



Department for  
**Administrative Services**

Business Office | Facilities & Maintenance | Human Resources Office | Procurement & Property Management

## UPDATES: Vice President for Administrative Services

The department continues seeking funding to pay for students with outstanding tuition by sending letters to the government and work directly with current and returning students to file allotment to pay for the debts. The FSM Congress new appropriation of \$300,000 dollars for students graduated from 2011-2015 was received.

The 21<sup>st</sup> Congress appropriated funds for payment of student's outstanding balances for Kosrae State students in the amount of \$40,000 dollars. Past billings for Kosrae Congressional support for Kosrae students in the amount of \$167,236.97 from 2015 has not been cleared. Senator Paliknoe Welley acknowledged receipt of the billings and said he will appropriate new money to take care of it because the funds were available through the Mayor of Lelu and when he passed away, the funds got diverted to other needs. Yap Congress Delegation office appropriated \$50,000 dollars for Yapese students with GPA not less than 2.0. The Honorable Speaker Wesley Simina sponsored students from Chuuk at the National Campus. Senator Ferny Perman sponsored students from Election District #1 by asking the college to provide a list of students to be paid by his office.

National Student Center and CTEC Technical Building bids for construction will be out by October 2019. Ground breaking is expected to be in late November 2019.

Request for proposals for pre-engineering design for the new Chuuk Campus is scheduled to be released during the week of August 19, 2019.

Beca International Consultants has been informed to submit the financial proposal for the design of the Kosrae Campus Multipurpose building.

Pre-design documents of the Teaching Clinic is still in progress and should be ready for review by the end of August 2019. Soil sampling has been taken for the proposed site.

COM-FSM/China Demonstration Farm is about 90% complete. Opening ceremony is tentatively scheduled for the end of August 2019.

FSM Finance has implemented the new Financial Regulations since March 2019 and has asked the college to align its financial regulations with the new one. This is important to comply with to meet the requirements of reimbursement of any fund appropriation by the FSM for the college.

The college began inventory of all its assets at the National and the State Campuses by sending three staff to Kosrae Campus during the month of August and the same group to Chuuk and Yap during the upcoming month of September 2019.

Regarding the Friends of COM-FSM: Dr. Mike Rota, President of the Friends of COM-FSM Foundation attended the March 2019 Board meeting in Kosrae to discuss further collaboration with COM-FSM. President Daisy met with Mike Rota and Floyd Takeuchi in Honolulu in April to discuss further collaboration for fundraising. Unfortunately, the Friends of COM-FSM Foundation has not raised any funds since the MOU was established in 2015. The leadership of the foundation recently shared they no longer have time to dedicate. As such, the board of directors unanimously voted to disband the foundation and return funds to the college.

Strengthen resources to meet current and future needs through revenue diversification, efficient use, innovation, effective allocation, conservation, infrastructure upgrades, and investment in human capital.



## Updates: Facilities & Maintenance

### National Campus Student Center and Pohnpei Campus Technical Building and Infrastructure Upgrade

As of first week of August, Beca International submitted the revised designs after incorporating changes as requested by the college and USACE. Changes will be reviewed by USACE with the next 45 days. Following the review and final changes, public bidding procedures will be implemented followed by review of bid results and selection of most favorable contractor. Construction is now anticipated to commence in November 2019.

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## Student Life

Student activities, clubs & Organizations, health services, residence halls, sports & recreation

### Events & Activities, May 9 to August 6, 2019

#### Student Organizations Awards Ceremony, May 9, 2019

Participated by approximately 30 students and five faculty/staff at the National Campus, the on-campus activity was organized to recognize the hard work and success achieved by student organizations, their officers and advisors.

#### Walung Wellness Retreat, May 10, 2019

In collaboration with the Behavioral Health & Village Youth Groups, a wellness retreat was organized to promote students and faculty/staff interactions, promote active and collaboration/learning by providing opportunities for out-of-the-classroom learning experience, and provide opportunities for intercultural knowledge and competency. Approximately 84 students and eight faculty/staff at Kosrae Campus participated in this retreat, which received an average rating of eight (out of 10) based on survey administered.

#### Student Award Day, May 13, 2019

To recognize and award students who succeed academically, to promote positive behaviors and habits among students, and encourage student and faculty/staff interaction, Yap Campus organized a Student Award Day last May 13, 2019, which was participated by 61 students and 14 faculty/staff.

#### Pre-Shipboard Training, May 22, 2019

FSM Fisheries & Maritime Institute (FSM FMI) in collaboration with Yap Public Health Services-Sexually Transmitted Infections (STIs) Program organized a Pre-Shipboard Training to provide health services to FSM Cadets, and to raise awareness on STIs and the prevention of contraction. Six FSM FMI cadets participated in the training.

