



Republic of the Philippines
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PART I – B

TABLE OF REFERENCE FOR SERVICE UNITS

Effective March 1, 2019

PART I – B - TABLE OF REFERENCE FOR SERVICE UNITS

A. GOAL 1 – ACADEMIC EXCELLENCE

Organizational Outcome:

Relevant and quality tertiary education ensured to achieve inclusive growth and access of deserving but poor students to quality tertiary education increased

Note: CSC Memorandum Circular No. 6, s. 2012, p. 7 (Guidelines on the Establishment of Agency SPMS) provides that, "Unless the work output of a particular duty has been assigned pre-set standards by management, its standards shall be agreed upon by the supervisors and the ratees". Thus, performance standards for core or support functions performed by employees that are not found in this Table of Reference shall be agreed upon by the supervisor and the employee.

KRA	Objectives	Program	Projects/Activities	Performance Indicator	Responsible Delivery Unit	Means of Verification (Supporting Document)
1. Quality Programs	To assure quality of Programs	Higher Education Advanced Education Program	<ul style="list-style-type: none"> ▪ Enhancement of Internal quality assurance mechanism geared towards improvement of instruction delivery and student learning ▪ Accreditation/Audit of programs considering quality assurance systems in the global perspective ▪ Institutionalization of holistic quality assurance systems to integrate instruction, research and extension functions 	Timeliness of submission to the DQuA of PPP and/or Area Documents for: a) AACCUP accreditation b) CHED-COPC c) COE/COD	College DQuA	Transmittal letter duly received by the DQuA or DQuA Campus Director
				Rating in the internal accreditation by the University internal accreditors	College	Summary/ Certificate of rating signed by DQuA Director
				Submission of internal quality assurance system plan to the OVPAA	CA (Campus QuA Coordinator) DQuA	Transmittal letter received by the OVPAA
				No. of Programs accredited a. AACCUP	College DQuA	Summary Report certified true and correct by the

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KRA	Objectives	Program	Projects/Activities	Performance Indicator	Responsible Delivery Unit	Means of Verification (Supporting Document)
				b. COPC		College Dean/HDU
2. Quality Graduates	To ensure effective student lifecycle management and career development	Higher Education Program	<ul style="list-style-type: none"> ▪ Establishment of mentoring systems to understand and learn about the realities of workplace and the intended profession ▪ Strengthening of extra-curricular involvement and student immersion activities by combining experiential learning, course work and community-based service learning ▪ Establishment of program activities that support development of graduate attributes ▪ Establishment of feedback mechanism systems and employability audit to evaluate the effectiveness of the curriculum, course contents and teaching-learning strategies ▪ Strengthen academe-industry partnership ▪ Establishment of ideation activities 	No. of activities to establish feedback mechanisms and employability audit	DAA DSSD College	Summary Report certified true and correct by the HDU
		Advanced Education Program		% of graduates (2 years prior) that are employed	College DAA	Summary Report certified true and correct by the HDU
3. Quality Faculty and Students	To provide unique and lifelong learning experience in the	Higher Education Program	<ul style="list-style-type: none"> ▪ Institutionalization of internal quality assurance systems in instruction 	No. of IMs authored by faculty member	College	Summary Report certified true and correct by the College Dean

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KRA	Objectives	Program	Projects/Activities	Performance Indicator	Responsible Delivery Unit	Means of Verification (Supporting Document)
	entire student life cycle	Advanced Education Program	<ul style="list-style-type: none"> ▪ Retooling: Intensive capacity building of faculty members to continuously update knowledge and information ▪ Adoption of alternative teaching-learning strategies /modalities that will improve classroom delivery ▪ Institutionalization of feedback mechanism towards teaching-learning strategies and course contents ▪ Institutionalization of Continuous Quality Improvement (CQI) system ▪ Capacity building activities for the development of competencies and teaching-learning methods needed for quality teaching delivery 	% of faculty implementing the pre- and post-test activity	College	Summary Report certified true and correct by the College Dean
				% of faculty members with consultation hours schedule	College	Summary Report certified true and correct by the College Dean
				% of students involved in the implementation of the following:	College	Summary Report certified true and correct by the College Dean
				a) mentoring systems	College	Summary Report certified true and correct by the College Dean
				b) combined experiential learning, course work and community-based service learning	College	Summary Report certified true and correct by the College Dean
				c) program activities that support development of attributes of graduates	CA (Campus SSD)	Summary Report certified true and correct by the HDU
				No. of intervention activities to address feedback on employment from graduates	CA (Campus Alumni Affairs Coordinator) DAA	Summary Report certified true and correct by the

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KRA	Objectives	Program	Projects/Activities	Performance Indicator	Responsible Delivery Unit	Means of Verification (Supporting Document)
					College	College Dean/HDU
				No. of new academe/industry partners	CA Colleges	Summary Report certified true and correct by the College Dean/HDU
				No. of ideation activities to improve the quality of graduates conducted	College	Summary Report certified true and correct by the College Dean
				% of faculty members with at least VS as rated by students and immediate supervisor	College DHRD	Summary Report certified true and correct by the College Dean/HDU
				% of faculty members using alternative teaching-learning strategies/modalities to improve classroom delivery	College	Summary Report certified true and correct by the College Dean
				% of faculty members with specialized trainings to improve TL delivery	College	Summary Report certified true and correct by the College Dean
				% of faculty members rated by the supervisors with at least VS rating (not the QCE instrument)	College	Summary Report certified true and correct by the College Dean

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KRA	Objectives	Program	Projects/Activities	Performance Indicator	Responsible Delivery Unit	Means of Verification (Supporting Document)
				No. of SWTC attended by the faculty members	College	Summary Report certified true and correct by the College Dean
				% of First time licensure exam takers that passed the exam	College	Summary Report certified true and correct by the College Dean
				% of passers over takers of TESDA NC Examination	College	Summary Report certified true and correct by the College Dean
4. Globally-Competitive Students	To integrate internationalization perspective towards global connectedness	Higher Education Program	<ul style="list-style-type: none"> ▪ Development of joint/dual academic programs and other twinning programs with international universities ▪ Networking with educational institutions across countries ▪ Alignment of programs and curricula to international or ASEAN education standards ▪ Enhancement of e-learning system in the delivery of electronic-based instruction and blended learning modality 	No. of MOUs/MOAs forged with international educational institutions	CA Colleges	Summary Report certified true and correct by the HDU
		Advanced Education Program		% of students in the immersion program and students in the OJT program	CA College	Summary Report certified true and correct by the College Dean
				No. of outbound and inbound students	College CA	Summary Report certified true and correct by the College Dean/HDU

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KRA	Objectives	Program	Projects/Activities	Performance Indicator	Responsible Delivery Unit	Means of Verification (Supporting Document)
			<ul style="list-style-type: none"> ▪ Aggressive expansion and modernization of the open distance and transnational education programs 	No. of faculty and staff participating in international programs	CA College	Summary Report certified true and correct by the College Dean/HDU
5. Quality Facilities and Services	To strengthen student welfare services for a successful academic formation of students	Support to Operations	<ul style="list-style-type: none"> ▪ Establishment/Improvement of student support/welfare services ▪ Institutionalization of students reward system and values formation program ▪ Modernization of student facilities ▪ Provision of ICT-enhanced learning environments ▪ Establishment of Student Information System 	100% utilization of virtual learning facilities/ equipment/laboratory in the teaching-learning processes	CODETE/CAE	Summary Report certified true and correct by the HDU
				No. of approved programs under CAE/CODETE	CODETE/CAE	Summary Report certified true and correct by the College Dean/HSU/HDU
				No. of proposals for the enhancement of each of the student services submitted	College DSCA DSSD DSD	Summary Report certified true and correct by the College Dean/HSU/HDU
				No. of students awarded/ recognized for exemplary performance	College DPIM-ICT DISD CA - (Appropriate campus service unit)	Summary Report certified true and correct by the College Dean/HSU/HDU
				Classrooms across campuses installed with Learning Facilities	College DLS DA	Summary Report certified true and correct by the

