Republic of the Philippines
IFUGAO STATE UNIVERSITY
Lamut, Ifugao

PART III
PERFORMANCE STANDARDS FOR EMPLOYEES

Effective March 1, 2019

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.

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.

SECTION 1. HIGHER EDUCATION PROGRAM
This section contains the indicators and performance measures for employees whose functions relate to instruction like faculty members teaching in the undergraduate programs and employees in the academic service units.

Deliverables	Classification of Function a. SPF – Strategic Priority Functions b. CF- Core Functions c. SF- Support Function	Performance Measures	Performance Measures/Standards in terms of Quantity, Quality, and Timeliness			Responsible Units/ Individuals
			Quantity	Quality	Timeliness	
Prepare documents for accreditation/ program evaluation by AACCUP and CHED-COPC Prepare COD/ COE requirements	SPF	Submission of complete documents for accreditation on schedule set by authorities			5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to days after deadline 1 – 3 or more days after deadline	Dean, Program Chairperson or faculty assigned Assigned non-teaching personnel
Establishment of feedback mechanism systems and employability audit	SPF	Submission of completed tracer study with at least 30% of target population traced on set deadline.	5 – Traced 130% and above of the target population of the study 4 – 115-129% 3 – 100-114% 2 –51%-99% 1 –50% and below	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to days after deadline 1 – 3 or more days after deadline	Assigned faculty member Program Chairperson Dean/ College Secretary as needed

Deliverables	Classification of Function a. SPF – Strategic Priority Functions b. CF- Core Functions c. SF- Support Function	Performance Measures	Performance Measures/Standards in terms of Quantity, Quality, and Timeliness			Responsible Units/ Individuals
			Quantity	Quality	Timeliness	
Capacity building activities for the development of competencies and teaching learning methods	SPF	% of students needing capacity building activities recommended to the Dean	5 – 91-100% of students needing capacity building activities 4 – 80-90% 3-60-79% 2 – 40-59% 1 – less than 40%			
Prepare instructional materials	SPF	Submission of 1 IM approved by the College IM Committee	5 – 1 IM approved 1 – none		5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to days after deadline 1 – 3 or more days after deadline	Program Chairperson Faculty Members
Implementation of pre and post test activity	SPF	Submission of pre-test and post test			5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to days after deadline 1 – 3 or more days after deadline	
Improve quality teaching delivery	SPF	Rating from students evaluation		5 – Rating of 4.51 to 5.0 4 – Rating of 3.51 to 4.50 3 – Rating of 2.51 to 3.50 2 – Rating of 1.51 to 2.50 1 – Rating of less than 1.50		Program Chairperson All faculty members
		Rating from immediate supervisor		5 – Rating of 4.51 to 5.0 4 – Rating of 3.51 to 4.50 3 – Rating of 2.51 to 3.50 2 – Rating of 1.51 to 2.50		

Deliverables	Classification of Function a. SPF – Strategic Priority Functions b. CF- Core Functions c. SF- Support Function	Performance Measures	Performance Measures/Standards in terms of Quantity, Quality, and Timeliness			Responsible Units/ Individuals
			Quantity	Quality	Timeliness	
				1 – Rating of less than 1.50		
		No. of new alternative teaching-learning strategies/modalities to improve classroom delivery	5 – Complete (at least 1 per subject) 1 - Incomplete			
		No. of specialized training to improve teaching-learning to improve classroom delivery	5 – attended all SWTs as instructed or required by higher authorities/ as per learning and development plan 1- did not attend 1 or more of the required SWTs	5 –Submitted proposal in relation to the SWT attended and submitted report (with certificate) 4 – Echoed insights or lessons learned from the SWT attended and submitted report (with certificate) 3 – Submitted report (with certificate) on the SWT attended 2 – Submitted documentation 1 – Submitted certificate only Note: Submission of report (with certificate) to HRD, cc campus HRD and immediate supervisor)	5 – submitted required documents within 5 working days upon return 4 - submitted required documents 6 to 8 working days upon return 3 - submitted required documents 9-11 working days upon return 2 - submitted required documents 12 to 14 working days upon return 1 – submitted 15 days or more	
		Utilization of virtual learning facilities/LCD projector/Laboratory in the teaching learning processes	5- 100% complete (All subjects) 1- Incomplete			

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			Quantity	Quality	Timeliness	
		Submission of outcome-based and updated syllabi in all the assigned subjects on deadline	5 – 100% of the assigned subjects 1 – Less than the total number of subjects assigned	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to days after deadline 1 – 3 or more days after deadline	Program Chairperson Faculty members
		Submission of assessment report on instruction-support facilities or proposal for consideration in the Budget Proposal/APP on schedule.			5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to days after deadline 1 – 3 or more days after deadline	
		No. of subjects geared towards cultural heritage	5- 1 or more subjects 1- 0 or none			
Develop, Review, and/or Update Curricula	SPF	Submission of proposal for revised/updated curricula 3 days before the Academic Council Meeting			5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to days after deadline 1 – 3 or more days after deadline	Dean, Program Chairperson or Faculty assigned,
Prepare and maintain the following: (a) Workload	CF/SF	Submission of individual workload	5-complete 1-incomplete	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors	5 – 3 or more days before deadline 4 – 1 to 2 days before deadline	Faculty Members Dean/ College Secretary as needed Program Chairperson

Deliverables	Classification of Function a. SPF – Strategic Priority Functions b. CF- Core Functions c. SF- Support Function	Performance Measures	Performance Measures/Standards in terms of Quantity, Quality, and Timeliness			Responsible Units/ Individuals
			Quantity	Quality	Timeliness	
				1 – with 4 or more errors	3 – on set deadline 2 – 1 to days after deadline 1 – 3 or more days after deadline	
(b) Grading sheets	CF/SF	Submitted accurate and complete Grading Sheets as scheduled (With e-copy for campuses with system)	5 – 100% of the assigned subjects 1 – Less than the total number of subjects assigned	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to days after deadline 1 – 3 or more days after deadline	Program Chairperson Faculty members
Submission of Classroom Outputs	CF/SF	Submission of Classroom Outputs such as: - TOS - Exam (Test Question) - Sample student outputs	5 – 100% of the assigned subjects 1 – Less than the total number of subjects assigned	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5- 3 or more days before set deadline 4 – 1 to 2 days 3 – on set deadline 2 – 1 to 2 days after set deadline 1 – 3 or more days after set deadline	Program Chairperson Faculty members
Student Evaluation Report/Summary	SPF	Preparation/Submission of student evaluation report/summary to the OVPAA and OCA.	5 – 100% of faculty members evaluated 1 – some faculty members not evaluated		5 – on set schedule 4 – 1 day after set schedule 3 – 2 days 2 – 3 days 1 – 4 days	Guidance Counselor/Staff
Attend trainings and seminars for faculty development	SPF	Attendance to Seminars, Workshops, Trainings and Conferences for faculty development within the year Note: for Non-specialized trainings	5 – 1 or more (whether local or national) 1- 0 or none	5 –Submitted proposal in relation to the SWT attended and submitted report (with certificate) 4 – Echoed insights or lessons learned from the SWT attended and submitted report (with certificate)	5 – submitted required documents within 5 working days upon return 4 - submitted required documents 6 to 8 working days upon return 3 - submitted required documents 9-11 working days upon return	Program Chairperson/Deans Faculty members

Deliverables	Classification of Function a. *SPF – Strategic Priority Functions* b. *CF- Core Functions* c. *SF- Support Function*	Performance Measures	Performance Measures/Standards in terms of Quantity, Quality, and Timeliness			Responsible Units/ Individuals
			Quantity	Quality	Timeliness	
				3 – Submitted report (with certificate) on the SWT attended 2 – Submitted documentation 1 – Submitted certificate only Note: Submission of report (with certificate) to HRD, cc campus HRD and immediate supervisor)	2 - submitted required documents 12 to 14 working days upon return 1 – submitted 15 days or more	
Prepare ISO-aligned QMS documents in accordance to the requirements of the IATF	SPF	No. of ISO aligned procedures prepared and submitted for approval on set deadline		5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to days after deadline 1 – 3 or more days after deadline	Assigned personnel in the concerned office

SECTION 2. ADVANCED EDUCATION PROGRAM
Note: Pls. refer to appropriate indicators from section 3-Research Program and section 1- Higher Education Program

SECTION 3- RESEARCH PROGRAM
This section contains the indicators and performance measures for employees whose functions relate to research like faculty members and employees in the research services.