#### Summer Wellness Project-Yoga, June 11-25, 2019

To promote mental, physical and social well-being, cultivate a sense of awareness and self-regulation, provide demonstration of coping mechanisms for dealing with stress and other feelings during the semester, and promote students and faculty/staff interactions, Student Life organized a Summer Wellness Project-Yoga. 10 students and two faculty member participated in the project which received an average rating of 10 (out of 10) based on survey administered.



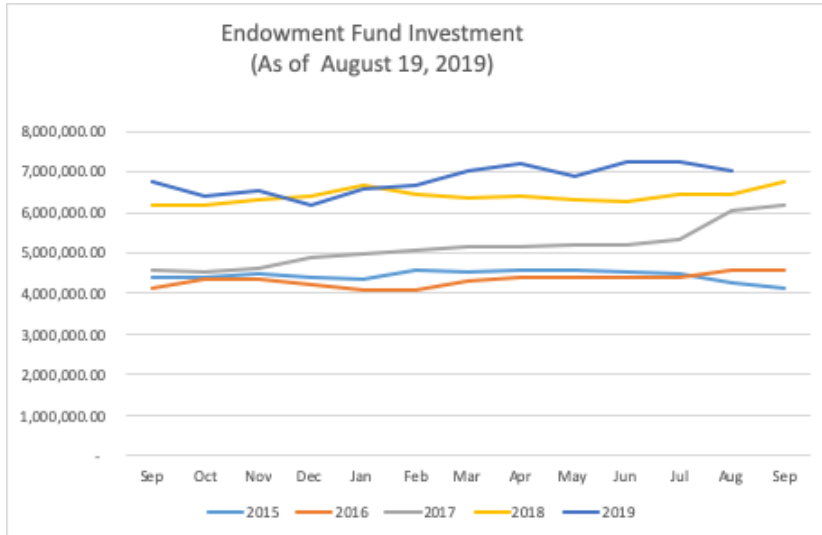
#### Summer Wellness Project-Rainforest Walk, June 12-26, 2019

Student Life organized a Summer Wellness Project-Rainforest Walk to promote mental, physical and social well-being, cultivate a sense of awareness and self-regulation, provide demonstration of coping mechanisms for dealing with stress and other feelings during the semester, and promote students and faculty/staff interactions.

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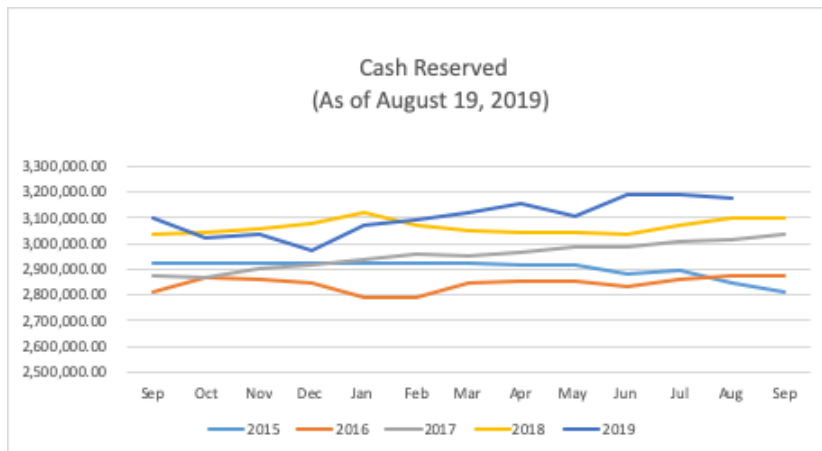
## Business Office

### Endowment Fund



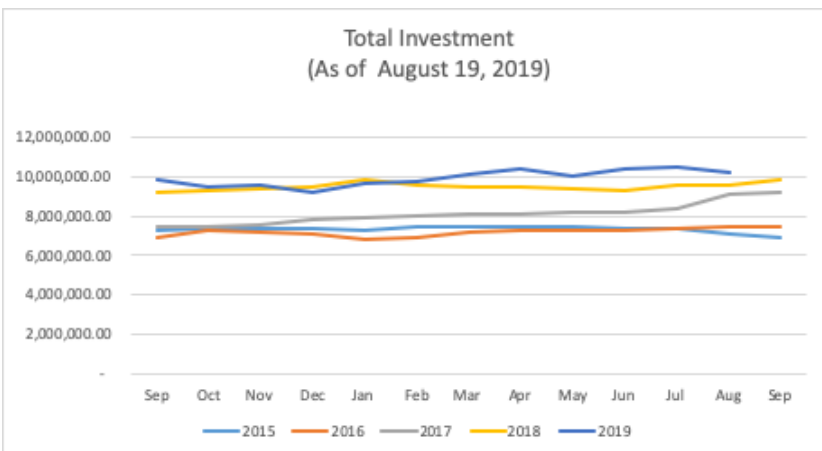
The endowment fund increased by \$276K or 4% due to additional investment of \$350K and unrealized market loss of \$74K since October 01, 2019. Balance as of September 30, 2015, \$4.123M; September 30, 2016, \$4.576M; September 30, 2017, \$6.162M; September 30, 2018, \$6.761M; and April 26, 2019, \$7.038M.

