

**MONTHLY PERFORMANCE OUTPUT REPORT (MPOR)**

For the Month of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2019

**Form 3 - NON-TEACHING**

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| --- | --- | --- | --- | --- | --- |
| Employee:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Office (Division/Region)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| **PERFORMANCE OUTPUT** | |  | | | |
| **Deliverables by classification of functions** | **Actual Accomplishment**  *(Provide information on the indicator and accomplishment or the activity/ies performed to achieve the indicator. They must be arranged in accordance to the order of the PIs on the IPCR. To save space, indicators not planned to be achieved on the month may not be included.)* | **Week** | | | |
| **1** | **2** | **3** | **4** |
| 1. **General Administrative & Support**   **Services/Support to Operations** | |  |  |  |  |
|  |  |  |  |  |  |
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| 1. **Common Indicators** | |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
| 1. **Others (*if any*)** |  |  |  |  |  |
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| MAN-DAYS LOST THRU ABSENCE | Week 1  Week 2  Week 3  Week 4 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| OBSERVATIONS/REMARKS |  | | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Employee’s Signature*  Date: \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Supervisor’s Printed Name & Signature*  Date: \_\_\_\_\_\_\_\_\_\_ | | | | |