Deliverables	Classification of Function *SPF – Strategic Priority Functions* **CF- Core Functions** **SF- Support Function**	Performance Measures	Performance Measures/Standards in terms of Quantity, Quality, and Timeliness			Responsible Units/ Individuals
			Quantity	Quality	Timeliness	
Attend SWTs for staff development (internal or external SWTs)	SPF	Attendance to SWT for RD personnel development within the year	5 – 1 or more (local, regional, national, international) 1- 0 or none	5 –Submitted proposal in relation to the SWT attended and submitted report (with certificate) 4 – Echoed insights or lessons learned from the SWT attended and submitted report (with certificate) 3 – Submitted report (with certificate) on the SWT attended 2 – Submitted documentation 1 – Submitted certificate only Note: Submission of report (with certificate) to HRD, cc campus HRD and immediate supervisor)	5 – submitted required documents within 5 working days upon return 4 - submitted required documents 6 to 8 working days upon return 3 - submitted required documents 9-11 working days upon return 2 - submitted required documents 12 to 14 working days upon return 1 – submitted 15 days or more	RD personnel
Prepare proposals for review and implementation	SPF	Submission of proposals according to the required teaching load per Policy-Guideline 65, s. 2015 for review and acceptance by the URC on set deadline		(If only one proposal) 5 – URC favorably accepted the proposal 4 – URC accepted the proposal but with minor revisions	5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to 2 days after deadline	Faculty researchers

				3 – URC accepted the proposal but with major revisions 2 – URC deferred the proposal 1 – URC rejected the proposal (If more than one proposal) 5 – URC favorably accepted all the proposals 4 – URC accepted all proposals but with minor revisions 3 – URC accepted all proposals but with major revisions or accepted some proposals with minor revisions 2 – URC deferred/rejected some proposals 1 – URC rejected all the proposals	1 – 3 or more days after deadline	
Implement approved researches	SPF	Completion of the research/es within the prescribed timeframe		5- no recommendations for further improvement 4- with 1 recommendation 3 – with 2 recommendation 2-with 3 recommendation 1 – with 4 or more recommendations Note: Based on the AIH Review of completed researches	5 – 1 month before end of the timeframe 4- 2 weeks before end of the timeframe 3 – within the timeframe 2- within 2 weeks after end of the timeframe 1 – beyond 2 weeks after end of the timeframe	Faculty researcher
Publish and present research outputs	SPF	Publication of research output within two years after completion		5 – Published in CHED-recognized international journal	5 – within first six months after completion of the study	Faculty researcher

				(ISI/Scopus/Thompson /Reuters/Elsevier/May journal) 4 –national journal 3- regional journal 2 – university 1 – other journals not CHED-recognized	4 – within six months to 12 months 3 – within 13 to 18 months after completion 2-19 to 24 months 1 – beyond two years (or 25 months above) after completion	
	SPF	Presentation of research output in fora/ conference within two years		5 – Presented in international conference 4 –national conference 3- regional conference 2 – university conference 1 – college	5 – within first six months after completion of the study 4 – within six months to 12 months 3 – within 13 to 18 months after completion 2-19 to 24 months 1 – beyond two years (or 25 months above) after completion	Faculty researcher
Prepare documents needed for submission of utility models/ inventions for patenting and or copyrighting	SPF	Submission of invention or utility models for patenting and or copyrighting		5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to 2 days after deadline 1 – 3 or more days after deadline	RD Personnel

SECTION 4- EXTENSION PROGRAM
This section contains the indicators and performance measures for employees whose functions relate to extension services like faculty members and employees in the extension services.

Deliverables	Classification of Function a. *SPF – Strategic Priority Functions* b. *CF- Core Functions* c. *SF- Support Function*	Performance Measures	Performance Measures/Standards in terms of Quantity, Quality, and Timeliness			Responsible Units/ Individuals
			Quantity	Quality	Timeliness	
Conduct training needs assessment	SPF	Submission of TNA report on set schedule			5 – Submits report 3 days or more before the due date 4 – within 1-2 days before the due date 3 – on due date 2 – within 1-2 days after the due date 1 – within 3 or more days after due date	Faculty/Extension Coordinator ET personnel
Package information and technologies	SPF	Packaging and reproduction of information and technology on set schedule	5 – Achieved 130% of set target 4 – 115-129% 3 – 100-114% 2 –51%-99% 1 –50% and below		5 – Package and or reproduce information and technology 3 days before set schedule 4 – within 1-2 days before the due date 3 – on due date 2 – within 1-2 days after the due date 1 – within 3 or more days after due date	Faculty/Extension Coordinator ET personnel
Implement extension projects	CF/SF	Submission of project/ activity proposals for extension on set schedule	5 – Achieved 130% of set target 4 – 115-129% 3 – 100-114% 2 –51%-99% 1 –50% and below	5 – accepted by the Review Committee with no revision 4 – accepted with minor revision 3 – deferred due to factors beyond the control of the proponent 2 – deferred due to factors controllable by the proponent	5 – Submits proposal 3 days or more before the due date 4 – within 1-2 days before the due date 3 – on due date 2 – within 1-2 days after the due date 1 – within 3 or more days after due date	Faculty/Extension Coordinator ET personnel

Deliverables	Classification of Function a. SPF – Strategic Priority Functions b. CF- Core Functions c. SF- Support Function	Performance Measures	Performance Measures/Standards in terms of Quantity, Quality, and Timeliness			Responsible Units/ Individuals
			Quantity	Quality	Timeliness	
				1 – no submission		
	CF/SF	Submission of terminal report for extension projects implemented 1 week after the conduct of extension activity (Submission to concerned College Extension Coordinator/Campus Chairperson/ RDET)		5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 – Submits 3 days or more before the due date 4 – within 1-2 days before the due date 3 – on due date 2 – within 1-2 days after the due date 1 – within 3 or more days after due date 2 – within	Faculty/Extension Coordinator ET Personnel
Implement viable demo projects with ROI/ROR	SPF	Regular monitoring of viable demo projects with ROI/ROR on set schedule	5 – 100% of the projects with ROI/ROR 1 – less than the total number of projects with ROI/ROR		5 –3 days or more before the due date 4 – within 1-2 days before the due date 3 – on due date 2 – within 1-2 days after the due date 1 – within 3 or more days after due date	ET personnel
Conduct extension trainings	SPF	Submission of proposals for extension trainings	5 – Achieved 130% of set target 4 – 115-129% 3 – 100-114% of set targets 2 –51%-99% 1 –50% and below	5 – accepted by the Review Committee with no revision 4 – accepted with minor revision 3 – deferred due to factors beyond the control of the proponent 2 – deferred due to factors controllable by the proponent 1 – no submission	5 – Submits proposal 3 days or more before the due date 4 – within 1-2 days before the due date 3 – on due date 2 – within 1-2 days after the due date 1 – within 3 or more days after due date	ET personnel Faculty/Extension Coordinator
Provide technical advice/advisory services	SPF	Submission of report on technical advisory			5 – Submits report 3 days or more before the due date	Faculty/Extension Coordinator