### Cash Reserved



The cash reserved fund reported an unrealized gain of \$80K or 3% increase since October 01, 2019. Balance as of September 30, 2015, \$2.812M; September 30, 2016, \$2.875M; September 30, 2017, \$3.038; September 30, 2018, 3.100; and August 19, 2019, \$3.180M.

### Total Investment



The total investment increased by \$356K or 4% due to additional \$350K investment and unrealized gain of \$6K. Balance as of September 30, 2015, \$6.935M; September 30, 2016, \$27.451M; September 30, 2017, \$9.200M; September 30, 2018, 9.861M; and August 19, 2019, \$10.217M.

## Student Life..... continued from page 3

The project was participated by 8 students and four faculty/staff and received an average rating of 9.8 (out of 10) based on survey administered.

### Summer Wellness Project-Strength Training, June 14-July 4, 2019

Eight students and three faculty/staff members participated in the Summer Wellness Project-Strength Training. The project was organized to promote mental, physical and social well-being, cultivate a sense of awareness and self-regulation, provide demonstration of coping mechanisms for dealing with stress and other feelings during the semester, and promote students and faculty/staff interactions. The project received an average rating of 9.8 (out of 10) based on survey administered.



### Summer Wellness Project-Movie Nights, June 18-July 2, 2019

To educate participants the importance of taking care of their health through digital media, and promote students and faculty/staff interaction, Student Life at National Campus organized a Summer Wellness Project-Movie Nights. The project received an average rating of 10 (out of 10) based on survey administered.

### Summer Wellness Project-Meditation and Brunch n' Learn, June 19-July 1, 2019

To promote mental well-being and mental strength, a sense of awareness and self-reflection, students and faculty/staff interaction, and to educate participants on various health/food topic, Student Life at National Campus organized a Summer Wellness Project-Meditation and Brunch n' Learn. The project received an average rating of 10 (out of 10) based on survey administered.

### Summer Wellness Project-High Intensity Interval Training, July 24, 2019

Student Life at the National Campus organized a Summer Wellness Project-HIT to promote physical, social and mental well-being among the participants. The project received an average rating of 9.75 (out of 10) based on survey administered.

### Hut Building, July 5, 2019

ChuuChook Student Organization at the National Campus in collaboration with the Sokehs Municipal Community organized a hut building activity to repair the Chuukese hut on National Campus, and to recognize or honor Chuukese tradition and heritage. The activity received an average rating of 10 (out of 10) based on survey administered.

### Campus Clean-Up and Beautification, July 20, 2019

About 20 students and 15 faculty and staff at Chuuk Campus participated in the Campus Clean-Up and Beautification last July 20, 2019. The on-campus activity was organized to promote students and faculty/staff interaction, and to educate the campus community on the value of maintaining a clean environment. The activity received an average rating of 8 (out of 10) based on survey administered.

