

CAMPUS DEVELOPMENT & MAINTENANCE OFFICE

1. Infrastructure Development
2. Building Improvements

1. Building Repairs and Maintenance
2. Housekeeping
3. Landscape and Grounds Maintenance
4. Business Affairs and Management
5. Security Services

OUTLINE OF THE REPORT

- A. 2024 Accomplishments**
 - A.1. Infrastructure**
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 - A.3. Summary of Maintenance Service Requests**
 - A.4. Business Concessions**
 - A.5. Grounds/Landscape Maintenance and Janitorial Services**
 - A.6. CDMO Administration**
- B. Ongoing projects**
- C. Upcoming projects**
- D. Plans for 2025**

2024 Accomplishments

CAMPUS DEVELOPMENT

A. Accomplishments for the Year 2024

A.1. Infrastructure

Project Title	Date of Completion
1. Supply of Labor for the Flood Test and Pressure Leak Test at the UPOU Academic Residences	May 07, 2024
2. Supply of Labor and Materials for the Replacement of Vinyl Tiles with Ceramic Tiles at Various Bedrooms at the Academic Residences	May 15, 2024
3. Repair, Servicing, Repainting and Replacement of Doors and Window at the Administration and CCDL Building	May 30, 2024
4. Supply of Labor and Materials for the Installation of Feeder Wires at the International Convention Center	Sep. 10, 2024

CAMPUS DEVELOPMENT

A. Accomplishments for the Year 2024

A.1. Infrastructure

Project Title	Date of Completion
5. Supply of Labor and Materials for the Reconditioning of the HVAC System at the ICC	Sep. 16, 2024

CAMPUS DEVELOPMENT

A. Accomplishments for the Year 2024

A.2. Equipment

Project Title	Date of Completion
1. Supply of Labor and Materials for the Replacement of Air Conditioning Units at the OUR and ICTDO	April 25, 2024
2. Supply of Labor and Materials for the Replacement of 2 Units of Genset Controllers at the Administration Bldg. and IMDPO Bldg., and Configuration of Genset Controller at the CCDL Bldg.	May 17, 2024
3. Supply of Labor and Materials for the Replacement of 1.5HP Air Conditioning Unit at the QA Office of the Admin. Building	Sep. 03, 2024
4. Supply of Labor and Materials for the Replacement of 2 Air Conditioning Units in Room 11 and Room 12 at the TLH Building	Sep. 07, 2024

CAMPUS DEVELOPMENT

A. Accomplishments for the Year 2024

A.2. Equipment

Project Title	Date of Completion
5. Supply of Labor and Delivery of 1 Unit Circuit Breaker 1000AT, 3Phase, 230V at the Main Panel from Academic Residence Building	Oct. 05, 2024
6. Supply of Labor and Materials for the Replacement of 2 Air Conditioning Units in Room 9 and Room 10 at the TLH Building	Oct. 28, 2024
7. Supply of Labor and Materials for the Replacement of 1 Air Conditioning Unit in Room 8 at the TLH Building	Oct. 28, 2024
8. Supply of Labor and Materials for the Reconditioning of Onis Genset at the Administration Bldg.	Nov. 14, 2024

CAMPUS DEVELOPMENT

A. Accomplishments for the Year 2024

A.2. Equipment

Project Title	Date of Completion
9. Supply of Labor and Materials for the Replacement of Defective Starter of Onis Genset at the Administration Bldg.	Nov. 24, 2024
10. Supply of Labor and Materials for the Replacement of 4 Air Conditioning Units at the Oblation Hall	Dec. 12, 2024