Deliverables	Classification of Function a. *SPF – Strategic Priority Functions* b. *CF- Core Functions* c. *SF- Support Function*	Performance Measures	Performance Measures/Standards in terms of Quantity, Quality, and Timeliness			Responsible Units/ Individuals
			Quantity	Quality	Timeliness	
		services on set schedule			4 – within 1-2 days before the due date 3 – on due date 2 – within 1-2 days after the due date 1 – within 3 or more days after due date	
Link with other agencies for resource-sharing/externally-funded projects and assist LGUs in development planning	SPF	Submission of at least one (1) proposal for new partnership/linkage with other agencies/for externally-funded projects and assistance to LGUs in development planning on set schedule	5 – Achieved 130% of set target 4 – 115-129% 3 – 100-114% of set target 2 –51%-99% 1 –50% and below		5 – Submits 3 days or more before the due date 4 – within 1-2 days before the due date 3 – on due date 2 – within 1-2 days after the due date 1 – within 3 or more days after due date	ET personnel Faculty/Extension Coordinator
Attend SWTs for staff development	SPF	Attendance to SWT for ET personnel development	5 – 1 or more (whether local or national) 1- 0 or none	5 –Submitted proposal in relation to the SWT attended and submitted report (with certificate) 4 – Echoed insights or lessons learned from the SWT attended and submitted report (with certificate) 3 – Submitted report (with certificate) on the SWT attended 2 – Submitted documentation 1 – Submitted certificate only	5 – submitted required documents within 5 working days upon return 4 - submitted required documents 6 to 8 working days upon return 3 - submitted required documents 9-11 working days upon return 2 - submitted required documents 12 to 14 working days upon return 1 – submitted 15 days or more	ET personnel Faculty/Extension Coordinator

Deliverables	Classification of Function a. *SPF – Strategic Priority Functions* b. *CF- Core Functions* c. *SF- Support Function*	Performance Measures	Performance Measures/Standards in terms of Quantity, Quality, and Timeliness			Responsible Units/ Individuals
			Quantity	**Quality**	**Timeliness**	
				Note: Submission of report (with certificate) to HRD, cc campus HRD and immediate supervisor)		

SECTION 5- SUPPORT TO OPERATIONS

This section contains the indicators and performance measures for employees whose main functions relate to academic services in support to instruction such as those in the service departments under the OVP-Academic Affairs and other delivery units.

Deliverables	Classification of Function a. SPF – Strategic Priority Functions b. CF- Core Functions c. SF- Support Function	Performance Measures	Performance Measures/Standards in terms of Quantity, Quality, and Timeliness			Responsible Units/ Individuals
			Quantity	Quality	Timeliness	
Submit report on client satisfaction survey on student services	SPF	Submission of completed and accurate Client Satisfaction Survey Report on schedule			5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to days after deadline 1 – 3 or more days after deadline	Personnel in-charge (office clerk/assistant)
Enrolment/Registration						
• Facilitate enrolment processes	CF/SF	100% of Enrolment form filled out correctly upon enrolment		5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors		Registrar's office personnel College Deans, Chairpersons Guidance office personnel
• Encode Grading Sheets submitted by professors	CF/SF	100% Grading Sheet are encoded in the SIAS		5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 -GS received & encoded 5 days after the exam 4-GS received and encoded 6 days after the exam 3- GS received and encoded 7 days after exam 2-GS received and encoded 8 days after exam 1 – GS receive and encoded 9 days and above after exam	Registrar Office personnel
• Evaluate Grades and documents of graduating students	CF/SF	Graduating Students are evaluated on scheduled date		5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5- evaluate student in 5 minutes 4-evaluated students in 6 to 10 minutes 3- evaluated students in 11-15 minutes	Registrar Office personnel

Deliverables	Classification of Function a. SPF – Strategic Priority Functions b. CF- Core Functions c. SF- Support Function	Performance Measures	Performance Measures/Standards in terms of Quantity, Quality, and Timeliness			Responsible Units/ Individuals
			Quantity	Quality	Timeliness	
					2-evaluated students in 16 to 20 minutes 1 – evaluated beyond 20 minutes	
• Prepare and issue certificate of:						
a. Grades:	CF/SF	Prepared and issued certificate of grades		5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 – within the day of receipt of request 4 – within 1 day after receipt 3 – within 2 days after receipt 2 – within 3 days after 1 – more than 4 days	Registrar Office personnel
b. Enrolment	CF/SF	Prepared and issued certificate of enrolment		5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 – within the day of receipt of request 4 – within 1 day after receipt 3 – within 2 days after receipt 2 – within 3 days after 1 – more than 4 days	Registrar Office personnel
c. Earned Units;	CF/SF	Prepared and issued certificate of earned units		5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 – within the day of receipt of request 4 – within 1 day after receipt 3 – within 2 days after receipt 2 – within 3 days after 1 – more than 4 days	Registrar Office personnel
d. General Weighted Average (GWA)	CF/SF	Prepared and issued certificate of GWA		5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 – within the day of receipt of request 4 – within 1 day after receipt 3 – within 2 days after receipt 2 – within 3 days after 1 – more than 4 days	Registrar Office personnel
e. Certification, Authentication, and verification (CAV) – for Red ribbon of School credentials;	CF/SF	Prepared and issued certificate of CAV		5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors	5 – within the day of receipt of request 4 – within 1 day after receipt 3 – within 2 days after receipt 2 – within 3 days after	Registrar Office personnel

Deliverables	Classification of Function a. SPF – Strategic Priority Functions b. CF- Core Functions c. SF- Support Function	Performance Measures	Performance Measures/Standards in terms of Quantity, Quality, and Timeliness			Responsible Units/ Individuals
			Quantity	Quality	Timeliness	
				1 – with 4 or more errors	1 – more than 4 days	
f. Undertaking:	CF/SF	Prepared and issued certificate of undertaking		5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 – within the day of receipt of request 4 – within 1 day after receipt 3 – within 2 days after receipt 2 – within 3 days after 1 – more than 4 days	Registrar Office personnel
g. Graduation	CF/SF	Prepared and issued certificate of graduation		5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 – within the day of receipt of request 4 – within 1 day after receipt 3 – within 2 days after receipt 2 – within 3 days after 1 – more than 4 days	Registrar Office personnel
• Verifications of student's records requested by other agencies	CF/SF	Students' records verified as requested by other agencies		5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 – within the day of receipt of request 4 – within 1 day after receipt 3 – within 2 days after receipt 2 – within 3 days after 1 – more than 4 days	Registrar Office personnel
• Generation of reports on enrollment, graduation data for internal use	CF/SF	Accuracy of the reports		5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 – within the day of receipt of request 4 – within 1 day after receipt 3 – within 2 days after receipt 2 – within 3 days after 1 – more than 4 days	Registrar Office personnel
• Authentication of TOR and Diploma	CF/SF	TOR and diploma authenticated		5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 – within the day of receipt of request 4 – within 1 day after receipt 3 – within 2 days after receipt 2 – within 3 days after 1 – more than 4 days	Registrar Office personnel
• Encoding and printing of class schedule	CF/SF	100% class schedule are encoded and printed for distribution to Deans		5- no error 4- with 1 error 3 – with 2 errors	5 – within the day of receipt of request 4 – within 1 day after receipt	Registrar Office personnel

