



Executive Summary

Among the high ranking score of the Procurement Service (PS) for the ten dimensions of the IDR are for *Procurement Management* and *Financial Management* with a rating of 3. The assessment team gave PS a general rating of 1 particularly for *Leadership*, *Code of Conduct*, *Human Resource Management*, *Performance Management* and *Managing Interface with External Environment*. Though the team gave PS also a rating of 1 for *Gifts and Benefits Policy*, it was observed that these are not at all deployed, thus it was given a zero deployment score.

In reviewing the agency's organizational mandate, structure and function, the Team focused on the *Hiring Process and Regularization of Job-Order Personnel* and the *Procurement Process* for the Corruption Vulnerability Assessment (CVA) areas. Initially the team selected the payment to supplier and inspection process as the CVA areas. However, since the processes of each unit of the entire Operations Group are highly interrelated the team agreed to focus on the entire procurement process which is composed of five (5) major sub-processes, particularly in the operation of a government-wide procurement system for common-use office supplies. The team agreed to focus on the procurement of common-use items to ensure as it is more within the organizations control to implement that PS may act on the IDR recommendations.

The assessment team recommends that a higher premium on accountability and less discretion of the authorities in the procurement process is needed in to strengthen the efforts of PS to fight corruption. As such, the assessment team recommends the following:

1. For PS to review its process and adopt policies that will regulate interface of employees with Clientele to avoid occasions of corruption. This should include among others:
 - a. Customized code of Conduct
 - b. Gift policy
 - c. Controlled but effective channels of communications
2. Develop a customized recruitment and regularization policy in accordance with existing minimum requirements of the CSC rules and regulations
3. For PS to enhance policies that will create greater accountability of employees
4. Pursue the guidelines for hiring of employees and to exert best effort to beef up personnel with regular employee status
5. Stringent measures to monitor supplier performance and impose reasonable sanction to avoid recurrence (e.g. blacklisting)
6. Enhance existing inventory system
7. To document their best practices on schedules of work and disseminate the same to other government agencies
8. Expand IDR to other areas such as Depot Operations, Procurement of Non-Common Items etc.