Summary of Maintenance Service Requests

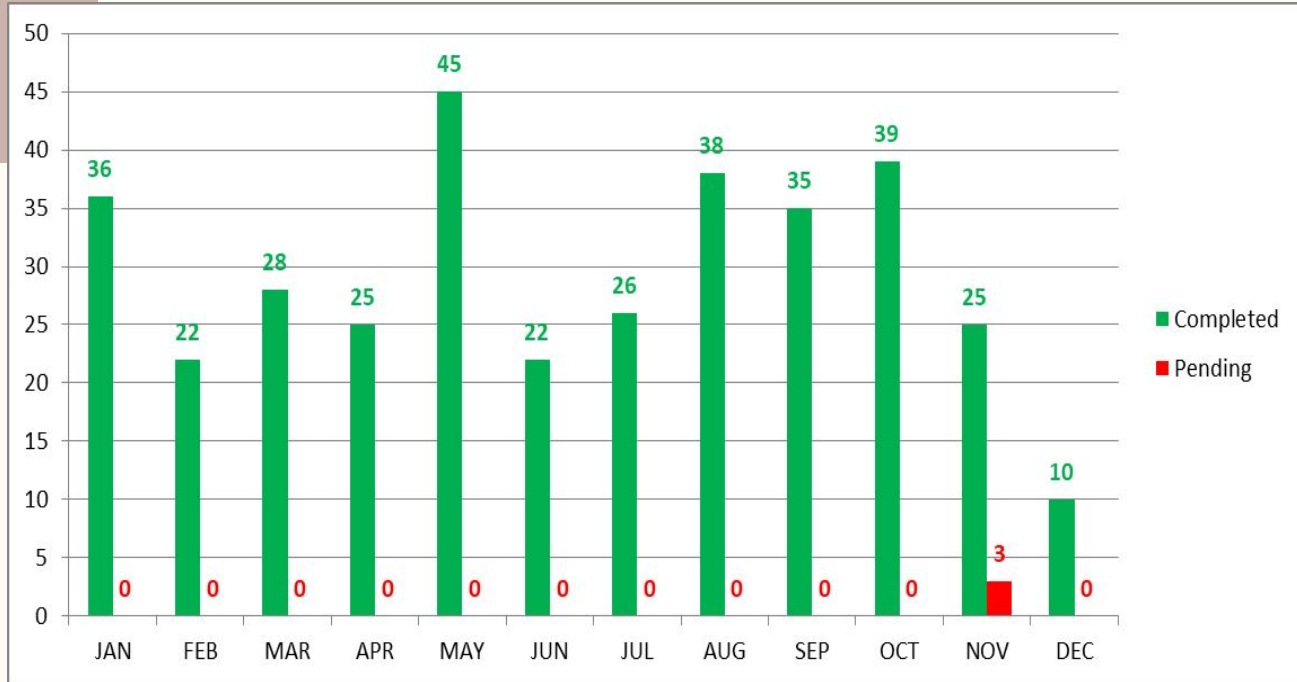
MAINTENANCE SERVICE REQUEST ACCOMPLISHMENTS

MAINTENANCE TYPE		QUANTITY
1)	AIRCON	75
2)	APPLIANCE & EQUIPMENT REPAIR	12
3)	CARPENTRY/ BUILDING REPAIR	112
4)	ELECTRICAL	48
5)	PABX	55
6)	PLUMBING	12
7)	OTHER ASSISTANCE	<u>40</u>
TOTAL		354

As of December 31, 2024, the Maintenance Team has finished **351** MSR out of **354**. This in percentage is equal to **99.15%** of the current MSR received.

UPDATE FOR 2024

Breakdown of MSRs Received per Month

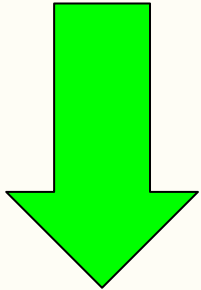


- The bar graph shows the the number of MSRs received per month with May having the highest quantity of 45 MSRs, followed by October with 39 MSRs and 3rd was on August which has 38 MSRs.
- The total number of MSRs received was 354 with an average of 30 MSRs received per month.

UPDATE FOR 2024

Breakdown of MSR Received per Month

- In comparison to 2023, a total of **603** MSRs were received that year, averaging 50 MSRs per month. Last year, **354** MSRs were received with an average of **30** MSR per month. This highlights the maintenance team's improvement in adopting a more proactive approach rather than a reactive one.