Deliverables	Classification of Function a. SPF – Strategic Priority Functions b. CF- Core Functions c. SF- Support Function	Performance Measures	Performance Measures/Standards in terms of Quantity, Quality, and Timeliness			Responsible Units/ Individuals
			Quantity	Quality	Timeliness	
				2-with 3 errors 1 – with 4 or more errors	3 – within 2 days after receipt 2 – within 3 days after 1 – more than 4 days	
• Evaluate required enrolment documents	CF/SF	100% of enrolment documents accepted are complete and correct upon receipt		5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 – within the day of receipt of request 4 – within 1 day after receipt 3 – within 2 days after receipt 2 – within 3 days after 1 – more than 4 days	Registrar's office personnel College Deans, Chairpersons Guidance office personnel
• Facilitate enrolment processes	CF/SF	100% of Enrolment Form filled out correctly upon enrolment		5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	NA	Registrar's office personnel College Deans, Chairpersons Guidance office personnel
Library Services						
• Purchasing of books	CF/SF	Purchased books according to specifications	5-130% and above the target 4-115-129% 3-100-114% 2-51-99% 1-50% and below			Library personnel
• Subscription of periodicals/e-journals	CF/SF	Submission of request for subscription of periodicals/ e-journals	5-130% and above the target 4-115-129% 3-100-114% 2-51-99% 1-50% and below			Library personnel
• Cataloguing, classifying and inputting of books in the library database	CF/SF	Catalogued, classified, and inputted books in the library database	5– 100% of the materials properly catalogued, classified and inputted 1-below 100%	5– no error 4-with 1 error 3-with 2 errors 2-with 3 errors 1-with 4 errors		Library personnel

Deliverables	Classification of Function a. SPF – Strategic Priority Functions b. CF- Core Functions c. SF- Support Function	Performance Measures	Performance Measures/Standards in terms of Quantity, Quality, and Timeliness			Responsible Units/ Individuals
			Quantity	Quality	Timeliness	
• Download e-journals and prepared hard and e-copy	CF/SF	Downloaded e-journals and prepared hard and e-copy	5-130% and above the target 4-115-129% 3-100-114% 2-51-99% 1-50% and below			Library personnel
• Inventory of library resources	CF/SF	Library resources inventoried	5– 100% of the materials properly catalogued, classified and inputted 1-below 100%			Library personnel
• Linkaging for library resources	SPF	a) MOUs/MOAs signed/maintained for library resources within the rating period b) Donations acquired within the rating period	5-130% and above the target 4-115-129% 3-100-114% 2-51-99% 1-50% and below			Library personnel
• Issue library borrowers' card	CF/SF	Library borrowers' card issued to clients/customers	5-100% of freshmen and transferees 1-below 100%		5-immediately 4-within 5 minutes 3-within 10 minutes 2-within 15 minutes 1-after 15 minutes	Library personnel
• Orient freshmen on library rules	CF/SF	Freshmen oriented on library rules	5-100% of information given 1-below 100%			Library personnel
• Manage promotional activities	CF/SF	Promotional activities provided within the rating period	5-130% and above the target 4-115-129% 3-100-114% 2-51-99% 1-50% and below			Library personnel

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			Quantity	Quality	Timeliness	
• System development for library services	SPF	Submission of proposal for system development	5- fully implemented 4- functional but not implemented 3- functional with minor revision 2- functional with major revision 1-total revision			Library personnel
• Monitor library entry of students and clients	CF/SF	Monitoring of library users	5-100% of library users monitored 1-below 100%	5– no error 4-with 1 error 3-with 2 errors 2-with 3 errors 1-with 4 errors	5 – daily 4 – 1 to 2 days before deadline 3 – daily 2 – 1 to 2 days after deadline 1 – 3 or more	Library personnel
• Library reference assistance/ guidance	CF/SF	a) Request for assistance on borrowing of materials acted upon b) Request for assistance of computer use for research		Client's Rating: 5 – Outstanding 4 – Very Satisfactory 3 – Satisfactory 2 – Poor 1 – Very Poor		Library personnel
Student Services and Development • Guidance and Counseling services	CF/SF	Career placement: Activities for career placement conducted	5-Graduating students from all (100%) of the programs 1-below 100%		5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to 2 days after deadline 1 – 3 or more days after deadline	DSSD personnel
		Students for counseling served on time		Client's Rating: 5 – Outstanding 4 – Very Satisfactory 3 – Satisfactory	5 – 3 or more days before deadline 4 – 1 to 2 days before deadline	DSSD personnel

Deliverables	Classification of Function a. SPF – Strategic Priority Functions b. CF- Core Functions c. SF- Support Function	Performance Measures	Performance Measures/Standards in terms of Quantity, Quality, and Timeliness			Responsible Units/ Individuals
			Quantity	Quality	Timeliness	
				2 – Poor 1 – Very Poor	3 – on set deadline 2 – 1 to 2 days after deadline 1 – 3 or more days after deadline	
• Student housing services	CF/SF	Submission of request or proposal for improvement of student housing services		(rating is moved to implementation)	5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to 2 days after deadline 1 – 3 or more days after deadline	DSSD personnel
	CF/SF	Monitors and evaluates occupants activities, programs and projects	5-Semi-monthly monitoring report submitted 3-Monthly monitoring report submitted 1-No report submitted	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to 2 days after deadline 1 – 3 or more days after deadline	DSSD personnel/ House Parent/ Dorm Matron
	CF/SF	Implement development plan for occupants	5-100% of proposed improvements implemented 3-80% of proposed improvements implemented 1-50% of proposed improvements implemented	Client's Rating: 5 – Outstanding 4 – Very Satisfactory 3 – Satisfactory 2 – Poor 1 – Very Poor		DSSD personnel/ House Parent/ Dorm Matron
• Student publication	CF/SF	Distribution of student paper	5-100% of the student population and major offices given copies of the publication	Client's Rating: 5 – Outstanding 4 – Very Satisfactory 3 – Satisfactory 2 – Poor 1 – Very Poor	5 – 3 or more days before deadline 4 – 1 to 2 days before deadline	DSSD personnel

Deliverables	Classification of Function a. SPF – Strategic Priority Functions b. CF- Core Functions c. SF- Support Function	Performance Measures	Performance Measures/Standards in terms of Quantity, Quality, and Timeliness			Responsible Units/ Individuals
			Quantity	Quality	Timeliness	
			4-90-100% of the population given copy of the publication 3-75%to 89% of the student population 2-50 to 74% of the student population 1-less than 50%		3 – on set deadline (1 week before the final exam of the graduating class) 2 – 1 to 2 days after deadline 1 – 3 or more days after deadline	
	CF/SF	Attendance to school press conferences/ competitions	5-National Level 3-Regional Level 1-None	5- 7 regional awards/ 1 national award 4- 5 regional awards 3-3 regional awards 2-1 regional award 1-no awards		DSSD personnel/ School Paper Adviser
• Services to Student organizations	CF/SF	Activities conducted for the student organizations	5-130% and above the target 4-115-129% 3-100-114% 2-51-99% 1-50% and below		5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to 2 days after deadline 1 – 3 or more days after deadline	DSSD personnel
• Scholarship Services	CF/SF	Submission of monitoring report from the monitoring activities			5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to 2 days after deadline 1 – 3 or more days after deadline	DSSD personnel/ Scholarhip-in-Charge
	CF/SF	Submission of billing reports to funding agency/ individual			5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline	DSSD personnel/ Scholarhip-in-Charge

Deliverables	Classification of Function *a. SPF – Strategic Priority Functions* *b. CF- Core Functions* *c. SF- Support Function*	Performance Measures	Performance Measures/Standards in terms of Quantity, Quality, and Timeliness			Responsible Units/ Individuals
			Quantity	Quality	Timeliness	
					2 – 1 to 2 days after deadline 1 – 3 or more days after deadline	
• Alumni affairs	SPF	Coordination with partner-agencies/individuals for student scholarship	5-100% of partner-agencies/individuals for scholarship 1-below 100%			DAA personnel
	SPF	Updating of Alumni directory (based on the completed tracer study)	5-95-100% of the graduates traced 1-below 100%		5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to 2 days after deadline 1 – 3 or more days after deadline	DAA personnel
Socio-Cultural Services • Performing Arts and Literary groups	SPF	Presented cultural shows to school and outside activities	5-presented 5 shows within the school/2 shows outside 4-presented 3 shows within the school/ 1 show outside 3-presented 2 shows within the school 2-presented 1 show within the school 1-no presentation		5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to 2 days after deadline 1 – 3 or more days after deadline	DSSD personnel/Socio-Cultural personnel
• Competition	SPF	Selected performers for Regional/National competition			5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to 2 days after deadline	DSSD personnel/Socio-Cultural personnel