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KRA	Objectives	Program	Projects/Activities	Performance Indicator	Responsible Delivery Unit	Means of Verification (Supporting Document)
				(Projectors/Monitors with SS)		College Dean/HSU/HDU
				No. of innovative learning spaces established in all the campuses (e.g. simulation rooms, etc.)	CA - (Appropriate campus service unit) College DLS	Summary Report certified true and correct by the College Dean/HSU/HDU
				No. of SIS kiosks established (Lamut, Lagawe, Potia)	CA DPIM-ICT	Summary Report certified true and correct by HSU/HDU
				No. of wi-fi areas established in strategic areas in the campuses	CA DPIM-ICT	Summary Report certified true and correct by the HSU/HDU
				No. of volumes of books	DLS	Summary Report certified true and correct by the HSU/HDU
				No. of volumes of journals	DLS	Summary Report certified true and correct by the HSU/HDU
				% of instructional facilities needing renovation/rehabilitation which are rehabilitated yearly	College DISD DGS	Summary Report certified true and correct by the College Dean/HSU/HDU

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KRA	Objectives	Program	Projects/Activities	Performance Indicator	Responsible Delivery Unit	Means of Verification (Supporting Document)
				% of students who rated students services as good or higher	DSCA DSSD DCD	Summary Report certified true and correct by the HSU/HDU
6. Culturally – sensitive Graduates	To integrate Indigenous Knowledge, Systems, and Practices (IKSP) in the academic programs to intensify conservation of the rich cultural heritage	Higher Education Program	<ul style="list-style-type: none"> ▪ Integration of IKSP topics in related courses ▪ Strengthening of ethno-linguistic organizations ▪ Image branding through Performing Arts ▪ Establishment of IKSP Center and strengthening of the IFSU Rice Techno Complex Museum 	No. of institutional subjects geared towards cultural heritage included in the course syllabus	Colleges	Summary Report certified true and correct by the College Dean
		Advanced Education Program		No. of active ethno-linguistic organizations established	DSCA DSSD	Summary Report certified true and correct by the HSU/HDU
		Support to Operations		No. of performances involvement	DSCA DSSD	Summary Report certified true and correct by the HSU/HDU
				Rank in competitions in Performing Arts in local, regional, national and international competitions	DSCA DSSD	Summary Report certified true and correct by the HSU/HDU
				No. of IKSP documented and showcased to establish IKSP center	DSCA	Summary Report certified true and correct by the HSU/HDU

B. GOAL 2 - STRONG RESEARCH LEADERSHIP AND CULTURE

Organizational Outcome:

Higher education research improved to promote economic productivity and innovation.

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KRA	Objectives	Program	Projects/Activities	Performance Indicator	Responsible Delivery Unit	Means of Verification (Supporting Document)
1. Strong Research Brand and Image	To establish a strong brand and strengthen image building of IFSU as a research leader achieving a total of 29 research outputs in the last 3 years utilized by the industry or by other beneficiaries	Research Program	<ul style="list-style-type: none"> ▪ Revision of policies and priorities ▪ Improvement of facilities and laboratories ▪ Hiring of faculty researchers and laboratory technicians ▪ Branding of high impact researches ▪ Optimization of digital media to promote IFSU research outputs ▪ Establishment of research centers ▪ Establishment of technology business incubation center ▪ Establishment of the IFSU Eye Center as a research and extension facility ▪ Procurement and improvement of research laboratory equipment for instruction and research (for students) ▪ Fostering of human resource management and development 	No. of policies and priorities revised	DRD	Summary Report certified true and correct by the HSU/HDU
		Higher Education Program		% of research equipment procured	DRD	Summary Report certified true and correct by the HSU/HDU
		Advanced Education Program		No. of laboratory technicians hired	DRD	Summary Report certified true and correct by the HSU/HDU
				No. of RD outputs branded	DRD	Summary Report certified true and correct by the HSU/HDU

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KRA	Objectives	Program	Projects/Activities	Performance Indicator	Responsible Delivery Unit	Means of Verification (Supporting Document)
			<ul style="list-style-type: none"> ▪ Increasing of research collaboration and networking activities ▪ Provision of capacity building activities and trainings for students and researchers 	No. of digital media utilized for promoting IFSU RD outputs	DRD	Summary Report certified true and correct by the HSU/HDU
				No. of research centers established	DRD	Summary Report certified true and correct by the HSU/HDU
				No. of TBI center established	DRD	Summary Report certified true and correct by the HSU/HDU

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KRA	Objectives	Program	Projects/Activities	Performance Indicator	Responsible Delivery Unit	Means of Verification (Supporting Document)
2. Strong Pool of Faculty Researchers	To intensify conduct of research and dissemination of RD outputs	Higher Education Program Advanced Education Program	<ul style="list-style-type: none"> ▪ Packaging and submission of research proposals to external agencies ▪ Completion and implementation of researches ▪ Support to technology-based researches ▪ Increase of incentive for research publication ▪ Dissemination of RD outputs ▪ Presentation of research outputs in various for a/symposia/conferences 	No. of health providers involved in RD on eyes	Eye Center	Summary Report certified true and correct by the HSU/HDU
				No. of research on eyes implemented	Eye Center	Summary Report certified true and correct by the HSU/HDU
				No. of shared laboratory facilities for student-researchers established	College	Summary Report certified true and correct by the College Dean/HDU
				No. of SWTs for student-researchers	College	Summary Report certified true and correct by the

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KRA	Objectives	Program	Projects/Activities	Performance Indicator	Responsible Delivery Unit	Means of Verification (Supporting Document)
						College Dean/HDU
3. Conservation of the Cultural Heritage through Research	To intensify conservation of the rich cultural heritage	Research Program	<ul style="list-style-type: none"> ▪ Submission of proposals for external funding towards the conservation and management of the Ifugao Rice Terraces (IRT) ▪ Roll out of researches related to conservation and development at the community level ▪ Documentation, identification and assessment of culture and indigenous agricultural systems and technologies ▪ Linkaging ▪ Promotion of indigenous knowledge and other related field of studies, research and other activities for the development and preservation of the Filipino language and other ethnic or local languages in the province 	% of increase in research collaboration and networking activities	DRD	Summary Report certified true and correct by the HDU
				No. of SWTC conducted	DRD College	Summary Report certified true and correct by the HDU
				No. of packaged and submitted proposals	DRD	Summary Report certified true and correct by the HDU
				No. of completed researches	College	Summary Report certified true and correct by the College Dean/ HDU
				No. of technology-based researches supported/ funded	DRD	Summary Report certified true and correct by the HDU

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KRA	Objectives	Program	Projects/Activities	Performance Indicator	Responsible Delivery Unit	Means of Verification (Supporting Document)
				100% implementation of revised policies on research publication incentives	DRD	Summary Report certified true and correct by the HDU
				No. of RD outputs disseminated	College DRD	Summary Report certified true and correct by the College Dean /HDU
				No. of RD outputs presented	College DRD	Summary Report certified true and correct by the College Dean /HDU
				No. of RD outputs published	College DRD	Summary Report certified true and correct by the College Dean /HDU
				No. of research citations	DRD	Summary Report certified true and correct by the HDU

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KRA	Objectives	Program	Projects/Activities	Performance Indicator	Responsible Delivery Unit	Means of Verification (Supporting Document)
				No. of journal matching service provided	DRD	Summary Report certified true and correct by the HDU
				No. of inventions/Ums patented/commercialized	DRD	Summary Report certified true and correct by the HDU
				% of clients rated service with at least VS	DRD	Summary Report certified true and correct by the HDU
				No. of IKSP documented, identified and assessed	GIAHS	Summary Report certified true and correct by the HDU
				No. of MOUs/MOAs	GIAHS	Summary Report certified true and correct by the HDU
				No. of research on language and culture published	SWK	Summary Report certified true and correct by the HDU