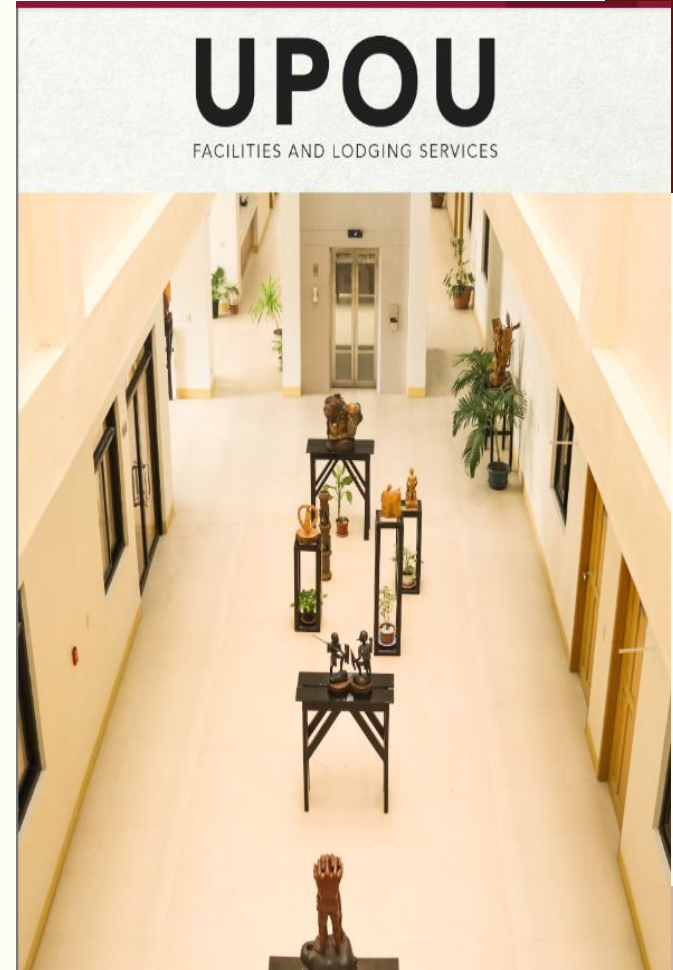


that is **41.3%** less no. of MSR compared to previous year

Business Concessions Rental of UPOU Facilities

Accomplishments:

- Development of UPOU Facilities' eBrochure
- Improvement of the AR booking system
- Ongoing proposal for the development of VR for UPOU Facilities in collaboration with Dr. Rob Figueroa



Summary Guests/Rentals of UPOU Facilities

Total Number of Reserved Guests per Month at the **Academic Residences** for 2024

Month	Number of Reserved Guests
January	84
February	115
March	46
April	171
May	186
June	311
July	99
August	127
September	54
October	361
November	91
December	245

Total Number of Reserved
Guests at the Academic
Residences for 2024:

1,890

Summary Guests/Rentals of UPOU Facilities

Total Number of Events Booked per Month at **UPOU Facilities** for 2024

Month	UPOU	Non-UPOU	Total Number of Booked Events
January	70	2	72
February	32	0	32
March	43	3	46
April	54	3	57
May	68	9	77
June	60	9	69
July	71	0	71
August	72	9	81
September	121	2	123
October	125	3	128
November	137	4	141
December	104	2	106

Total Number of Booked
Events at UPOU
Facilities for 2024:
1,003



Grounds/Landscape Maintenance and Janitorial Services





Meeting and Planning for the Activities in the Ground Maintenance and Landscaping in the UPOU Campus



Regular output in the Ground Activities in the UPOU Campus



*Other areas output of cleaning,
Near Main gate entrance & Lagoons*



*Some other areas,
Near MPH and CCDL road*



Works completed during the last quarter of 2024

- Improvement of step-up platform/amphitheater around Oblation Rotonda
- Pruning and under clearing trees fronting ICC Bldg.
- Pruning of branches of trees within the UPOU Campus.
- Cleaning of Lagoons in preparation for Christmas Season
- Transplanting of remaining Tabebuia trees from CCDL field to UPOU-IRRI boundary road

