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## **PART II**

# **PERFORMANCE STANDARDS FOR HEADS OF DELIVERY/ SERVICE UNITS**

Effective March 1, 2019

**PART II**  
**PERFORMANCE STANDARDS FOR HEADS OF DELIVERY/SERVICE UNITS**

This Table of Reference shall be used as reference by faculty and staff of the University in the preparation of their Individual Performance Commitment and Review (IPCR) reports.

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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 functions performed by employees that are not found in this Table of Reference shall be set and agreed upon by the supervisor and the employee.

**I. HDU or HSU who are Faculty Members**

HDUs and HSUs prepare their IPCR based on the following contents of their IPCR:

A. Functions:

1. Designation – The HDU or Hsu shall attach the assessed OPCR of the DU/SU being managed to his/her IPCR (Form 1 for Faculty member). The OPCR rating shall be transferred to the assessment box in the last page of the IPCR Form.
2. Faculty Functions – The HDU or HSU shall refer to Part III of this Table of Reference for his/her faculty functions and the Behavioral indicators.

B. Behavioral Indicators

Note: Use the IPCR Form 1 (For Faculty Members)

**II. HDU or HSU who are Non-Teaching Personnel**

The HDU or HSU shall transfer the OPCR rating of his/her DU/SU in the IPCR Form 2 (for non-teaching personnel) and attach the OPCR.