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KRA	Objectives	Program	Projects/Activities	Performance Indicator	Responsible Delivery Unit	Means of Verification (Supporting Document)
				No. of researches rolled-out	GIAHS	Summary Report certified true and correct by the HDU
				No. of proposals for external funding submitted	GIAHS	Summary Report certified true and correct by the HDU

C. GOAL 3 – SUSTAINABLE EXTENSION AND COMMUNITY ENGAGEMENT

Organizational Outcome:

Community engagement increased

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KRA	Objectives	Program	Projects/Activities	Performance Indicator	Responsible Delivery Unit	Means of Verification (Supporting Document)
1. Relevant to Extension Activities	To package and transfer knowledge and technologies relevant to the needs of clientele	Extension Program	<ul style="list-style-type: none"> ▪ Packaging and transfer of relevant knowledge and technologies ▪ Development of extension and community engagement programs ▪ Establishment of innovation centers ▪ Promotion of IFSU products/services using multi-media tools and exhibits ▪ Establishment of Training Center ▪ Improvement of Research-Extension-Instruction interface ▪ Commercialization of research and development outputs 	No. of ET activities based on Training Needs Assessment Instrument packaged and transferred	DET	Summary Report certified true and correct by the HDU
				No. of weighted persons trained per year	College DET	Summary Report certified true and correct by the HDU
				No. of persons provided with technical advice	College DET	Summary Report certified true and correct by the HDU
				% of trainees and clients who rated training and technical services at least Satisfactory	College DET	Summary Report certified true and correct by the HDU
				No. of innovation center established	DET	Summary Report certified true and correct by the HDU

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KRA	Objectives	Program	Projects/Activities	Performance Indicator	Responsible Delivery Unit	Means of Verification (Supporting Document)
				No. of patients diagnosed/ served/ treated	Eye Center	Summary Report certified true and correct by the HDU
				No. of info-dissemination activities conducted	Eye Center	Summary Report certified true and correct by the HDU
				No. of clients served through medical outreach	Eye Center	Summary Report certified true and correct by the HDU
2. Volunteer Faculty and Students	To create a widely shared organizational culture that encourages, promotes, and rewards extension and community engagements	Extension Program	<ul style="list-style-type: none"> ▪ Capability building program for faculty, staff, and students on extension and community engagement ▪ Provision of mechanisms to encourage, promote, and reward extension and community engagement 	No. of products promoted using multi-media tools and exhibits	DET	Summary Report certified true and correct by the HDU
				No. of Training Center established	DET	Summary Report certified true and correct by the HDU
				No. of one-stop community-based projects	DET	Summary Report certified true and correct by the HDU

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KRA	Objectives	Program	Projects/Activities	Performance Indicator	Responsible Delivery Unit	Means of Verification (Supporting Document)
3. Active Linkages	To establish/strengthen/sustain linkages with LGUs, industries, and other organizations/stakeholders for resource sharing, extension program, and service complementation	Extension Program	<ul style="list-style-type: none"> ▪ Networking with LGUs, industries and other stakeholders 	No. of RD outputs commercialized	DET	Summary Report certified true and correct by the HDU
				No. of comprehensive community engagement plan per college		Summary Report certified true and correct by the HDU
				No. of community engagements conducted per college as per comprehensive plan with emphasis to the return service embodied in RA 10931	College	Summary Report certified true and correct by the HDU
				No. of community needs assessment per college	College DET	Summary Report certified true and correct by the HDU
				% of volunteers for extension services: a) Faculty b) students	College	Summary Report certified true and correct by the HDU
				No. of new linkages established	DET	Summary Report certified true

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KRA	Objectives	Program	Projects/Activities	Performance Indicator	Responsible Delivery Unit	Means of Verification (Supporting Document)
						and correct by the HDU
				No. of adopters engaged in viable profitable enterprises	DET	Summary Report certified true and correct by the HDU

D. GOAL 4- EXCELLENT PUBLIC SERVICE AND GOOD GOVERNANCE

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KRA	Program	Projects/Activities	Performance Indicator	Detailed Information/ Minimum Target	Responsible Delivery Unit	Means of Verification (Supporting Document)
1. Good Governance	General Administrative and Support Services	<ul style="list-style-type: none"> ▪ Compliance to Good Governance Conditions set by IATF, GASS indicators, and other cross-cutting measures ▪ Strengthening of Monitoring and Evaluation mechanism of PPAs and policies 	<p>Compliance to Good Governance Conditions:</p> <p>Timeliness of maintaining /updating of the Transparency Seal (TS) in the University website</p> <ul style="list-style-type: none"> a. Financial Reports b. QMS certification c. FOI documents d. Review of SALN e. Targets f. APP 	On deadline set by IATF	DPIM	Summary Report certified true and correct by the HDU
		<ul style="list-style-type: none"> ▪ Implementation of an effective participatory systems of fiscal planning and management 	Timeliness of submission to DPIM of scanned copies of report/ document to be posted in the TS	On deadline set by DPIM per letter	DFS, BAC, DCPIA-OP, DQuA-OP, DHRD	Summary Report certified true and correct by the HDU
		<ul style="list-style-type: none"> ▪ Institutionalization of Quality Management Systems 	Timeliness of posting/ updating the PhilGEPS posting of all invitations to bids awarded contracts	On deadline set by IATF	BAC	Summary Report certified true and correct by the HDU
		<ul style="list-style-type: none"> ▪ Implementation of the Citizens' Charter ▪ Development and publication of 	Timeliness of maintaining/ updating of the citizens' or service charter	4th Quarter	DFS, OP, IAS, DAS-Procurement	Summary Report certified true and correct by the HDU

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KRA	Program	Projects/Activities	Performance Indicator	Detailed Information/ Minimum Target	Responsible Delivery Unit	Means of Verification (Supporting Document)
		Manual of Operations of all service departments <ul style="list-style-type: none"> ▪ Improvement of procurement planning and budgeting system, and internal audit system ▪ Continuous improvement of the performance management system ▪ Review and updating of the University Code ▪ Review of evaluation instruments and standards (i.e. SUC Leveling, Normative Financing Scheme, PBB, etc.) and integration in the University 	% of budget utilization for obligation a. STF? b. General Fund	100%	DFS, All units	Summary Report certified true and correct by the HDU
			% of budget utilization for disbursement a. STF? b. General Fund	100%	DFS, All units	Summary Report certified true and correct by the HDU
			% of prior year’s audit recommendations fully implemented	30%	OP, DFS, DAS	Summary Report certified true and correct by the HDU
			Timeliness of submission of BFARs using DBM’s unified reporting system	On deadline set by IATF	DRAS, DQuA, DRD, DET, DAA	Summary Report certified true and correct by the HDU
			Timeliness of submission of data to the DPIM for the preparation of the quarterly Budget Accountability Report	Every 10 th of end of quarter	DRAS, DQuA, DRD, DET, DAA	Summary Report certified true and correct by the HDU
			Timeliness of submission of APP by posting in the TS a. Current Year’s APP-non CSE b. Indicative APP-CSE per NEP	On deadline set by IATF	BAC	Summary Report certified true and correct by the HDU

Note: CSC Memorandum Circular No. 6, s. 2012, p. 7 (Guidelines on the Establishment of Agency SPMS) provides that, “Unless the work output of a particular duty has been assigned pre-set standards by management, its standards shall be agreed upon by the supervisors and the ratees”. Thus, performance standards for core or support functions performed by employees that are not found in this Table of Reference shall be agreed upon by the supervisor and the employee.