CDMO Administration

- Development/revision of CDMO Microsite (on going).
- Facilitated and co-sponsored workshops on waste management, food servicing, nature based solutions, proper handling of snakes.
- Implementation of IWMP (Integrated Waste Management Program)
- Drafted the proposals and implementation of:
 - Parking Spaces Amendment
 - Bringing pets in the campus
- Drafted the proposal for the
 - Clean As You Go Policy
 - One-way Traffic Scheme in the Campus

CDMO Administration

- Construction of the animal shelter facility.
- Conduct of a regular CDMO-ManCom Meeting.
- Approval of the proposed increase in the compensation of the CDMO-JO staff.
- Continuous enhancement of staff welfare and working conditions/environment.
- Improvement in the keeping of records and physical facilities of CDMO offices.
- Successfully led the Physical Arrangement and Campus Enhancement Committee for the 2024 Commencement Program.

INFRASTRUCTURE

B. Ongoing Projects

Project Title	% Accomplishment as of Dec. 2024	Target Date of Completion
1. International Convention Center - Phase II	93.54%	Jan. 2025
2. World-class Multimedia Production Bldg - Phase I	99.78%	Jan. 2025
3. World-class Multimedia Production Bldg - Phase II	99.00%	Jan. 2025
4. Completion of UPOU Learning Commons	97.00%	Jan. 2025

INFRASTRUCTURE

B. Ongoing Projects

Project Title	% Accomplishment as of Dec. 2024	Target Date of Completion
5. Supply, Delivery and Installation of a 1-Unit 300kVA, 3 Phase, 230V Generator Set, Silent Type (Including Housing) for the Academic Residences Building	10.88%	Feb. 2025
6. Community Hub Improvement	95.00%	Jan. 2025
7. Supply, Delivery and Installation of a Brand New 1-Unit 250kVA, 3 Phase, 400V Generator Set - Silent Type with Accessories (including Housing) for the ICC	25.00%	Feb. 2025
8. Completion of the Convention Hall of the International Convention Center	94.27%	Jan. 2025

INFRASTRUCTURE

B. Ongoing Projects

Project Title	% Accomplishment as of Dec. 2024	Target Date of Completion
9. Supply, Delivery and Installation of the Roof Eaves Covering at the International Convention Center	11.23%	March 2025
10. Painting of the Left and Right Side Exterior Walls of the International Convention Center	50.00%	Jan. 2025
11. Supply of Labor and Materials for the Completion of the HVAC System at the UPOU International Convention Center	50.00%	June 2025
12. Supply of Labor and Materials for the Replacement of Fire Detection and Alarm System (FDAS) at the Administration Bldg. and CCDL Bldg.	0%	March 2025

INFRASTRUCTURE

B. Ongoing Projects

Project Title	% Accomplishment as of Dec. 2024	Target Date of Completion
13. Detailed Architectural and Engineering Design for the Site Development for Four Buildings of the UPOU	25%	to be determined

INFRASTRUCTURE

C. Upcoming Projects

Project Title	Duration	Status
1. Proposed Walkways and Improvement of Road going to the ICC Building	60 calendar days	For Contract Preparation
2. Supply of Labor and Materials for the Repair of Potholes and Damaged Asphalt Parking Area and Completion of the Paver Walkway	30 calendar days	Ongoing procurement. Bid Opening will be on Jan. 7, 2025
3. Supply of Labor and Materials for the Proposed Water Supply to the WCMPPB and ICC	30 calendar days	Ongoing contract signing.
4. Supply of Labor and Materials for the Rehabilitation of Flooring in Various Areas at the Third Floor including the Roof Deck of the Academic Residences	75 calendar days	Ongoing procurement. Bid Opening will be on Jan. 7, 2025

