRODUCTION

Property and supply management has a vital role to play in an organization. This entails the proper storage and safekeeping of property and supply of the organization, the procurement, purchase and issuance of supplies needed by the campuses and offices of Ilocos Sur Polytechnic State College (ISPSC). The role of property and supply management is to appraise and control costs without impairing the ability of supply needed.

Supplies and materials are considered vital factors in the successful management of an organization, be it a private enterprise or a government entity. As such, consideration should be made on the procedure of proper handling or shipment and utilization of supplies and materials, this imply the knowledge to determine the needs of a particular office as to qualify and quantity of suppliers.

For 13 years of existence of Ilocos Sur Polytechnic State College, management changes from time to time. Policies, rules and regulations had been created for the benefit of the College, in general, and to compete with other SUCs in the region and in the whole country as well. Property and management is an aspect that is considered very important because the supplies and needs of every campus are kept and stored with the diligence of a good father. This supplies and needs are the lifeblood of an institution for existence. A property custodian or a supply officer must have the authority, as delegated, to inspect, control, purchase, distribute, and dispose supplies and property which are needed in every campus.

ISPSC is the youngest SUC created in the region that caters more than 4,000 students and composed of competent faculty, personnel and brilliant administrators who mold each individual to become educated, reputable and able graduates of this institution. This is evidenced by the graduates produced by the College. However, behind the excellence of the faculty and the success of the students, there is still a great needs that must be provided in order to cater the needs of the institution and the whole studentry which one must maintain excellent learning process.

As cited earlier, a supply officer must procure and issue the various needs of the College and have to protect the supplies and the properties with the diligence and due care. This basic function of a supply officer entails that management is not an easy task because of the risks involved. As such, it requires a lot of time and effort for inspection of goods acquired, proper disposal and distribution to every campus and proper inventory system needed by each of the campuses.

The importance of developing an operative or workable system of the supply and management and its strict implementation should gain the attention of the top management. The numerous suspensions and disallowances incurred in the procurement of the supplies and materials as well as the unsatisfied response of the requisitioners/end-users are not enough and serious problems that needs to be addressed.

Hence, this study will be useful to correct the deficiencies and inefficiencies of the procurement and utilization practice. More importantly, it can serve as an input to further studies.

OBJECTIVES OF THE STUDY

This study looked into the awareness on the implementation of Property and Supply Management Practices of the Ilocos Sur Polytechnic State College based on four (4) aspects which are acquisition or procurement, custodianship or maintenance, issuance and utilization, and disposal during the Academic Year 2010-2011. The Property and Supply Management is one of the basic functions of management involving fund and money. It is an important function because supplies, materials and equipment are basic requirements of an organization in the accomplishment of its goals and objectives. It further aimed to answer the following questions:

1. What is the profile of the respondents in terms of the following personal factors?
 - 1.1. Sex;
 - 1.2. Civil status;
 - 1.3. Age
 - 1.4. Educational attainment;
 - 1.5. Position
 - 1.6. Number of years in Present Position;
 - 1.7. Length of Service in ISPSC; and
 - 1.8. Relevant trainings and Seminars Attended?
2. What is the level of awareness of the respondents in terms of the requirements of the Property and Supply Management Practice of ISPSC?
 - a. Procurement
 1. Withdrawal of requests from the store room
 2. Submission of requests for purchase

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3. Funding of requests
4. Canvassing of requests
5. Opening of canvass papers
6. Preparation of purchase Orders
7. Delivery of supplies/materials and equipment
8. Inspection of delivered supplies/materials and equipment
- b. Custodianship/Accountability
 1. Documentation
 2. Monitoring property Accountability
- c. Issuance, Utilization and Maintenance; and
- d. Disposal?
 3. Is there significant relationship between the respondents' personal/professional factors and their level of awareness on the property and supply management practices?
 4. What are the problems encountered by the respondents along the above mentioned practices?

METHODOLOGY

The descriptive method of research was applied in this study. The researchers' respondents were the 6 campuses of Ilocos Sur Polytechnic State College composed of the Deans including Graduate School, Directors, Office Heads including the Staff, Registrars, Nurses/ Dentist/Medical Officer, Clerks, and Janitors/Utility Worker in a total of 86 respondents. Questionnaires were distributed to campuses for them to answer which was the basis for conclusions and recommendations. The primary instrument used in gathering data was through the use of questionnaire. The researcher based this on specific problems of the study. The questionnaire was composed of four (4) parts: the first part is the employee profile; the second part is the evaluation and assessment of the implementation of Property and Supply Management Practice; the third part is the impact and control measures in the Property and Supply Management Practices and the last part is the problems encountered. Along with this, the first and second part is partly adapted from the questionnaire of Ms. Mark Trisky Adona while the third and fourth part is taken from the questionnaires of Carmencita Abaccan, Raul M. Cadiongan, Nicanra J. Coilan, and Jocelyn B. Dangle. The statistical tool used were frequencies and percentages to describe the respondents of the study, simple mean to determine the level of awareness of the respondents along the Property and Supply Management practices of the College and Simple Linear Correlation Analysis to look into the relationship between the respondents' personal / professional factors and level of awareness on the Property and Supply Management Practices.