KRA	Program	Projects/Activities	Performance Indicator	Detailed Information/ Minimum Target	Responsible Delivery Unit	Means of Verification (Supporting Document)
		planning, monitoring, and evaluation systems ▪ On-going land disputes involving IFSU pending in court and other government agencies to be settled, secured and protected. ▪ Disseminate information in digital and conventional channels ▪ Create communication line and standard operating procedures, comprehensive campus security plan anticipating security and disaster concerns	c. APP-CSE (for the subsequent year)			
			Timeliness of submission of unit APP to the BAC Office	On deadline set by BAC	All units (DUs, and SUs)	Summary Report certified true and correct by the HDU
			% of the value of goods and services subjected to early procurement through updating of PhilGEPS posting	On deadline set by IATF	BAC	Summary Report certified true and correct by the HDU
			Timeliness of submission of the current year’s APCPI with complete forms	On deadline set by IATF	BAC	Summary Report certified true and correct by the HDU
			Client satisfaction rating via the client feedback form evaluation form	Very Satisfactory	All Offices	Summary Report certified true and correct by the HDU
			Timeliness of acting or signing on communications, requests, letters and other correspondences	Within 8 working hours	All offices	Summary Report certified true and correct by the HDU

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KRA	Program	Projects/Activities	Performance Indicator	Detailed Information/ Minimum Target	Responsible Delivery Unit	Means of Verification (Supporting Document)	
		<ul style="list-style-type: none"> ▪ Create a legal affairs unit in the department ▪ Digitized records management system and institutionalized Information management systems. ▪ Revitalized procurement, supply, medical and dental services, legal and security services ▪ Quality records Management ▪ Supply Management ▪ Procurement Management ▪ Quality Health Services 	Timeliness of release of signed Memo/Orders and letters signed/acted upon by the President to the Records Office	Within 2 hours from signing/action by the President	OP	Summary Report certified true and correct by the H DU	
			No. of regular schedules of ADCO, ACADCO, BOR meetings facilitated	4 ADCO 2 ACADCO 4 BOR	OP-EA	Summary Report certified true and correct by the HU	
				Timeliness of submission of Agenda Folders to the BOR	5 days before date of BOR meeting	OP, OUBS	Summary Report certified true and correct by the HU
				Timeliness of submission of update report related to operations in DE/TNE to ensure University presence in local centers		CODETE	Summary Report certified true and correct by the HU
				Timeliness of release of draft of the CCE and QCE documents to SUC	3months upon receipt of docs from SUC		Summary Report certified true and correct by the HU
				Timeliness of rectification after release of final printout	Two month after release of draft printout		Summary Report certified

Note: CSC Memorandum Circular No. 6, s. 2012, p. 7 (Guidelines on the Establishment of Agency SPMS) provides that, "Unless the work output of a particular duty has been assigned pre-set standards by management, its standards shall be agreed upon by the supervisors and the ratees". Thus, performance standards for core or support functions performed by employees that are not found in this Table of Reference shall be agreed upon by the supervisor and the employee.

KRA	Program	Projects/Activities	Performance Indicator	Detailed Information/ Minimum Target	Responsible Delivery Unit	Means of Verification (Supporting Document)
						true and correct by the HU
			Timeliness of submission to PASUC the printout of the official result of the Professorial Accreditation of the RAC	Two months after the RAC		Summary Report certified true and correct by the HU
			No. of activities to digitize the office	2 activities conducted	NBC Zonal Center	Summary Report certified true and correct by the HU
			No. of monitoring activities conducted to local NBC to provide updates on NBC 461 matters	Three SUCs monitored	NBC Zonal Center	Summary Report certified true and correct by the HU
			No. of seminar-workshop for Local Evaluators and faculty of SUC	One seminar-workshop	NBC Zonal Center	Summary Report certified true and correct by the HU
			Timeliness of re-echo activity conducted to Local SUC evaluators	two re-echo conducted	NBC Zonal Center	Summary Report certified true and correct by the HU
			No. of planning activities		DPIM	Summary Report certified true and correct by the HDU
			Timeliness of submission of procedures and forms on the University Planning to		DPIM	Summary Report certified

Note: CSC Memorandum Circular No. 6, s. 2012, p. 7 (Guidelines on the Establishment of Agency SPMS) provides that, “Unless the work output of a particular duty has been assigned pre-set standards by management, its standards shall be agreed upon by the supervisors and the ratees”. Thus, performance standards for core or support functions performed by employees that are not found in this Table of Reference shall be agreed upon by the supervisor and the employee.

KRA	Program	Projects/Activities	Performance Indicator	Detailed Information/ Minimum Target	Responsible Delivery Unit	Means of Verification (Supporting Document)
			establish processes of cascading plans from the strategic to unit plans			true and correct by the HDU
			Timeliness of review and evaluation of plans and targets: a. University Plan and targets b. Office plans and targets (via OPCR)		DPIM	Summary Report certified true and correct by the HDU
			Timeliness of collection of data for accomplishment reports via the OPCR		DPIM	Summary Report certified true and correct by the HDU
			No. of proposals/requests to improve processes submitted		DPIM	Summary Report certified true and correct by the HDU
			No. of stakeholders representatives attending meeting conducted in relation to the University plans		DPIM	Summary Report certified true and correct by the HDU
			% of clients served by the ICT-maintenance and internet services rated services with outstanding		DPIM	Summary Report certified true and correct by the HDU
			Timeliness of submission of M&E tool for approval		DISD	Summary Report certified true and correct by the HDU

Note: CSC Memorandum Circular No. 6, s. 2012, p. 7 (Guidelines on the Establishment of Agency SPMS) provides that, "Unless the work output of a particular duty has been assigned pre-set standards by management, its standards shall be agreed upon by the supervisors and the ratees". Thus, performance standards for core or support functions performed by employees that are not found in this Table of Reference shall be agreed upon by the supervisor and the employee.

KRA	Program	Projects/Activities	Performance Indicator	Detailed Information/ Minimum Target	Responsible Delivery Unit	Means of Verification (Supporting Document)
			Timeliness of submission of report/proposal or echo of learnings from benchmarking activity/ies		DISD	Summary Report certified true and correct by the HDU
			No. of procedures with forms submitted for approval		DGS	Summary Report certified true and correct by the HDU
			Timeliness of submission of report or proposal from the assessment of vehicles and facilities		DGS	Summary Report certified true and correct by the HDU
			No. of policies proposed (new or amendment) to enhance various general services		DGS	Summary Report certified true and correct by the HDU
			% of needed materials procured/installed		DGS	Summary Report certified true and correct by the HDU
			% of vehicles and facilities maintained		DGS	Summary Report certified true and correct by the HDU
			No. of personnel relevant SWTs		DGS	Summary Report certified true and correct by the HDU
			No. of linkage established for general services		DGS	Summary Report certified

Note: CSC Memorandum Circular No. 6, s. 2012, p. 7 (Guidelines on the Establishment of Agency SPMS) provides that, "Unless the work output of a particular duty has been assigned pre-set standards by management, its standards shall be agreed upon by the supervisors and the ratees". Thus, performance standards for core or support functions performed by employees that are not found in this Table of Reference shall be agreed upon by the supervisor and the employee.

KRA	Program	Projects/Activities	Performance Indicator	Detailed Information/ Minimum Target	Responsible Delivery Unit	Means of Verification (Supporting Document)
						true and correct by the HDU
			% of financial management services upgraded		DFS	Summary Report certified true and correct by the HDU
			Timeliness of establishing an archive room for finance records		DFS	Summary Report certified true and correct by the HDU
			No. of CLUP-related seminars/ trainings/ workshops attended/ participated	2	DEPC, DPIM, DRRM, ALL CAMPUSES, VPPFRG	Summary Report certified true and correct by the HDU
			Timeliness of echo or submission of report on learnings from CLUP seminars/ trainings attended	After workshop	DEPC, DPIM, DRRM, ALL CAMPUSES, VPPFRG	Summary Report certified true and correct by the HDU
			Assist the University President implement policies, rules and regulations, office orders, and other laws governing the University on administrative functions	100%	All units	Summary Report certified true and correct by the HDU
			Timeliness of maintaining /updating of the citizens' or service charter	Semi-annual	All units	Summary Report certified true and correct by the HDU
			% of approved PR's submitted	100%	All units(DUs and SUs)	Summary Report certified

Note: CSC Memorandum Circular No. 6, s. 2012, p. 7 (Guidelines on the Establishment of Agency SPMS) provides that, “Unless the work output of a particular duty has been assigned pre-set standards by management, its standards shall be agreed upon by the supervisors and the ratees”. Thus, performance standards for core or support functions performed by employees that are not found in this Table of Reference shall be agreed upon by the supervisor and the employee.