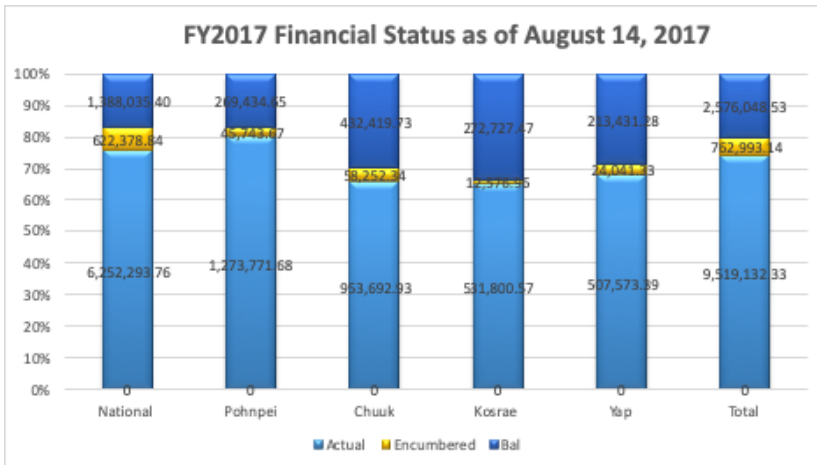
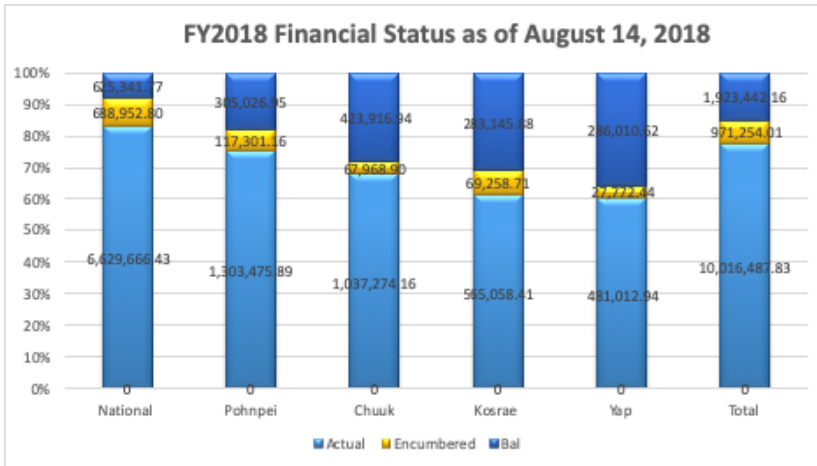
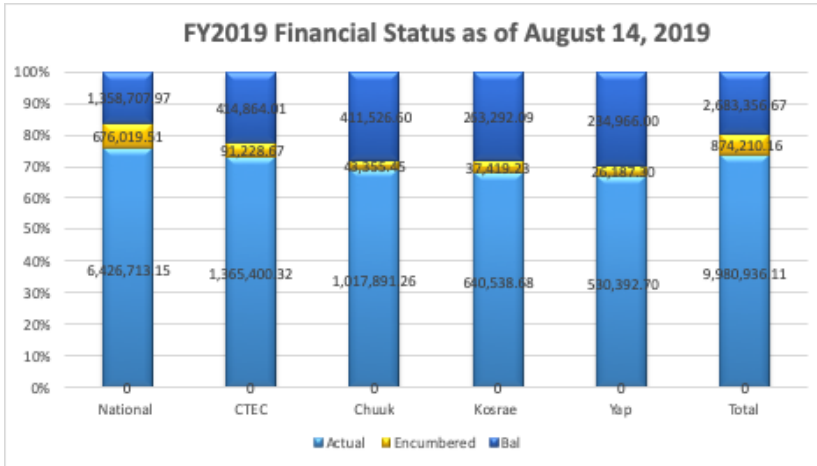
### Student Body Association (SBA) Extravaganza, July 24, 2019

SBA officers at Chuuk Campus organized an extravaganza which was participated by approximately 85 students and six faculty members. The activity received an average rating of 8 (out of 10) based on survey administered.

### Northern Namoneas Regional Organization Fellowship, July 25, 2019

To strengthen the bonds among regional organization members, promote student and faculty relationships, and to motivate students

**Budget Balance**



FY 2019 expenditures, as of August 14, 2019, \$10,855,146.27; FY 2018 expenditures, as of August 14, 2018, \$10,987,741.84; and FY 2017 expenditures, as of August 14, 2017, \$10,282,125.47.

**National Campus Maintenance Updates**

Painting and floor waxing of residence hall rooms have been completed over the summer. Several lockers are being replaced due to deteriorations and termite damage. AC units have all been cleaned and serviced during the summer break. All AC units using R22 Freon have been replaced. CTEC will be the next campus to target the replacement of AC units using the R22 Freon.

Design for the renovations of the HTM building at CTEC is complete; however construction has been rescheduled for summer 2020 due to the need for closure of the program during construction.

Alternator for Generator Station #3 servicing the residence halls dining hall, bookstore and dispensary has been send to Guam for repair. The unit alternator repair is expected to be completed by end of this month August.

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**Student Life..... continued from page 4**

on the value of pursuing their education, 54 members of the Northern Namoneas Regional Organization at Chuuk Campus organized a fellowship. The fellowship which received an average rating of 8 (out of 10) based on survey administered was also participated by four faculty/staff members.

**Peer Coach Training, August 2-3, 2019**

14 students from the National Campus and the Career & Technical Education Center (CTEC) participated in the 2019 Peer Coach Training. The training is designed to prepare student peer coaches to assist with the new students during the orientation and registration, build leadership, teamwork & communication skills, and others. The training received an average rating of 9.3(out of 10) based on survey administered.

**Facilities ..... continued from page 3**

**Construction Management Services**

Amoriont who has been contracted to perform the construction management services for the project will resume its duty commencing the bidding and selection process and forward into the construction phase.