Deliverables	Classification of Function a. *SPF – Strategic Priority Functions* b. *CF- Core Functions* c. *SF- Support Function*	Performance Measures	Performance Measures/Standards in terms of Quantity, Quality, and Timeliness			Responsible Units/ Individuals
			Quantity	Quality	Timeliness	
					1 – 3 or more days after deadline	
	SPF	Socio-cultural competitions participated in a year	5-130% and above the targeted number of competitions 4-115-129% 3-100-114% (3-local, regional, national) 2-51-99% 1-50% and below		5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to 2 days after deadline 1 – 3 or more days after deadline	DSSD personnel/Socio-Cultural personnel
	SPF	Number of participants	5-100% of the selected participants 1-below 100%			
• Museum	SPF	Promoted the museum	5-130% and above the target on the number of guests/visitors 4-115-129% 3-100-114% 2-51-99% 1-50% and below	Client's Rating: 5 – Outstanding 4 – Very Satisfactory 3 – Satisfactory 2 – Poor 1 – Very Poor	5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to 2 days after deadline 1 – 3 or more days after deadline	DLS personnel/DSCA personnel
	SPF	Preserved/Maintained artifacts	5-100% of the artifacts collected preserved and maintained 1-below 100%			DLS personnel/DSCA personnel
	SPF	New artifacts collected	5-130% and above the target on the number of guests/visitors 4-115-129% 3-100-114% 2-51-99% 1-50% and below		5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to 2 days after deadline 1 – 3 or more days after deadline	DLS personnel/DSCA personnel
Sports Development						

Deliverables	Classification of Function a. *SPF – Strategic Priority Functions* b. *CF- Core Functions* c. *SF- Support Function*	Performance Measures	Performance Measures/Standards in terms of Quantity, Quality, and Timeliness			Responsible Units/ Individuals
			Quantity	Quality	Timeliness	
• Athletic Meets	CF/SF	Athletic competitions participated in a year	5-130% and above the targeted number of competitions 4-115-129% 3-100-114% (3-local, regional, national) 2-51-99% 1-50% and below		5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to 2 days after deadline 1 – 3 or more days after deadline	Coach, Coordinator
	CF/SF	Conduct try-outs and trainings:			5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to 2 days after deadline 1 – 3 or more days after deadline	Coach, Coordinator
	CF/SF	Place in the competitions: a. regional		5-1st place in the event 4-2nd place 3-3rd place 2-4th place 1-5th place and lower		Coach
	CF/SF	b. national		5-1st place in the event 4-2nd place 3-3rd place 2-4th place 1-5th place and lower		Coach
NSTP – ROTC/CWTS • ROTC Trainings	CF/SF	Conduct training activities	5-130% and above the targeted number of outreach programs 4-115-129% 3-100-114% 2-51-99% 1-50% and below		5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to 2 days after deadline 1 – 3 or more days after deadline	NSTP director, coordinator, instructors

Deliverables	Classification of Function a. SPF – Strategic Priority Functions b. CF- Core Functions c. SF- Support Function	Performance Measures	Performance Measures/Standards in terms of Quantity, Quality, and Timeliness			Responsible Units/ Individuals
			Quantity	Quality	Timeliness	
• Outreach programs	CF/SF	Conduct outreach programs	5-130% and above the targeted number of outreach programs 4-115-129% 3-100-114% 2-51-99% 1-50% and below	Client's Rating: 5 – Outstanding 4 – Very Satisfactory 3 – Satisfactory 2 – Poor 1 – Very Poor	5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to 2 days after deadline 1 – 3 or more days after deadline	NSTP director, coordinator, instructors
• Tree-planting activities	CF/SF	Conduct of tree-planting activities (students and employees)	5-130% and above the targeted number of tree-planting activities 4-115-129% 3-100-114% 2-51-99% 1-50% and below		5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to 2 days after deadline 1 – 3 or more days after deadline	NSTP director, coordinator, instructors
	CF/SF	Submission of monitoring and evaluation report	5-annual monitoring report submitted 1-no report submitted	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to 2 days after deadline 1 – 3 or more days after deadline	NSTP director, coordinator, instructors
Capacity Development/OJT						
International Relations						
Processing of TOR and Diploma of foreign students at the Department of Foreign Affairs/Foreign Embassy for authentication	SPF	Authenticated TOR and Diploma of foreign students by the DFA		5 - with no error 4 - with 1 error 3 - with 2 errors 2 - with 3 errors 1 - with 4 or more errors	5 - within 10 days after receipt of request 4 - within 11-12 days after receipt of request 3 - within 13-15 days after receipt of request 2 - within 16-18 days after receipt of request	DCPIA Personnel

Deliverables	Classification of Function a. SPF – Strategic Priority Functions b. CF- Core Functions c. SF- Support Function	Performance Measures	Performance Measures/Standards in terms of Quantity, Quality, and Timeliness			Responsible Units/ Individuals
			Quantity	Quality	Timeliness	
					1 - more than 18 days after receipt of request	
Processing of foreign students' documents at the Bureau of Immigration	SPF	Application for Special Study Permits, waivers of extension of stay, tourist ACR I-Card		5 - with no error 4 - with 1 error 3 - with 2 errors 2 - with 3 errors 1 - with 4 or more errors	5 - within 3 days after receipt of request 4 - within 4 days after receipt of request 3 - within 5 days after receipt of request 2- within 6 days after receipt of request 1- more than 6 days after receipt of request	DCPIA Personnel
	SPF	Application for the conversion of temporary visas to 9(f) student visa and for foreign student ACR I-Card		5 - with no error 4 - with 1 error 3 - with 2 errors 2 - with 3 errors 1 - with 4 or more errors	5 - within 3 days after receipt of request 4 - within 4 days after receipt of request 3 - within 5 days after receipt of request 2- within 6 days after receipt of request 1- more than 6 days after receipt of request	DCPIA Personnel
Benchmarking and collaboration with HEIs and agencies locally and abroad	SPF	No. of local and international HEIs and agencies collaborated with	5 - 3 or more HEIs/agencies 3 - 2 HEIs/agencies 1 - 1 HEIs/agencies			DCPIA Personnel
Orientations on international activities/ events/ programs of the university	SPF	No. of orientations planned or conducted	5 - 3 or more orientations 3 - 2 orientations 1 - 1 orientation			DCPIA Personnel
Recruitment, selection, invitation, and assistance to international students/faculty/staff	SPF	No. of outbound students	5 - 3 or more outbound students 3 - 2 outbound students 1 - 1 outbound student			DCPIA Personnel and Colleges

Deliverables	Classification of Function a. *SPF – Strategic Priority Functions* b. *CF- Core Functions* c. *SF- Support Function*	Performance Measures	Performance Measures/Standards in terms of Quantity, Quality, and Timeliness			Responsible Units/ Individuals
			Quantity	Quality	Timeliness	
	SPF	No. of inbound students	5 - 3 or more inbound students 3 - 2 inbound students 1 - 1 inbound student			DCPIA Personnel and Colleges
	SPF	No. of outbound and inbound faculty/staff engaged in international teaching/research/conferences (offshore and inshore)	5 - 3 or more faculty/staff 3 - 2 faculty/staff 1 - 1 faculty/staff			DCPIA Personnel Colleges
Quality Assurance • Rationalization of programs • Curricular development • Accreditation of programs	SPF	Coordinated accreditation schedules	5-130% and above the targeted number 4-115-129% 3-100-114% 2-51-99% 1-50% and below		5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to 2 days after deadline 1 – 3 or more days after deadline	DQuA personnel/coordinator, program chairperson
	SPF	Submission of proposals for curricular review, revision, and development	5-100% of the projects inspected/monitored 1-below 100%		5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to 2 days after deadline 1 – 3 or more days after deadline	DQuA personnel/coordinator, program chairperson
• Licensure examination	SPF	Activities to improve performance in licensure examination conducted	5-130% and above the targeted number 4-115-129% 3-100-114% 2-51-99% 1-50% and below		5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to 2 days after deadline 1 – 3 or more days after deadline	DQuA personnel/coordinator, program chairperson

SECTION 6 – GENERAL ADMINISTRATION & SUPPORT SERVICES

This section contains the indicators and performance measures for employees whose main functions relate to general administration and support services. Most of these belong to the units attached to the Office of the President, the OVP-Administration, and OVP-Planning, Finance, and Resource Generation, and generally, all employees including faculty members as appropriate.