KRA	Program	Projects/Activities	Performance Indicator	Detailed Information/ Minimum Target	Responsible Delivery Unit	Means of Verification (Supporting Document)
						true and correct by the HDU
			% of documents properly filed and recorded	100%	All unit	Summary Report certified true and correct by the HDU
			Timeliness of submission of M&E Report	December 30 th of the year	DPIM	Summary Report certified true and correct by the HDU
			Timeliness of submission of M&E Procedure for approval	1 st Quarter	DPIM	Summary Report certified true and correct by the HDU
			Timeliness of submission of report/proposal or echo of learnings acquired from benchmarking activity conducted to improve M&E scheme	Within 30 days upon return from benchmarking	DPIM, DISD, GADRRC, DEPC	Summary Report certified true and correct by the HDU
			Timeliness of submission to the HDU of monitoring checklist and report of adherence by employees (per college/department) to University policies	On the set Deadline	All Departments and Colleges	Summary Report certified true and correct by the HDU
			% of stakeholders representatives participated in fiscal planning		DFS, DPIM	Summary Report certified true and correct by the HDU
			Timeliness of submission of procedures with forms for fiscal planning and management		DFS, DPIM	Summary Report certified

Note: CSC Memorandum Circular No. 6, s. 2012, p. 7 (Guidelines on the Establishment of Agency SPMS) provides that, “Unless the work output of a particular duty has been assigned pre-set standards by management, its standards shall be agreed upon by the supervisors and the ratees”. Thus, performance standards for core or support functions performed by employees that are not found in this Table of Reference shall be agreed upon by the supervisor and the employee.

KRA	Program	Projects/Activities	Performance Indicator	Detailed Information/ Minimum Target	Responsible Delivery Unit	Means of Verification (Supporting Document)
						true and correct by the HDU
			No. of mandated procedures with ISO certification	3 initial processes submitted and evaluated for University –wide implementation	OP, DQuA, concerned service departments/ colleges scheduled for ISO evaluation	Summary Report certified true and correct by the HDU
			Percentage of undergraduate programs granted with Accreditation by AACUP		DQuA, College	Summary Report certified true and correct by the HDU
			Percentage of graduate programs with Accreditation by AACUP		DQuA, College	Summary Report certified true and correct by the HDU
			Percentage of undergraduate programs granted with COPC by CHED		DQuA, College	Summary Report certified true and correct by the HDU
			No. of program(s) with COE/COD		DQuA, College	Summary Report certified true and correct by the HDU
			Percentage of first-time licensure examination takers that pass the licensure exam		DQuA, College	Summary Report certified true and correct by the HDU

Note: CSC Memorandum Circular No. 6, s. 2012, p. 7 (Guidelines on the Establishment of Agency SPMS) provides that, “Unless the work output of a particular duty has been assigned pre-set standards by management, its standards shall be agreed upon by the supervisors and the ratees”. Thus, performance standards for core or support functions performed by employees that are not found in this Table of Reference shall be agreed upon by the supervisor and the employee.

KRA	Program	Projects/Activities	Performance Indicator	Detailed Information/ Minimum Target	Responsible Delivery Unit	Means of Verification (Supporting Document)
			Timeliness of submission of report to the University President on the implementation of the Citizen’s Charter		DAS	Summary Report certified true and correct by the HDU
			Timeliness of submission of procedures with forms for approval	4 th Quarter (after meetings with concerned Alumni Officers)	All service departments/ colleges	Summary Report certified true and correct by the HDU
			Timeliness of submission of proposal to improve procurement, budgeting, and internal audit systems/ processes		DFS, DAS, OP- IAS	Summary Report certified true and correct by the HDU
			Timeliness of submission of SPMS-related proposals		DHRD, DPIM	Summary Report certified true and correct by the HDU
			Timeliness of conduct of review and updating of the IFSU Code		DAS, DPIM, OP	Summary Report certified true and correct by the HDU
			Timeliness of inclusion of evaluation standards from SUC levelling, NFSR, PBB, etc. in the University planning system		DPIM	Summary Report certified true and correct by the HDU
			Percentage of IFSU lot cases processed for its resolution.	100%	Legal Counsel/ Admin Staff	Summary Report certified true and correct by the HDU

Note: CSC Memorandum Circular No. 6, s. 2012, p. 7 (Guidelines on the Establishment of Agency SPMS) provides that, "Unless the work output of a particular duty has been assigned pre-set standards by management, its standards shall be agreed upon by the supervisors and the ratees". Thus, performance standards for core or support functions performed by employees that are not found in this Table of Reference shall be agreed upon by the supervisor and the employee.

KRA	Program	Projects/Activities	Performance Indicator	Detailed Information/ Minimum Target	Responsible Delivery Unit	Means of Verification (Supporting Document)
			Percentage of IFSU lot cases with decision of court in favor of IFSU	75%	Legal Counsel/ Admin Staff	Summary Report certified true and correct by the HDU
			% of digital and conventional dissemination of information enhanced	75%	Records, HRD and MIS	Summary Report certified true and correct by the HDU
			No. of procedures with forms submitted for approval	1 per unit/office	All Unit/Office	Summary Report certified true and correct by the HDU
			No. of personnel placed to establish legal affairs	1	DAS	Summary Report certified true and correct by the HDU
			No. of systems developed	1	All Unit	Summary Report certified true and correct by the HDU
			Clients high satisfaction with procurement, supply, medical and dental, legal and security services	80%	All Unit	Summary Report certified true and correct by the HDU

Note: CSC Memorandum Circular No. 6, s. 2012, p. 7 (Guidelines on the Establishment of Agency SPMS) provides that, "Unless the work output of a particular duty has been assigned pre-set standards by management, its standards shall be agreed upon by the supervisors and the ratees". Thus, performance standards for core or support functions performed by employees that are not found in this Table of Reference shall be agreed upon by the supervisor and the employee.

KRA	Program	Projects/Activities	Performance Indicator	Detailed Information/ Minimum Target	Responsible Delivery Unit	Means of Verification (Supporting Document)
			% Accuracy in assessing completeness of documents/Forms before forwarding to Offices concerned	100%	Records	Summary Report certified true and correct by the HDU
			% of Incoming and Outgoing Communication Properly recorded upon receipt	100%	All Units	Summary Report certified true and correct by the HDU
			Timeliness in delivery and release of Outgoing Communications	1 hour upon receipt	Records Section	Summary Report certified true and correct by the HDU
			Quality of Security and Confidentiality of Records	100%	Records Section	Summary Report certified true and correct by the HDU
			Timeliness of Updating and backing up Records Files	Once a month	Records Section	Summary Report certified true and correct by the HDU
			% and timeliness of documents filed	100% On set deadline	Supply Office Procurement Unit	Summary Report certified true and correct by the HDU
			% and timeliness of supplies, materials and equipments conformed with specifications and quantity are accepted	100% On set deadline	Supply Office	Summary Report certified true and correct by the HDU

Note: CSC Memorandum Circular No. 6, s. 2012, p. 7 (Guidelines on the Establishment of Agency SPMS) provides that, "Unless the work output of a particular duty has been assigned pre-set standards by management, its standards shall be agreed upon by the supervisors and the ratees". Thus, performance standards for core or support functions performed by employees that are not found in this Table of Reference shall be agreed upon by the supervisor and the employee.