**Chuuk Campus Nantaku Site**

The amount of \$375,000 has been estimated for the cost of pre-design and re-scoping for the Chuuk Campus Site in Nantaku. Request for proposal or qualification for engineering services will be released before the end of this August. Site data are being collected by FSM-PMU to prepare the scope of services needed to initiate the pre-design and re-scoping services.



Impression of the full development Nantaku site

**National Teaching Clinic**

The assistance of the Yap PMO architectural engineers was sought through FSM-PMU office; they have visited the proposed National Teaching Clinic site and are currently preparing the preliminary designs and estimate. Soil sampling has been conducted by Pohnpei State PMO through the coordination of FSM PMU office. These initiatives by FSM PMU office is resulting in major project fund savings.

**Kosrae Multi-Purpose Building**

The PMU has informed Beca International Consultants to submit its fee proposal for the design for Kosrae Campus Multipurpose Building. Following the submission PMU will review and negotiate fees followed by a draft contract for design services. Since the structure of the building is similar to the National Campus Student Center, the changes in the plans will mostly reflect the foundations and room arrangements. As a result, it is anticipated that the project will be implemented much faster than the current projects.

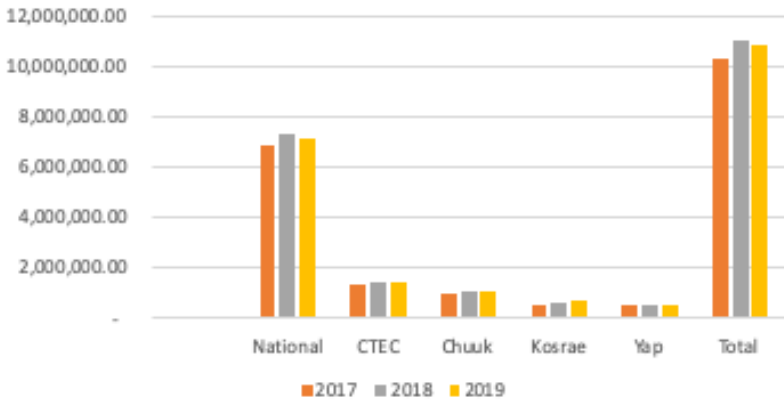
**Infrastructure Upgrade and IMF Projects**

The FSM-PMU and State PMOs held its annual compact infrastructure meeting in Chuuk on August 12 and 13, to discuss and update the participants of the status of the current projects and its challenges and the way forward in accelerating the implementation of the projects. One of the challenges is the bonding requirements for the projects.

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### Comparative Expenditures 2017-2019



College spending as of August 14, 2019, is \$133K or 1.2% lower compared with the same spending as of August 14, 2018.

### National Campus ..... continued from page 5

The trailer for the Gym generator has arrived and will be put to use when the alternator for Station #3 is repaired and reinstated.

The college well pump has been replaced by PUC which resulted in restoration of production capacity from 30 gallons per minute (GPM) to 60 GPM. PUC has been attempting to improve the water service to Palikir recently due to constant outages and low pressure problems.

## Chuuk Campus Maintenance Updates

### History

Since a year ago, Chuuk Maintenance began focusing much of its activities on reducing energy usage and cost, as well as reducing cost of water usage. Those activities continue to this day. It was also noted that the Maintenance Storage Shop was in very poor condition; therefore, it was decided to include renovation of the shop in FY19. Those are our three main focuses this year, in addition to our pre-scheduled preventative activities.



### Reduce power usage, power losses & cost

**Repair & Maintenance of Main Electrical Lines.** Purchase Request was submitted to Business Office for repair of Chuuk Campus' main electrical lines. This activity will help reduce power-loss and costs. The requested amount based on CPUC's quotation is \$1,386.00. We are still waiting for approval of the request.

**Replaced three (3) air-conditioning units.** Those units are either old and less energy efficient or not running properly.

**Servicing 39 AC units.** Maintenance is currently servicing AC units. This service also helps reduce power usage.

**Sealed Windows in B2 Classroom.** Chuuk Campus' classrooms were designed and built so as not to use air-conditioning units. The English Department recently installed twenty (20) new computers in a classroom in Building B. Instead of installing sliding windows which will be too costly, we decided to board up the windows and seal the room for air-conditioning.

### Reduce water leakage & cost

**Water Catchment & Water Supply Lines.** Six water tanks were repaired as they were leaking and in need of cleaning. Another was falling apart so a new and bigger tank was installed. 50% of the water supply lines was also repaired and upgraded to stop leakages and improve water pressure to the restrooms.

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### Facilities ..... continued from page 5

It was raised and requested by the participants for OIA to reconsider relaxing the bonding requirements most especially the smaller projects (\$1.0 million and less) which mostly include the IMF and Infrastructure Upgrades so that the local contractors can perform the projects. The current bonding requirements will discourage local contractors to participate in bidding while foreign contracts will not consider bidding on small projects.