Section 6.1. Common Functions for Faculty and Staff

Conduct Institutional Events • Foundation Day • Christmas Program • Intramurals Day • Graduation Day • Campus Events(Specify) • Civil Service Anniversary Celebration • Health and Wellness Activities • Others	CF/SF	Conduct/Coordination of Institutional events as scheduled			5 – 7 or more weeks before set schedule 4 – 5 to 6 weeks before the set schedule 3 – 3 to 4 weeks before the set schedule 2- 2 weeks before the set schedule 1 – 1 week before the set schedule	Assigned personnel (Committee members)
Prepare Communications • Notice of meeting • Bulletin • Advisory • Office Orders • Simple Memo (Acknowledgement, transmittal, referral, endorsement, with template/pro-format)	CF/SF	Finalization of communication being prepared within 3 hours		5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 – within 1 hour 4 – within 2 hours 3 – within 3 hours 2 – within 4 hours 1 – more than 4 hours	Office personnel
• Circular • Letters • Certifications (Good moral character, employment, services rendered, leave credits, no administrative case, OJT, etc.) • Board Resolution • Complex Memo (Answer to Queries and Complaints, Clarifications, Technical Comments,		Finalization of communication being prepared within 3 working days		5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 – within 1 working day 4 – within 2 working days 3 – within 3 working days 2 – within 4 working days 1 – more than 4 working days	Office personnel

Responses requiring CSW/External Data) • Proposals						
Prepare Reports; Minutes of Meetings/Referendum/Proceedings	CF/SF	Finalization of report prepared within set deadline		5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 – Submits documents within 3 or more days before the due date 4 – within 1-2 days before the due date 3 – on due date 2 – within 1-2 days after the due date 1 – within 3 or more days after due date	Office personnel
Record incoming and outgoing documents	CF/SF	Recording of Incoming and Outgoing Documents	5 – 100% of the required documents 1-less than the required documents	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 – immediately upon receipt 4 – within 3 to 5 minutes 3 – within 6-10 minutes 2 – within 11-15 minutes 1 – after 15 minutes	Office personnel
File documents	CF/SF	Efficiency of filing of documents (hard copy)	5 – 100% of the required documents 1-less than the required documents	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 – Documents are readily accessible upon request (immediately) 4 – within 4 hours 3 – within the day upon receipt of request 2 – within 2 days 1 – after 2 days	Office personnel
Disseminate information or communication	CF/SF	Dissemination of information or communication	5 – 100% of the required information 1-less than the required information	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 – immediately 4 – within 3 to 5 minutes 3 – within 6-10 minutes 2 – within 11-15 minutes 1 – after 15 minutes	Office personnel
Reproduce documents	CF/SF	Submission of documents reproduced as requested	5 – 100% of the required documents 1-less than the required documents	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 – Submits documents within 3 or more days before the due date 4 – within 1-2 days before the due date 3 – on due date 2 – within 1-2 days after the due date 1 – within 3 or more days after due date	Office personnel

Provide messengerial services	CF/SF	Messengerial service provided to appropriate recipient on time	5 – All (100%) documents delivered 1– below the total number of documents required/ needed to be delivered		5– immediately 4– within 5-10 minutes 3– within 11 – 15 minutes 2 –within 16 to 20 minutes 1 – after 20 minutes	Office personnel
Office Maintenance	CF/SF	Maintenance of cleanliness in respective offices as scheduled		Client Satisfaction Rating 5 – Rating is excellent/outstanding 4– Very Satisfactory 3– Satisfactory 2– Unsatisfactory/ Fair 1– Poor		Office personnel
Manage Database and Website	CF/SF	Maintenance of database		5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 – once a week 4 – once in 2 weeks 3 – once in 3 weeks 2 – once in 4 weeks 1 – after 4 weeks	Office personnel (programmer)
	CF/SF	Updating of database	5 – 100% of the required data 1-less than the required data	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 – once a week 4 – once in 2 weeks 3 – once in 3 weeks 2 – once in 4 weeks 1 – after 4 weeks	Office personnel (user)
	SPF	Maintaining the website	5 – 100% of the required documents 1-less than the required documents	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 – once a week 4 – once in 2 weeks 3 – once in 3 weeks 2 – once in 4 weeks 1 – after 4 weeks	Office personnel (web administrator)
	SPF	Updating the website (press releases, announcements, important data/info)	5 – 100% of the required documents 1-less than the required documents	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 – daily 4 – 4 days in a week 3 – 3 days in a week 2 – 2 days in a week 1 – 1 day in a week	Office personnel (administrator)
	CF/SF	Submission of announcements, or data or information to update website as required	5 – 100% of the required documents 1-less than the required documents	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 – Submits documents within 3 or more days before the due date 4 – within 1-2 days before the due date 3 – on due date	Campus PIM Coordinators, Contributors

					2 – within 1-2 days after the due date 1 – within 3 or more days after due date	
	CF/SF	Submission of press releases to update the website	5 – 100% of the required documents 1-less than the required documents	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 – within the day after the event 4 – 2 days after the event 3 – 3 days after the event 2 – 4 days after the event 1– 5 days or more after the event	Campus DCPIA Coordinators, Contributors
	SPF	System development	5 -100% completion of the project phase based on the proposal 1-below 100%		5 – 2 weeks before the due date 4- 1 week before the due date 3 – on due date (based on the project timeframe) 2-1 week after the due date 1-2 or more weeks after the due date	Programmer
Generate data and reports	CF/SF	Generation of data and reports as required	5 – 100% of the required documents 1-less than the required documents	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 – Submits documents within 3 or more days before the due date 4 – within 1-2 days before the due date 3 – on due date 2 – within 1-2 days after the due date 1 – within 3 or more days after due date	Office personnel
	SPF	Prepare documents for accreditation/program evaluation by AACCUP and CHED	5- 91 to 100% complete 4-80 to 90% complete 3- 60 to 79% complete 2- 40 to 59% complete 1- less than 40% complete		5- submit documents within 3 or more days before due date 4- within 1 to 2 days before due date 3- on due date 2- 1 to 2 days after due date 1- 3 or more days after due date	Office personnel
• Ocular inspection/ Site visitation (Infra projects, IGP, etc.)	CF/SF	Submission of site visit report on deadline			5 – Submits documents within 3 or more days before the due date 4 – within 1-2 days before the due date 3 – on due date 2 – within 1-2 days after the due date	Office personnel