KRA	Program	Projects/Activities	Performance Indicator	Detailed Information/ Minimum Target	Responsible Delivery Unit	Means of Verification (Supporting Document)
			% of property stock cards are updated	100%	Supply Office	Summary Report certified true and correct by the HDU
			% checked and filed properties, equipments and supplies' insurance/warranty	100%	Supply Office	Summary Report certified true and correct by the HDU
			% and timeliness submitted accurate reports, data or information requested/required by other agencies/offices.	100% On set deadline	All units	Summary Report certified true and correct by the HDU
			% preparation of abstract for approved Purchase Request	100%	Procurement Unit	Summary Report certified true and correct by the HDU
			Timeliness of Preparation of Abstract, Purchase Order and other forms required from office	30 minutes upon receipt	Procurement Unit	Summary Report certified true and correct by the HDU
			% abstract routed to the different BAC members and the university president for approval	100%	Procurement Unit	Summary Report certified true and correct by the HDU
			% preparation and routing of Purchase Order for approval	100%	Procurement Unit	Summary Report certified true and correct by the HDU

Note: CSC Memorandum Circular No. 6, s. 2012, p. 7 (Guidelines on the Establishment of Agency SPMS) provides that, "Unless the work output of a particular duty has been assigned pre-set standards by management, its standards shall be agreed upon by the supervisors and the ratees". Thus, performance standards for core or support functions performed by employees that are not found in this Table of Reference shall be agreed upon by the supervisor and the employee.

KRA	Program	Projects/Activities	Performance Indicator	Detailed Information/ Minimum Target	Responsible Delivery Unit	Means of Verification (Supporting Document)
			% delivery of PO to the different suppliers	100%	Procurement Unit	Summary Report certified true and correct by the HDU
			Timeliness of delivery of PO to suppliers.	Twice a week	Procurement Unit	Summary Report certified true and correct by the HDU
			Timeliness of delivery of supplies and materials from suppliers	3-4 days	Procurement Unit	
			% turnover of supplies and materials to supply office with the conform Purchase Order	100%	Procurement Unit	Summary Report certified true and correct by the HDU
			No. of clients attended/assisted to and /or referred for further evaluation and management.	1000	Health Services	Summary Report certified true and correct by the HDU
			Timelines of submission of summary of clients' profile with sex-disaggregated data (annually, attachment to OPCR annual report)	Upon submission of OPCR	Health Services	Summary Report certified true and correct by the HDU
			Timelines of assisting/referring cases to the nearest clinic/hospital for further management	5 min.'s upon consultation	Health Services	Summary Report certified true and correct by the HDU
			% of planned PAPs/approved proposals implemented	75%	Health Services	Summary Report certified

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KRA	Program	Projects/Activities	Performance Indicator	Detailed Information/ Minimum Target	Responsible Delivery Unit	Means of Verification (Supporting Document)
						true and correct by the HDU
			No. of new program/project/activity implemented with partners	2	Health Services	Summary Report certified true and correct by the HDU
			% of employees and students who availed holistic and dental services (as a result of linkage)	80%	Health Services	Summary Report certified true and correct by the HDU
2. Strong Network System and Resource - Sharing	General Administration and Support Services	<ul style="list-style-type: none"> ▪ Partnership for possible collaborations, resource-generation or outsourcing from local and international organizations ▪ Strengthening of network with alumni ▪ Development of database of alumni 	No. of new activities in collaboration with the Alumni Association	1 activity per quarter	DAA	Summary Report certified true and correct by the HDU
			% of alumni tracked and with complete profile in the database	30% of Alumni tracked at the end of the 4 th Quarter	DAA	Summary Report certified true and correct by the HDU
3. Improved visibility in the local and	General Administration and Support Services	<ul style="list-style-type: none"> ▪ Strengthening of linkages and visibility in the local and 	No. of collaborations with local and international HEIs and agencies thru MOAs/ MOUs/ correspondence	2	DCPIA, Colleges	Summary Report certified true and correct by the HDU

Note: CSC Memorandum Circular No. 6, s. 2012, p. 7 (Guidelines on the Establishment of Agency SPMS) provides that, “Unless the work output of a particular duty has been assigned pre-set standards by management, its standards shall be agreed upon by the supervisors and the ratees”. Thus, performance standards for core or support functions performed by employees that are not found in this Table of Reference shall be agreed upon by the supervisor and the employee.

KRA	Program	Projects/Activities	Performance Indicator	Detailed Information/ Minimum Target	Responsible Delivery Unit	Means of Verification (Supporting Document)
international environment		international arena ▪ Increasing and sustaining of public information ▪ Marketing of IFSU products and services	No. of proposals on local and international programs submitted for approval	1	DCPIA, Colleges	Summary Report certified true and correct by the HDU
			No. of inbound students/ staff for cultural and academic exchange and engagements	15	DCPIA, Colleges	Summary Report certified true and correct by the HDU
			No. of outbound students/ staff for cultural and academic exchange and engagements	5	DCPIA, Colleges	Summary Report certified true and correct by the HDU
			Timeliness of assistance rendered to international clients on documentation matters	On deadline (as per request)	DCPIA, Colleges	Summary Report certified true and correct by the HDU
			% of compliance to legal requirements on international affairs	80%	DCPIA, Colleges	Summary Report certified true and correct by the HDU
			Timeliness of profiling local and international partners	End of 4th quarter	DCPIA, Colleges	Summary Report certified true and correct by the HDU
			Timeliness of the submission of a comprehensive local and international visibility plan	End of 2nd quarter	DCPIA, Colleges	Summary Report certified true and correct by the HDU
			Timeliness of the submission of a communication plan for 2019	End of 2nd quarter	DCPIA, Colleges	Summary Report certified

Note: CSC Memorandum Circular No. 6, s. 2012, p. 7 (Guidelines on the Establishment of Agency SPMS) provides that, “Unless the work output of a particular duty has been assigned pre-set standards by management, its standards shall be agreed upon by the supervisors and the ratees”. Thus, performance standards for core or support functions performed by employees that are not found in this Table of Reference shall be agreed upon by the supervisor and the employee.

KRA	Program	Projects/Activities	Performance Indicator	Detailed Information/ Minimum Target	Responsible Delivery Unit	Means of Verification (Supporting Document)
						true and correct by the HDU
			Timeliness of release and distribution of the Footprints Publication	Last day of the following month	DCPIA, Colleges	Summary Report certified true and correct by the HDU
			Timeliness of release and circulation of special issues of the Footprints	End of the month	DCPIA, Colleges	Summary Report certified true and correct by the HDU
			Timeliness of release and circulation of special issues of the Footprints	End of the month	DCPIA, Colleges	Summary Report certified true and correct by the HDU
			Timeliness of production of short audio-visual clips showcasing IFSU activities	On deadline [as needed]	DCPIA, Colleges	Summary Report certified true and correct by the HDU
			Timeliness of updating IFSU’s social media accounts on IFSU local and international activities	2 days after the event	DCPIA, Colleges	Summary Report certified true and correct by the HDU
			Timeliness of packaging official reports for presentation	On deadline	DCPIA, Colleges	Summary Report certified true and correct by the HDU
			Timeliness of radio broadcasting (IFSU On Air)	Twice a week	DCPIA, Colleges	Summary Report certified

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KRA	Program	Projects/Activities	Performance Indicator	Detailed Information/ Minimum Target	Responsible Delivery Unit	Means of Verification (Supporting Document)
						true and correct by the HDU
			No. of clients (listeners) actively interacting with the radio program/ canned radio program (via text/ messenger message or call)	20	DCPIA, Colleges	Summary Report certified true and correct by the HDU
			Timeliness of the submission of standard templates for IFSU products & services, tarpaulins, announcements & reminders being posted in the IFSU Social Media Accounts	End of 2 nd quarter	DCPIA, Colleges	Summary Report certified true and correct by the HDU
			No. of products and services labeled and promoted in coordination with DIGP and other concerned offices	5	DCPIA, Colleges, DIGP	Summary Report certified true and correct by the HDU
4. Increased Income from IGP	General Administration and Support Services	<ul style="list-style-type: none"> ▪ Expansion of income generating capability of existing IGPs ▪ Review of land and other assets to maximize profit ▪ Formulation of investment plan ▪ Establishment of highly profitable enterprises through joint 	No. of review and updating of IGP policies conducted		DIGP	Summary Report certified true and correct by the HDU
			Timeliness of submission of proposed policies or amendments for approval		DIGP	Summary Report certified true and correct by the HDU
			No. of new feasible IGP projects established		DIGP	Summary Report certified true and correct by the HDU
			No. of MOAs with organizations		DIGP	Summary Report certified

Note: CSC Memorandum Circular No. 6, s. 2012, p. 7 (Guidelines on the Establishment of Agency SPMS) provides that, “Unless the work output of a particular duty has been assigned pre-set standards by management, its standards shall be agreed upon by the supervisors and the ratees”. Thus, performance standards for core or support functions performed by employees that are not found in this Table of Reference shall be agreed upon by the supervisor and the employee.