### China Demonstration Farm

The China/COM-FSM Demonstration Farm is expected to complete by August with a tentative opening ceremony scheduled for August 30, 2019.



## Staff Development Program

The Director of Maintenance attended annual conference of the Guam Contractors Association which focused on Occupational Safety and Health of employees working the construction industries.

## Shuttle Service



Another used bus from Japan having 28 seating capacity have been purchased by the DDFT program has been received.

### Procurement & Property Management

Includes Campus Mailroom & Vehicle Fleet Services Management

### Procurement Processing

The office continues to process purchase orders and receiving reports in timely manner to promote improvements in the procurement cycle. The objective is to maintain the promptness and effectiveness with compliances in completion of all the received purchase requests from receipts to distributions within 2-3 days to support the missions of the various offices and campuses. This portion of the report summarize the procurements activities from April 2019-August 15, 2019.

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## Human Resources Office

### Retention Rate vs. Attrition Rate, April 16-August 19, 2019

Table below reflects current personnel during reporting period, employee departed and hired/started. Personnel whose effective dates or separation dates from the college fall on dates after August 19, 2019, will be reflected in the next report.

Campus	N	Retention		Attrition		Reasons
		Count	%N	Count	%N	
National	168	158	94%	10	6%	Deceased, Education, Family, Retirement, Medical.
CTEC	77	75	97%	2	3%	Family Obligation & Another Job
Chuuk	48	48	100%	0	0%	
Kosrae	35	35	100%	0	0%	
Yap	36	33	92%	3	8%	Termination, Personal, Another Job
FMI	17	15	88%	2	12%	Personal & Family Obligation
<b>Total</b>	<b>381</b>	<b>364</b>	<b>96%</b>	<b>17</b>	<b>4%</b>	

### Gender & Citizenship Distribution of Current Full-Time Employee

Campus	Count		FSM Citizen		Non-FSM Citizen		N
	Male	Female	Count	%N	Count	%N	
National	88	70	116	73%	42	27%	158
CTEC	42	33	62	83%	13	17%	75
Chuuk	30	18	42	88%	6	13%	48
Kosrae	21	14	29	83%	6	17%	35
Yap	14	19	24	73%	9	27%	33
FMI	11	4	14	93%	1	7%	15
<b>Total</b>	<b>206</b>	<b>158</b>	<b>287</b>	<b>79%</b>	<b>77</b>	<b>21%</b>	<b>364</b>

### Recruitment Data, April 26-August 19, 2019

While hiring continues for FY 2019, the table below reflects positions filled and successful candidates have started. These numbers do not include pending job offers, positions in the screening process or confirmed new employees whose start date is after August 19, 2019. Eleven (11) of the six (6) new hires are FSM citizens.

Positions	National	CTEC	Yap	Chuuk	Kosrae	FMI	Total
Faculty	1	1	2		2		6
Management	1						1
Professional	1						1
Classified	2			1			3
<b>Total</b>	<b>5</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>2</b>		<b>11</b>

### Enrichment Initiatives

Annual Incentive Award Program was held May 2019.

- ▶ National Campus May 16, 2019- 59 awards were issued.
- ▶ Chuuk Campus May 17, 2019 – 14 awards were issued.
- ▶ CTEC Pohnpei May 9, 2019 – 31 awards were issued.
- ▶ Kosrae Campus May 31, 2019 – 17 awards were issued.
- ▶ Yap Campus May 21, 2019 – 13 awards were issued.
- ▶ FSM-FMI May 21, 2019 – 13 awards were issued.

Retirement Celebrations after Serving 20 Years and more and per Board Policy No. 6016. May 31, 2019 –Paulino David served 27 years with 56 faculty and staff in attendance. July 10, 2019 – Virginia Rosario served 20 years with 47 faculty and staff in attendance.

August 5-10, 2019 HRM Specialist III attended MIP Training in Guam under the Board Policy No. 6015. June 22-27, 2019 HR Director attended the SHRM 2019 International Conference in Las Vegas.

### Chuuk Campus ..... continued from page 6

#### Building repair & renovation

**Maintenance Storage Shop.** A contract for PLEC Construction to renovate the storage shop was submitted for approval. The amount of the contract is \$17,640.00. We are still waiting for approval of the contract.