					1 – within 3 or more days after due date	
Provide administrative support • Attendance • Certificates • Directory	CF/SF	Preparation of materials for provision of administrative support on deadline		5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 –5 days before the scheduled activity 4 – 4 days before the scheduled activity 3 – 3 days before the scheduled activity 2 – 2 days before the scheduled activity 1 – 1 day before the scheduled activity	Office personnel
• Payment/liquidation	CF/SF	Submission of liquidation documents or documents for payment		5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 –3 or more days before the deadline 4 – 1 to 2 days before the deadline 3 – on the deadline 2 – 1 to 2 days after the deadline 1 – 3 or more days after the deadline	Office personnel concerned
• Venue • Catering • Lodging arrangements	CF/SF	Transmittal and confirmation of request forms within 2 working days before the scheduled activity		5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 –5 days before the scheduled activity 4 – 4 days before the scheduled activity 3 – 3 days before the scheduled activity 2 – 2 days before the scheduled activity 1 – 1 day before the scheduled activity	Office personnel
• Coordinate with participants	CF/SF	Confirmation of participants			5 –5 days before the scheduled activity 4 – 4 days before the scheduled activity 3 – 3 days before the scheduled activity 2 – 2 days before the scheduled activity 1 – 1 day before the scheduled activity	Office personnel
Review, check and sign documents	CF/SF	Acted upon documents/ requests			5 –immediately or within the day 4 – within 2 days 3 – within 3 days	Office Personnel

					2 – within 4 days 1 – within 5 days and above	
Recording during Thesis/Dissertation defense Panel of evaluator during Thesis/Dissertation defense	CF/SF			5- no error 4- with 1 error 3- with 2 errors 2- with 4 errors 1-with 5 or more errors	5- 3 or more days before deadline 4- 1 to 2 days before deadline 3- on set deadline 2- 1 to 2 days after deadline 1-3 days or more after deadline	Faculty/Staff Faculty
Communication through technological media (e-mail, social media)	CF/SF		5- 100% of the communication sent 1-less than the no. of communication sent	5- no error 4- with 1 error 3- with 2 errors 2- with 4 errors 1-with 5 or more errors	5- 3 or more days before deadline 4- 1 to 2 days before deadline 3- on set deadline 2- 1 to 2 days after deadline 1-3 days or more after deadline	Office personnel assigned

Section 6.2. Unique Functions for Administrative Personnel

Deliverables	Classification of Function a. SPF – Strategic Priority Functions b. CF- Core Functions c. SF- Support Function	Performance Measures	Performance Measures in terms of Quantity, Quality, and Timeliness			Responsible Individual
			Quantity	Quality	Timeliness	
IFSU Policy • Develop, Review/Update policies	SPF	Review/Updating of policies within set deadline		5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to days after deadline 1 – 3 or more days after deadline	OUBS personnel; Office personnel
• Prepare guidelines	SPF	Submission of guidelines within set deadline		5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to days after deadline 1 – 3 or more days after deadline	Assigned personnel
• Promulgate board/policy resolutions and forge MOU/MOA	SPF	Promulgation of Board Resolutions within set schedule Forging of MOU/MOA within set schedule		5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to days after deadline 1 – 3 or more days after deadline	Office Personnel (OUBS, etc.)
• Prepare plans (Strategic Development Plan)	CF/SF	Preparation of strategic development plan within set deadline		5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to days after deadline 1 – 3 or more days after deadline	DPIMT personnel
• Prepare Internal Administrative Plan (OPCR, Financial Plan, HRD Plan, APP, GAD Plan, PWD, etc.)	SPF	Preparation of internal administrative plans within set deadline		5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors	5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to days after deadline	Concerned office personnel

Deliverables	Classification of Function a. SPF – Strategic Priority Functions b. CF- Core Functions c. SF- Support Function	Performance Measures	Performance Measures in terms of Quantity, Quality, and Timeliness			Responsible Individual
			Quantity	Quality	Timeliness	
				1 – with 4 or more errors	1 – 3 or more days after deadline	
• Prepare Agency Budget Proposal/ Estimate Plan	SPF	Submission of Agency Budget within set deadline		5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to days after deadline 1 – 3 or more days after deadline	Budget office personnel
• Develop, Review, and or Update IFSU Materials >Learning System Materials >Operations Manual, > Training Handouts, >Presentation Materials, >Assessment Criteria, >Online Program, >Information Materials	SPF	Development, Review, Updating of IFSU Materials within set deadline		5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to days after deadline 1 – 3 or more days after deadline	Concerned personnel
• Legal Pleadings and Forms	CF/SF	Development of legal documents within set deadline		5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to days after deadline 1 – 3 or more days after deadline	Legal Office/DAS personnel
Maintain and update Transparency Seal	SPF	Submission of reports to regularly update the Transparency Seal a) BAR			5 –3 or more days before deadline 4 – 1 to 2 days before the deadline 3 – on deadline (last day of the following month of every quarter) 2 – 1 to 2 days late	Planning unit personnel

Deliverables	Classification of Function a. SPF – Strategic Priority Functions b. CF- Core Functions c. SF- Support Function	Performance Measures	Performance Measures in terms of Quantity, Quality, and Timeliness			Responsible Individual
			Quantity	Quality	Timeliness	
					1 – 3 days or more after deadline	
	SPF	b) FARs				Budget Office personnel
	SPF	c) Guidelines in Rating and Ranking of Delivery Units (per IATF MC)				Planning unit personnel
	SPF	d) ISO documents	5 – 91-100% complete documents (per checklist) 4 – 80-90% 3-60-79% 2 – 40-59% 1 – less than 40%			Assigned personnel
	SPF	Updating of the Website's Transparency Seal			5 –3 or more days before deadline 4 – 1 to 2 days before the deadline 3 – on deadline (last day of the following month of every quarter) 2 – 1 to 2 days late 1 – 3 days or more after deadline	ICT personnel
Update and Post Citizen's Charter	SPF	Updating/Validation of the Citizen's Charter on set schedule	5-all identified campuses citizens charter for validation updated/ validated 1-citizens charter not updated/validated	5 - with no error 4 - with 1 error 3 - with 2 errors 2 - with 3 errors 1 - with 4 or more errors	5 – Updated the Charter 3 or more days before deadline 4 – 1 to 2 days before the deadline 3 – on deadline set 2 – 1 to 2 days late 1 – 3 days or more after deadline	HRD personnel, campus HR personnel Frontline offices personnel

Deliverables	Classification of Function a. SPF – Strategic Priority Functions b. CF- Core Functions c. SF- Support Function	Performance Measures	Performance Measures in terms of Quantity, Quality, and Timeliness			Responsible Individual
			Quantity	Quality	Timeliness	
Comply with PhilGEPS Posting	SPF	Regular posting of bidding in PhilGEPS	5 – 91-100% complete documents (per checklist) 4 – 80-90% 3-60-79% 2 – 40-59% 1 – less than 40%		5 – Updated PhilGEPS Posting 3 or more days before deadline 4 – 1 to 2 days before the deadline 3 – on deadline (last day of the following month of every quarter) 2 – 1 to 2 days late 1 – 3 days or more after deadline	BAC personnel
Prepare Financial Accountability Reports	SPF	Submission of accurate and complete reports on due date to oversight agencies: (a) COA Reports			5 – Submits documents within 3 or more days before the due date 4 – within 1-2 days before the due date 3 – on due date 2 – within 1-2 days after the due date 1 – within 3 or more days after due date	Accounting personnel
	SPF	(b) Budget Accountability Reports				Planning unit personnel
	SPF	(c) Financial Accountability Reports				Budget office personnel
	SPF	(d) Annual Procurement Plan				BAC personnel
	SPF	(e) APCPI				BAC personnel
Prepare Budget Utilization Reports	SPF	Submitted the following BUR Reports (a) Obligations BUR			5 – Submits documents within 3 or more days before the due date	Finance personnel