KRA	Program	Projects/Activities	Performance Indicator	Detailed Information/ Minimum Target	Responsible Delivery Unit	Means of Verification (Supporting Document)
		ventures, build-operate-transfer schemes, and other financial arrangements <ul style="list-style-type: none"> ▪ Intensive promotion and marketing of IFSU products ▪ Creation of employment opportunities to IFSU graduates and community people 				true and correct by the HDU
			No. of IGP sites identified to be included in the land use plan		DIGP	Summary Report certified true and correct by the HDU
			No. of Land use maps prepared and approved for DISD		DIGP	Summary Report certified true and correct by the HDU
			No. of lots leased covered with MOA		DIGP	Summary Report certified true and correct by the HDU
			No. of approved investment plan		DIGP	Summary Report certified true and correct by the HDU
			No. of feasibility study		DIGP	Summary Report certified true and correct by the HDU
			No. of trade fairs participated		DIGP	Summary Report certified true and correct by the HDU
			No. of promotional activities for IGP products		DIGP	Summary Report certified true and correct by the HDU

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KRA	Program	Projects/Activities	Performance Indicator	Detailed Information/ Minimum Target	Responsible Delivery Unit	Means of Verification (Supporting Document)
			No. of personnel from IFSU graduates and community people who are qualified which are hired in IGPs		DIGP	Summary Report certified true and correct by the HDU
5. Quality Human Resources	General Administration and Support Services	<ul style="list-style-type: none"> ▪ Formulation of Comprehensive Faculty and Staff Development Plan ▪ Formulation/Development of Succession Plan ▪ Implementation of health and wellness program of employees ▪ Enhancement of the PRAISE policy ▪ Improvement of systems and mechanisms in the four core areas of Human Resource Management: <ul style="list-style-type: none"> a) Recruitment, Selection, and 	Formulation/Development of Succession Plan	2 nd Quarter	DHRD	Summary Report certified true and correct by the HDU
			% of completion of requirements for PRIME-HRM Level II Status	100%	DHRD	Summary Report certified true and correct by the HDU
			No. of new health and wellness program implemented and sustained	End of 2 nd Quarter	DHRD	Summary Report certified true and correct by the HDU
			% of personnel hired who possess the competencies needed in the position	80%	DHRD	Summary Report certified true and correct by the HDU
			% of employees who have undergone competency-based LNA	100%	DHRD, DPIM	Summary Report certified true and correct by the HDU
			% of employees who attended SWTs related to their specialization/work	100%	DHRD	Summary Report certified true and correct by the HDU

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KRA	Program	Projects/Activities	Performance Indicator	Detailed Information/ Minimum Target	Responsible Delivery Unit	Means of Verification (Supporting Document)
		Promotion (RSP); b) Learning and Development (L&D); c) Performance Management (P&M); and d) Rewards and Recognition (R&R) ▪ Continuing professional growth and development program for teaching and non-teaching staff	No. of hours employees attended international SWTs	334-433	DHRD, Campuses	Summary Report certified true and correct by the HDU
			No. of hours employees attended national/regional SWTs	334-433	DHRD, Campuses	Summary Report certified true and correct by the HDU
			% of employees taking Doctorate degree who are granted study permits/scholarship are enrolled in one of the top 1000 universities in the Philippines or in a program with Level III accreditation status	100%	DHRD, Campuses	Summary Report certified true and correct by the HDU
			Timeliness of formulation of Comprehensive Faculty and Staff Development Plan	1 st Quarter	DHRD	Summary Report certified true and correct by the HDU
			% of completion of requirements for PRIME-HRM Level II Status	50%	DHRD	Summary Report certified true and correct by the HDU
			Timeliness of submission of SPMS related proposals/updating of SPMS policy	4 th Quarter	DHRD, DPIM	Summary Report certified true and correct by the HDU
			Timeliness of monitoring of IPCR submission	2 days after deadline	DHRD	Summary Report certified true and correct by the HDU
			a. Targets			

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KRA	Program	Projects/Activities	Performance Indicator	Detailed Information/ Minimum Target	Responsible Delivery Unit	Means of Verification (Supporting Document)
			b. Accomplished	2 days after deadline	DHRD	Summary Report certified true and correct by the HDU
			% of completion of requirements for PRIME-HRM Level II Status	90%	DHRD	Summary Report certified true and correct by the HDU
			Timeliness of submission to the President of updated/revised PRAISE internal guidelines for approval	2 nd Quarter	DHRD	Summary Report certified true and correct by the HDU
6. Tech4Dev	General Administration and Support Services	<ul style="list-style-type: none"> ▪ Establishment of an Integrated Information Systems of administrative processes/service 	% of end-users using the priority IS developed each year (specify each year)	30%	DPIM	Summary Report certified true and correct by the HDU

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KRA	Program	Projects/Activities	Performance Indicator	Detailed Information/ Minimum Target	Responsible Delivery Unit	Means of Verification (Supporting Document)
		<p>s and upgrading of infrastructure projects on ICT</p> <ul style="list-style-type: none"> ▪ ICT Standards: Licensing, copyrighting, and patenting of software developed ▪ Enhancement of the IFSU website ▪ Maintenance and upgrading of ICT facilities, local area network (LAN), communication systems and internet services ▪ Establishment of an ICT office and infrastructure, and a dedicated server for IFSU ▪ Refurbish/ Modernize facilities 	<p>Timeliness of completion of the following modules: (by order of priority) Integrated Information Systems</p> <p>A. MIS</p> <ol style="list-style-type: none"> 1. Profiling 2. Higher Education Reports 3. Research Management 4. Institutional Reports 5. Budget Annual Report 6. University Calendar event management 7. Electronic Bulletin Board 8. Document Tracking 9. Digital ICT asset manage (Phase 1) 10. Supplies and Inventory 11. Records system 12. Security 	2019	DPIM	Summary Report certified true and correct by the HDU
			<p>B. Academics</p> <ol style="list-style-type: none"> 1. SIAS <ol style="list-style-type: none"> 1.1 Admission Modules 1.2 Pre-Enlistment, and auto-advising 1.3 Class-scheduling Assistant (Dean and Registrar) Assessment 1.4 Instructor modules: Grade entry and Changing 1.5 Student Moule: Enrollment, Assessment, Grades, Evaluation and Accounts 	2019 4 th Q 2020-2022	DPIM	Summary Report certified true and correct by the HDU

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KRA	Program	Projects/Activities	Performance Indicator	Detailed Information/ Minimum Target	Responsible Delivery Unit	Means of Verification (Supporting Document)
			1.6 Parents Access Module 1.7 Teacher Evaluation 1.8 Payment 2. Learning Management 3. Unifast			
			% of software licensed/ copyrighted per year a. Operating Systems	10%	DPIM	Summary Report certified true and correct by the HDU
			b. Microsoft Office	10%	DPIM	Summary Report certified true and correct by the HDU
			% of planned content uploaded within the year	90%	DPIM	Summary Report certified true and correct by the HDU
			Basic module 100% functional	100%	DPIM	Summary Report certified true and correct by the HDU
			% of ICT facilities, LAN, communication and internet services upgraded	80%	DPIM	Summary Report certified true and correct by the HDU
			% of ICT facilities maintained	100%	DPIM	Summary Report certified

Note: CSC Memorandum Circular No. 6, s. 2012, p. 7 (Guidelines on the Establishment of Agency SPMS) provides that, "Unless the work output of a particular duty has been assigned pre-set standards by management, its standards shall be agreed upon by the supervisors and the ratees". Thus, performance standards for core or support functions performed by employees that are not found in this Table of Reference shall be agreed upon by the supervisor and the employee.