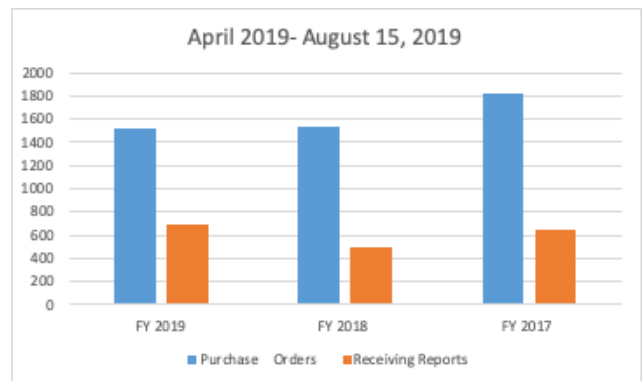
**Repair Buildings A, C and D.** Maintenance is currently receiving quotations from contractors for repair of ceiling in Building A; roofing for Building D; and ceiling repair and roof painting in Building C. Purchase Requisition will be submitted soon for consideration and approval.

**Painting – Buildings A, B and C.** Maintenance is currently doing exterior painting in buildings A, B and C. This work is done on Saturdays.

#### Transportation

**Maintenance Truck.** Chuuk Campus is expecting a pickup truck from the National Campus. The truck will be used for maintenance activities and daily errands. The truck is expected to arrive next month.

### Procurement ..... continued from page 6



The office is striving to provide timely procurement supports to all the offices for all the campuses and has implemented new practices and activities to speed up the procurement processing work flow cycle. According to the random sample testing conducted on fifty(50) Purchase Orders processing workflow, the results show 74% in excellent between 1-2 day rate, while 26% was on average between 3-4 days, at a highly satisfactory rate. The workflow includes Receiving the Purchase Requests, Compliance Review, Generate PO, PO Logging, Fund Certification, Final Approval, Posting Encumbrances, & Distributions. Similar sample testing will be done periodically to monitor the workflow. This report does not include any purchase requests which were returned, or held due to incompleteness in supporting/obligating documents. These random samples vary within the reporting period from April to July 2019.

**Sample testing, work-flow routing: From requestor to PPMO-BO-VPAS, return to PPMO, and distribution to requestor, or payment processing**

Ratings	Days	No.	Percentage
Excellent	1-2 days	37	74%
Average	3-4 days	13	26%
Fair	5-6 days	0	0
Poor	7 Days Beyond	0	0

#### Property Management

As part of the College Strategic plan under Strategic Direction II: Strengthen resources to meet current and future needs. A team of four employees consisted of Business Office Accountant, Ms. Ritchie Valencia; Procurement Officer, Eugene Edmund; Bookstore Manager, Ms. Elizabeth Layug, and IT Administrative Assistant, Paul Sonden, conducted a Fixed Asset/Property Inventory at Kosrae Campus during the week of August 5-9, 2019. All other campuses to follow to update the college asset listing. An overall summary below are the results of the physical inventory sighting:

Department for  
**Instructional Affairs**  
 Academic Programs | State Campuses | CTEC | Cooperative Research & Extension | FSM FMI

## Bachelor of Science in Elementary Education

Forty-eight students (18 – NC; 9-KC; 20-CC; and 1 - YC) applied to the baccalaureate program. Nine (9) students were admitted to the new Bachelor of Science in Elementary Education program for fall 2019. Eight (8) more students are recommended for admission with condition of completing the third year certificate program. Twenty-six (26) applications are pending due to missing TCE scores, need to take TCE or need to complete third-year program. TCE will be administered in Kosrae and Chuuk for these students. Five (5) applicants were not admitted because of low grades. Seven new courses are offered for these students, all at National Campus. The courses are:

- ▶ EDU 271 Visual Arts & Tech.
- ▶ ED 414 Assessment and Diagnosis
- ▶ ED 415 Methods of Teaching Students
- ▶ ED 434 Handling Behavior Problem
- ▶ EDU 489 Testing
- ▶ ESS 200 Fundamentals of Wellness & PE
- ▶ EN 351 Performing Arts for Elementary

ESS 200 and EN 351 are considered upper division general education courses as required for baccalaureate degrees.

## Accreditation News

In a letter from ACCJC dated, July 30, 2019, “the National Advisory Committee on Institutional Quality and Integrity (NACIQI) voted to recommend the ACCJC’s renewal of its recognition by the US Department of Education for the full 5-year period and to expand the scope of the agency to accredit baccalaureate degrees without limitation.”

With this news, COM-FSM now plans to prepare a proposal for a second baccalaureate degree in Business. The planned implementation date for this program is fall 2020.