FINDINGS

The study came out with the following results: on the profile of the respondents; 47 or 54.65% are female, 44 or 51.61% are single, 35 or 40.70% are ages 21-35, 38 or 44.19% are Degree Holder or College graduate, 36 or 41.86% in service for 10 years and below and 78 or 90.70% have not attended seminars or trainings in line with Property and Supply Management. On the level of Awareness on the requirements of the Property and Supply Management Practices of ISPSC along procurement is at Great Extent, along Custodianship / Accountability is at Moderate Extent, along Issuance / Utilization and Maintenance is at Great Extent and along disposal is at Moderate Extent. There is a significant relationship between the respondents' personal/professional characteristics particularly on the trainings and seminars attended and their level of awareness on the procurement, custodianship/accountability, issuance, utilization and maintenance, and disposal practices of ISPSC. Other personal/professional factors excluding the above mentioned do not have any significant relationship with the level of awareness on the procurement, custodianship/accountability, issuance, utilization and maintenance, and disposal practices of ISPSC. There are various problems that are encountered by the respondents along the different Property and Supply Management Practices. These problems have varying degree of occurrence. Six of the items were identified to be a serious problem of the respondents along Property and Supply Management Practices such as Poor quality of supplies and equipment procured, absence / inadequate regular cleaning and maintenance of machines / equipment, inadequate provision of supplies, materials and equipment for the college, institute, departments, project or office, unavailability of qualified suppliers within the locality / vicinity, jacking up of prices of supplies, materials and equipment for financial purposes, illegal use of supplies, materials and equipment for personal purposes.

CONCLUSION

In conclusion, the requisitioners of the college are mostly female, single, college graduate, have been in the service for 10 years and below, janitors/utility workers who have been occupying their position for 10 years and below and did not attend relevant

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training or seminars. The level of awareness of the respondents on the requirements of the Property and Supply Management Practices of ISPSC along Procurement and Issuance, Utilization and Maintenance of Supplies, Materials and Equipment is at great extent. The level of awareness of the respondents on the requirements of the Property and Supply Management Practices of ISPSC along Custodianship/Accountability and Disposal is at Moderate Extent. The respondents' personal/professional characteristics do not influence their level of awareness along procurement, custodianship/accountability, issuance, utilization and maintenance, and disposal practices of ISPSC. There are various problems encountered by the respondents on the different practices of the different areas of the Property and Supply Management. Six of the items were identified to be a serious problem of the respondents along Property and Supply Management Practices such as poor quality of supplies and equipment procured, absence / inadequate regular cleaning and maintenance of machines / equipment, inadequate provision of supplies, materials and equipment for the college, institute, departments, project or office, unavailability of qualified suppliers within the locality / vicinity, jacking up of prices of supplies, materials and equipment for financial purposes, and illegal use of supplies, materials and equipment for personal purposes.

RECOMMENDATIONS

It is hereby recommended that the College must utilize and upkeep the available supplies, materials and equipment in the stockroom and avoid the spoilage of supplies due to unforeseen events such as force majeure, fortuitous events that eventually lead to damage of properties and supplies. The attainment of goals and objectives on Property and Supply Management should need further improvement for these to be fully attained. Information dissemination on new circulars, issuances or rules concerning Property and Supply Management should be extensively explained to the respondents as well as to the end-users for uniform implementation and come up with policies and procedures that will improve the operation of the College and maximize it effectively. Rules, procedures and policies on Property and Supply Management should be made simple but systematic to be followed by every employee. Flow chart must be strictly followed in processing of documents pertaining to supply and property management to avoid linkage of red tape. Compliance of control measures must be complied with to safeguard government properties. Utilized bids and awards committee to countercheck the validity of the transaction. Problems must be addressed by the head of the agency in a holistic and objective manner because small problems can be a barrier to the attainment of the College's Visions, Goals, Mission and Objectives. Likewise, the agency must come up with alternatives that yield better results in managing their resources.

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