KRA	Program	Projects/Activities	Performance Indicator	Detailed Information/ Minimum Target	Responsible Delivery Unit	Means of Verification (Supporting Document)
						true and correct by the HDU
			% of ICT services acted on requested Job orders	90%	DPIM	Summary Report certified true and correct by the HDU
			% of CCTV installed on critical areas	90%	DPIM	Summary Report certified true and correct by the HDU
			Timeliness of submission of policy on CCTV for approval	2019	DPIM	Summary Report certified true and correct by the HDU
			No. of campuses with ICT office and infrastructure established	1	DPIM	Summary Report certified true and correct by the HDU
			No. of sports facilities modernized		DPES	Summary Report certified true and correct by the HDU
			% of preparation in the establishment of an online reservation system	97%	IGP, DPIM	Summary Report certified true and correct by the HDU
			No. of e-budgeting and e-NGAs acquired and installed		DFS	Summary Report certified true and correct by the HDU

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KRA	Program	Projects/Activities	Performance Indicator	Detailed Information/ Minimum Target	Responsible Delivery Unit	Means of Verification (Supporting Document)
			% of sub-website for OUBS established		OUBS	Summary Report certified true and correct by the HDU
			Timeliness of publication of BOR summary of decisions	Once a week	OUBS	Summary Report certified true and correct by the HDU
			No. of new facilities/ laboratories	3	DISD, DSSD	Summary Report certified true and correct by the HDU
7. Clean, Green, Safe, and GAD-responsive University environment	General Administration and Support Services	<ul style="list-style-type: none"> ▪ Formulation of Comprehensive Land Use Plan for IFSU ▪ Implementation of Clean and Green Program, Solid Waste Management Program, and other government advocacies ▪ Infrastructure and environment-related projects 	No. of Comprehensive Land Use Plan per campus		DGS, DEPC, DISD, DPIM	Summary Report certified true and correct by the HDU
			No. of agencies partnered with to ensure safe and peaceful campus		CA, DRRMO	Summary Report certified true and correct by the HDU
			No. of institutions visited for benchmarking		DGS, All units	Summary Report certified true and correct by the HDU
			% of waste management program established/conducted		DGS, DEPC, All Campuses	Summary Report certified true and correct by the HDU

Note: CSC Memorandum Circular No. 6, s. 2012, p. 7 (Guidelines on the Establishment of Agency SPMS) provides that, “Unless the work output of a particular duty has been assigned pre-set standards by management, its standards shall be agreed upon by the supervisors and the ratees”. Thus, performance standards for core or support functions performed by employees that are not found in this Table of Reference shall be agreed upon by the supervisor and the employee.

KRA	Program	Projects/Activities	Performance Indicator	Detailed Information/ Minimum Target	Responsible Delivery Unit	Means of Verification (Supporting Document)	
		compliance to national and international laws <ul style="list-style-type: none"> ▪ Mainstreaming of GAD in University PPAs and policies ▪ Formulation of Communication Plan/ Strategy for Risk Reduction and Disaster Management 	No. of landscaping and beautification plans implemented		DGS, DEPC, DISD, All Campuses	Summary Report certified true and correct by the HDU	
			% of clientele who rated as satisfactory:		DGS	Summary Report certified true and correct by the HDU	
				<ol style="list-style-type: none"> 1. Motorpool 2. Janitorial 3. Water Services 4. Electrical 5. Carpentry 			
				Timeliness of submission to the University President of proposed criteria for monitoring and evaluation of infrastructure for approval		DISD	Summary Report certified true and correct by the HDU
				% of completion of all infrastructure projects considering quality, cost, and duration: (list all name of the projects)		DISD	Summary Report certified true and correct by the HDU
				Timeliness of submission of GAD Plan and Budget		GARRC, GFPS	Summary Report certified true and correct by the HDU
				Timeliness of submission of GAD Accomplishment Report		DRD, DET, DSSD, DLS, DISD	Summary Report certified true and correct by the HDU
			No. of proposals on GAD research		GARRC, DRD	Summary Report certified	

Note: CSC Memorandum Circular No. 6, s. 2012, p. 7 (Guidelines on the Establishment of Agency SPMS) provides that, "Unless the work output of a particular duty has been assigned pre-set standards by management, its standards shall be agreed upon by the supervisors and the ratees". Thus, performance standards for core or support functions performed by employees that are not found in this Table of Reference shall be agreed upon by the supervisor and the employee.

KRA	Program	Projects/Activities	Performance Indicator	Detailed Information/ Minimum Target	Responsible Delivery Unit	Means of Verification (Supporting Document)
						true and correct by the HDU
			No. of IEC materials produced and distributed to stakeholders		GADRRC	Summary Report certified true and correct by the HDU
			% of collected sex-disaggregated data and in place in database		GADRRC	Summary Report certified true and correct by the HDU
			No. of SWTs on GAD conducted		GADRRC	Summary Report certified true and correct by the HDU
			No. of campuses with GAD corner		GADRRC GAD Chairperson/ Coordinator	Summary Report certified true and correct by the HDU
			No. of women trained		GADRRC, DET	Summary Report certified true and correct by the HDU
			% of GAD-attributed PPAs in Higher Education Program		DSSD	Summary Report certified true and correct by the HDU
			% of GAD-attributed PPAs in Research Program		DR, GADRRC	Summary Report certified

Note: CSC Memorandum Circular No. 6, s. 2012, p. 7 (Guidelines on the Establishment of Agency SPMS) provides that, “Unless the work output of a particular duty has been assigned pre-set standards by management, its standards shall be agreed upon by the supervisors and the ratees”. Thus, performance standards for core or support functions performed by employees that are not found in this Table of Reference shall be agreed upon by the supervisor and the employee.

KRA	Program	Projects/Activities	Performance Indicator	Detailed Information/ Minimum Target	Responsible Delivery Unit	Means of Verification (Supporting Document)
						true and correct by the HDU
			% of GAD-attributed PPAs in Extension Program		DET, GADRRC	Summary Report certified true and correct by the HDU
			% of GAD-attributed PPAs in General Administration and Support Services (GASS)		GADRRC	Summary Report certified true and correct by the HDU
			No. of agencies partnered with to ensure a safe campus		DRRM	Summary Report certified true and correct by the HDU
			% of awareness of DRRM among: a. employees b. students		DRRM	Summary Report certified true and correct by the HDU
			No. of DRRM IEC materials produced and distributed to stakeholders		DRRM	Summary Report certified true and correct by the HDU
			No. of SWTs on DRRM conducted		DRRM	Summary Report certified true and correct by the HDU
8. Conservation of the Cultural Heritage	General Administration and Support Services	▪ Intensive promotion of indigenous knowledge in	No. of administrative functions/area/PPA that promotes IKSP per department	1	All service departments under general administration	Summary Report certified true and correct by the HDU

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KRA	Program	Projects/Activities	Performance Indicator	Detailed Information/ Minimum Target	Responsible Delivery Unit	Means of Verification (Supporting Document)
		policies and practices				