## Update: Filming Our Journey

“The United States Embassy Fund for Historic Preservation awarded a grant to the Cultural Sites Resource Management (CRSM) Foundation to respectfully enhance facilities at the ancient ruins of Nan Madol, which was recently named a UNESCO World Heritage site. The CRSM Foundation “develops, applies, and builds capacity among heritage preservation communities to apply advanced and emerging technologies to research, management, and development at natural and cultural heritage sites and living cultural landscapes.” (Cultural Site Research and Management Foundation)

Several students from COM-FSM are working on a documentary of this project. This opportunity grew from a cross-disciplinary course over the summer in both English and Micronesian History that drew the attention of the US Embassy in Kolonia. The students from the class were awarded a \$40,000 grant to buy filming and editing equipment, and to hire professional help for a documentary about CSRM’S project.”




### Activities include:

- ◆ Learning from filmmaker Dan Lin
- ◆ Improving interview skills
- ◆ Attending a sakau ceremony with the Nahmwarki of Madolenihmw to receive blessings for the project
- ◆ Learning how to fly a drone and experiencing data collected by Lidar technology. This technology provides a 3D model of Nan Madol without the covering vegetation.

### Comments from the students:

- ◆ One member of the film making family just had a son who may be the next Nahmwarki of Nan Madol.
- ◆ Others had never been to the sacred place until this project.

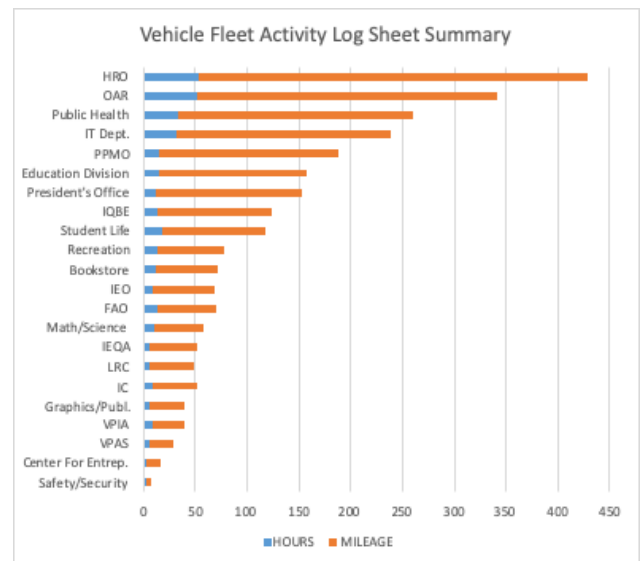
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## Procurement ..... continued from page 7

Type of Asset	Quantity	Condition
Buildings	11	
Vehicles	6	Two vehicles in good working condition; rest recommended for disposal, not working
Power Tools & Equipment	11	Working/Good
Air Conditioners	32 units	7 units- recommended for disposal, not working/ 25 units were in working condition. 4 working units are using R22 freon and also recommended to Maintenance Supervisor for replacement as R22 is no longer in production and units are inefficient.
Computers	117	Good & working
Computer	40	Recommended for disposal/obsolete

### PPMO Vehicle Fleet Services

Under the PPMO, the national campus has identified and established a vehicle fleet services of shared vehicles to consolidate daily activities and to enhance monitoring in managing the movement, usage, safety, and maintenance of the vehicles. As of this report, the PPMO now have five (5) units including the Business Office vehicle under the fleet services to support the transportation needs at the national campus. Most of the daily vehicle activities are for Local Purchases errands, Pro forma Inquiries, Public Announcements/Advertisements, FSM Immigration, Post Office, Shipping & Logistics, Off-Campus Meetings/ Functions, Travel Arrangement/Bookings, Recruitments, COMET, Graduations, Custom Clearances, and Banking. The PPMO has yet to streamline the coordination of fleet services this Fall 2019 to consolidate activity errands for reduction in redundancies and duplications of errands on vehicle usage. Table below summarize the activity report by number of hours and mileage usage per unit/office.



### Campus Mail Services

Some changes in the campus mail services are being carried out to improve handling and safeguarding of the outgoing and incoming mail/package’s deliveries and distributions. The mailbox has been upgraded to enhance sorting of the mails and purchase orders. Email notifications are timely sent out to offices to pick up processed Purchase Orders in the mailbox as an effort to enhance the procurement cycle and to prompt requisition status report. An ongoing observation on the mail services is being evaluated and assessed for improvements.

### PPMO Staffing

As of June 2019, the PPMO gladly welcome Eugene Edmund onboard as the system wide Procurement Officer, to assist the Director with Property Management, including responsibilities in fixed asset receiving reports, asset tagging, monitoring asset movements in disposals and transfers, updating asset listing, assisting with shipment clearances and distributions, provide assistances with off-island purchases, serve as a procurement liaison with suppliers, and assisting procurement section with liquidation in getting invoices from requestor, or directly from the vendors, and to perform other support duties assigned. An ad hoc committee has recently submitted their recommendation for hire on the Procurement Technician position for review.