



## ANNEX C

### A. CVA Issues Worksheet

Issue/ Vulnerability Area	Initial Assessment/ Priority	STRATEGY (What information do you need to analyze the issue)		
		Person/s to interview	Documents needed	Areas to be Visited
Announcement of Vacancy for Job Order applicants	<ul style="list-style-type: none"> <li>With the magnitude of operations in PS, there are only 119 plantilla positions.</li> <li>PS resorts to hiring JO that are hired for certain 3- 6 months.</li> </ul>	<ul style="list-style-type: none"> <li>HR Staff</li> <li>Personnel Manager</li> <li>FATS Manager</li> </ul>	<ul style="list-style-type: none"> <li>Flow chart of process</li> <li>Guideline for Hiring</li> <li>Position Description</li> <li>Results of exams</li> <li>Review of qualifications</li> </ul>	<ul style="list-style-type: none"> <li>Personnel Unit</li> </ul>
Evaluation of applicants qualifications	<ul style="list-style-type: none"> <li>JOs are assigned to critical functions such as negotiation with clients, inspection, and delivery of items.</li> <li>There is a need monitor the quality and integrity of employees in PS due to the high risk nature of PS operation (Procurement)</li> </ul>	<ul style="list-style-type: none"> <li>HR Staff</li> <li>Personnel Manager</li> <li>Division Chief</li> <li>FATS Manager</li> </ul>	<ul style="list-style-type: none"> <li>Flow chart of process</li> <li>Guideline for Hiring</li> <li>Position Description</li> <li>Results of exams</li> <li>Review of qualifications</li> </ul>	<ul style="list-style-type: none"> <li>Personnel Unit</li> <li>Requesting Divisions</li> </ul>
Identification of Items to purchase	<ul style="list-style-type: none"> <li>Kind and quantity to be requested is critical</li> <li>Wrong specification and manipulation could results to inefficiency of the process</li> </ul>	<ul style="list-style-type: none"> <li>Operations Manager</li> <li>Agency Services Division</li> </ul>	<ul style="list-style-type: none"> <li>Flow Chart of process</li> <li>Request form</li> <li>List of Suppliers</li> </ul>	<ul style="list-style-type: none"> <li>Admin Services</li> </ul>
Bidding Process	<ul style="list-style-type: none"> <li>Mandate of PS</li> <li>Critical process in the operations of the agency</li> <li>High impact for government</li> </ul>	<ul style="list-style-type: none"> <li>IABAC Secretariat</li> <li>Purchasing Div. Chief and Staff</li> <li>TWG Head</li> </ul>	<ul style="list-style-type: none"> <li>Purchase Order Form</li> <li>Guidelines for Bidding</li> </ul>	<ul style="list-style-type: none"> <li>Admin Services</li> <li>Purchasing</li> <li>IABAC Office</li> </ul>



		<b>STRATEGY</b> <b>(What information do you need to analyze the issue)</b>		
Contract or PO preparation	<ul style="list-style-type: none"> <li>• Mandate of PS</li> <li>• Critical process in the operations of the agency</li> <li>• High impact for government</li> </ul>	<ul style="list-style-type: none"> <li>• Purchasing Div. Chief and Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Guidelines for Contract preparation</li> <li>• Sample PO or contract</li> </ul>	<ul style="list-style-type: none"> <li>• Admin Services</li> <li>• Purchasing</li> </ul>
Delivery and Inspection of Items	<ul style="list-style-type: none"> <li>• Mandate of PS</li> <li>• Critical process in the operations of the agency</li> <li>• High impact for government</li> </ul>	<ul style="list-style-type: none"> <li>• Inspection Div. Chief and Staff</li> <li>• Warehouse Div. Chief and Staff</li> <li>• Finance Div. Chief</li> </ul>	<ul style="list-style-type: none"> <li>• Guidelines for Inspection</li> <li>• Inspection Form</li> <li>• Delivery Receipt Record</li> <li>• Inventory Records</li> </ul>	<ul style="list-style-type: none"> <li>• Purchasing</li> <li>• Inspection</li> <li>• Warehouse</li> </ul>
Acceptance of Goods	<ul style="list-style-type: none"> <li>• Mandate of PS</li> <li>• Critical process in the operations of the agency</li> <li>• High impact for government</li> </ul>	<ul style="list-style-type: none"> <li>• Inspection Div. Chief and Staff</li> <li>• Warehouse Div. Chief and Staff</li> <li>• Finance Div. Chief</li> </ul>	<ul style="list-style-type: none"> <li>• Delivery Receipt Record</li> <li>• Inventory Records</li> </ul>	<ul style="list-style-type: none"> <li>• Admin Services</li> <li>• Purchasing</li> <li>• Inspection</li> <li>• Warehouse</li> </ul>
Delivery to client agencies	<ul style="list-style-type: none"> <li>• Mandate of PS</li> <li>• Critical process in the operations of the agency</li> <li>• High impact for government</li> </ul>	<ul style="list-style-type: none"> <li>• Agency Services Division</li> <li>• Warehouse Div. Chief and Staff</li> <li>• Finance Div. Chief</li> </ul>	<ul style="list-style-type: none"> <li>• Guidelines for Delivery of goods</li> <li>• Delivery Receipt Record</li> <li>• Inventory Records</li> </ul>	<ul style="list-style-type: none"> <li>• Admin Services</li> <li>• Purchasing</li> <li>• Inspection</li> <li>• Warehouse</li> </ul>
Payment to Suppliers	<ul style="list-style-type: none"> <li>• Mandate of PS</li> <li>• Critical process in the operations of the agency</li> <li>• High impact for government</li> </ul>	<ul style="list-style-type: none"> <li>• Finance Div. Chief</li> </ul>	<ul style="list-style-type: none"> <li>• Guidelines for Payment to Suppliers</li> </ul>	<ul style="list-style-type: none"> <li>• Finance Division</li> </ul>