INFRASTRUCTURE

C. Upcoming Projects

Project Title		Duration	Status
5.	Completion of the Lobby Area and Breakout Rooms of the UPOU International Convention Center	45 calendar days	Ongoing procurement. Bid Opening will be on Jan. 7, 2025
6.	Supply of Labor and Materials for the Replacement of Air Conditioning Unit in the Training/Multi-Purpose Room at the Community Hub	7 calendar days	For procurement
7.	Supply of Labor and Materials for the Replacement of Load Break Switch at the UPOU First Private Pole	1 calendar day	Awaiting PO
8.	Supply of Labor and Materials for the Replacement of Defective Starter & Solenoid of Yangzhou Genset of the IMDPO Building and Repair of Automatic Transfer Switch at the Community Hub	15 calendar days	For procurement

INFRASTRUCTURE

C. Upcoming Projects

Project Title	Duration	Status
9. International Convention Center - Phase III	to be determined	For preparation of Bid Documents
10. Proposed Renovation and Conversion of IMDPO to OUR Building and Construction of a New Student Lounge	160 calendar days	For Budget Approval

Plans

Infrastructure Group:

- a. Hiring of additional manpower
 - Admin. Personnel/Assistant (for Infra.)
 - Electronics and Communications Engineer
- b. Road Network
- c. Installation of Fire Hydrants
- d. Proposed Canopy for the CCDL and AR (front)
- e. Improvement of Existing Drainage System
- f. Conversion of street lights to solar-powered system
- g. Repainting of necessary buildings

Plans

Maintenance Group:

- a. Installation of solar-powered street lights around the University.
- b. Hiring of additional maintenance personnel in preparation for the new buildings of UPOU (World Class, Learning Commons, ICC).
- c. Reaching out to external suppliers offering free trainings for the Maintenance Personnel as well as the Engineers.
- d. Adopting a preventive maintenance approach, thereby reducing the number of maintenance service requests.
- e. Installation of fire extinguisher signages
- f. Designation of personnel in the quarterly checking of fire extinguishers.
- g. Request additional maintenance equipment (eg. ladder for DICT, etc.).
- h. Conduct of regular cleaning of roofs and gutters (c/o housekeeping).
- i. Installing a cleanout to address issues with grease traps.

Plans

Business Concession/Facilities Rental:

- a. Continuous enhancement of UPOU facilities
- b. Implementation of CLAYGO policy in all UPOU facilities
- c. Academic Residences
 - Facade improvements (key storage, door, signage, TV for tour, 2 computer units, and a printer)
 - Public comfort rooms—additional amenities, such as tissue holders, soap dispensers, and scent diffusers
 - Garbage disposal management—to implement for each room
 - Mini lamps, side tables, carpets, and TVs for VIP rooms
 - Upgrade beds and bed linens for VIP rooms
 - Heater for each room
 - POS machine (POS system or POS terminal) – if possible
 - Development of AR booking system
 - Add more room amenities: teaspoons, saucers, and slippers
 - Add complimentary items: toothbrush, shampoo, sugar, creamer, and coffee

Plans

Grounds/Landscaping and Janitorial Services:

- a. Improvement of the water line source for caring and watering of the plants on the necessary areas of the existing gardens in the UPOU Campus.
- b. Oversight planning on the lay-out of water line source in the site development for landscaping of four (4) buildings such as AR, ICC, WCMPB and LC.
- c. Planting of experimental plants species in collaboration with aProf. Karl Villegas (PDA for Landscaping).
- d. Improvement of landscape in the UPOU Campus
- e. Request to purchase Machinery Mower Tractor for the quarterly grass cutting of the UPOU field.
- f. Explore possibility of using shallow, deep well or catchment water source in watering plants.

Plans

CDMO Administration:

- a. Enhancement/streamlining of administrative processes and procedures. On-line processing of CDMO administrative processes (less paper transactions, eg. OT application).
- b. Further improvement of the animal shelter facility.
- c. Implementation of IWMP (Integrated Waste Management Program)
- d. Development of a database for Infrastructure projects.
- e. Conduct of in-house seminars/workshops for the continuous professionalization of the CDMO Staff.
- f. Participation to local and international conferences.
- g. Inclusion of hazard /vulnerability map in the CDMO microsite.
- h. Construction of warehouse/storage/MRF and resting area for the Grounds and Janitorial personnel.

Thank you from the CDMO Family!!!