Deliverables	Classification of Function a. SPF – Strategic Priority Functions b. CF- Core Functions c. SF- Support Function	Performance Measures	Performance Measures in terms of Quantity, Quality, and Timeliness			Responsible Individual
			Quantity	Quality	Timeliness	
					4 – within 1-2 days before the due date 3 – on due date 2 – within 1-2 days after the due date 1 – within 3 or more days after due date	
	SPF	(b) Disbursement BUR				Finance personnel
Undertake preparations and conduct of BOR, ADCO and ACADCO meetings	CF/SF	Send notice of meetings to BOR, ADCO and ACADCO Members			5- 3 or more days before deadline 4- 1 to 2 days before deadline 3- on set deadline 2- 1 to 2 days after deadline 1- 3 or more days after deadline	University & Board Secretary
	CF/SF	Transmission of packaged agenda folders for BOR, ADCO and ACADCO meetings			5- 3 or more days the meeting 4- 1 to 2 days the meeting 3- during the meeting 2- 1 to 2 days the meeting 1- 3 or more days the meeting	
	CF/SF	Result of post-meeting survey by BOR members every meeting as to: a) Performance b) Venue, facilities, etc.		5- Outstanding 4- Very Satisfactory 3- Satisfactory 2- Poor 1- Very Poor		
Initiate preparation of post-meeting documents after the BOR, ADCO and ACADCO Meetings	CF/SF	Write the draft minutes of previous meetings: A) BOR B) ADCO C) ACADCO D) Other Committees	5- complete 1-incomplete	5- no error 4- with 1 error 3-with 2 errors 2- with 3 errors 1- with 4 or more errors	5- 5 days the meeting 4- 10 days the meeting 3- 15 days after the meeting 2- 20 days after the meeting 1- 30 days after the meeting	University & Board Secretary

Deliverables	Classification of Function a. SPF – Strategic Priority Functions b. CF- Core Functions c. SF- Support Function	Performance Measures	Performance Measures in terms of Quantity, Quality, and Timeliness			Responsible Individual
			Quantity	Quality	Timeliness	
	CF/SF	Write and finalize the certifications, matrix and excerpts of resolutions promulgated by the BOR, ADCO and ACADCO during its meeting	5- complete 1-incomplete	5- no error 4- with 1 error 3-with 2 errors 2- with 3 errors 1- with 4 or more errors	5- 1 to 5 days the meeting 4- 6 to 10 days the meeting 3- 11 to 15 days after the meeting 2- 16 to 20 days after the meeting 1- 21 or more days after the meeting	University & Board Secretary
	CF/SF	Write and finalize policy guidelines promulgated by the BOR	5- complete 1-incomplete	5- no error 4- with 1 error 3-with 2 errors 2- with 3 errors 1- with 4 or more errors	5- 3 or more days before the deadline 4- 1 to 2 days before the deadline 3- on set deadline 2- 1 to 2 days after the deadline 1- 3 or more days after the deadline	University & Board Secretary
Facilitate the approval of BOR referendum	CF/SF	Submit the packaged referendum to the BOR Chairperson and Members for their signature and approval	5- complete 1-incomplete	5- no error 4- with 1 error 3-with 2 errors 2- with 3 errors 1- with 4 or more errors	5- 3 or more days before the deadline 4- 1 to 2 days before the deadline 3- on set deadline 2- 1 to 2 days after the deadline 1- 3 or more days after the deadline	University & Board Secretary
Prepare Reports on Personnel Profile	SPF	Submission of summary reports on: Teaching and Non-teaching personnel who attended SWT: (a) International; (b) National/ Regional (c) Institutional/Local as set by the head of unit	5 – 91-100% complete documents (per checklist) 4 – 80-90% 3-60-79% 2 – 40-59% 1 – less than 40%		5 – Submits documents within 3 or more days before the due date 4 – within 1-2 days before the due date 3 – on due date (monthly, every 15th day of the following month) 2 – within 1-2 days after the due date	HRD Campus HRD Office staff/personnel

Deliverables	Classification of Function a. SPF – Strategic Priority Functions b. CF- Core Functions c. SF- Support Function	Performance Measures	Performance Measures in terms of Quantity, Quality, and Timeliness			Responsible Individual
			Quantity	Quality	Timeliness	
					1 – within 3 or more days after due date Note: Submission – at the University HRD	
	SPF	Attendance to SWT for non-teaching personnel	5- 1 or more (Local, National or International) 1 – 0 or none	5 –Submitted proposal in relation to the SWT attended and submitted report (with certificate) 4 – Echoed insights or lessons learned from the SWT attended and submitted report (with certificate) 3 – Submitted report (with certificate) on the SWT attended 2 – Submitted documentation 1 – Submitted certificate only Note: Submission of report (with certificate) to HRD, cc campus HRD and immediate supervisor)	5 – submitted required documents within 5 working days upon return 4 - submitted required documents 6 to 8 working days upon return 3 - submitted required documents 9-11 working days upon return 2 - submitted required documents 12 to 14 working days upon return 1 – submitted 15 days or more	Non-teaching personnel
	SPF	Compliance to Enhance PRIME-HRM requirements in the four (4) HRM system under maturity level (Recruitment Selection and Placement; Learning and Development;	5 – 1 HR system recognized as Level II PRIME-HRM 4 – 1 HR system subjected for evaluation with recommendations complied with		5 – Submits documents within 3 or more days before the due date 4 – within 1-2 days before the due date 3 – on due date (monthly, every 15th day of the following month)	HRD Personnel

Deliverables	Classification of Function a. SPF – Strategic Priority Functions b. CF- Core Functions c. SF- Support Function	Performance Measures	Performance Measures in terms of Quantity, Quality, and Timeliness			Responsible Individual
			Quantity	Quality	Timeliness	
		Performance 5-Mngt.;Rewards and Recognition)	3 – 1 HR system subjected for evaluation with minor recommendation 2 – 1 HR system subjected for evaluation with major recommendation 1 – no HR system subjected for evaluation/revisit		2 – within 1-2 days after the due date 1 – within 3 or more days after due date	
Provide General Services	CF/SF	Trip tickets prepared immediately upon receipt of approve request of travel			5 – immediately upon receipt 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to days after deadline 1 – 3 or more days after deadline	GSO personnel
	CF/SF	Driving service provided		Client Rating: 5 – Outstanding 4 – Very Satisfactory 3 – Satisfactory 2 – Poor 1 – Very Poor Note: Client rating shall be submitted to the supervisor (i.e. GSO Director)	5– arrives at the departure place on time 4– delayed arrival for 5 minutes 3 – delayed arrival for 6-10 minutes 2 – delayed for 11-15 minutes 1 – delayed for more than 15 minutes	GSO personnel
	CF/SF	Registration of vehicles per government regulations; Properties and equipment insured	5 – All (100%) vehicles/properties and equipment registered 1– below the total number of vehicles/ properties and	Supervisor's Rating: 5- Excellent 4- Very Satisfactory 3- Satisfactory 2- Unsatisfactory 1- Poor	5 – 3 or more days before expiration 4 – 1 to 2 days before expiration 3 – on expiration of insurance/registration 2 – 1 to days after expiration	GSO personnel Supply/BAC personnel

Deliverables	Classification of Function a. SPF – Strategic Priority Functions b. CF- Core Functions c. SF- Support Function	Performance Measures	Performance Measures in terms of Quantity, Quality, and Timeliness			Responsible Individual
			Quantity	Quality	Timeliness	
			equipment required/ needed to be registered		1 – 3 or more days after expiration	
	SPF	Minor repair of external vehicle parts depending on the status of damage	5- 91 to 100% repaired 4- 81to 90% repaired 3- 61 to 80% repaired 2- 41 to 60% repaired 1- below 40% repaired	5- 100% functional 4- functional with minor repair 3- functional with major repair 2- total repair 1- not functional		GSO personnel
	CF/SF	Conduct ocular vehicle inspection before and after travel	5- 1 hour before/after travel 4- 30 mins. before/after travel 3- 20 mins. before/after travel 2- 10 mins. before/after travel 1- no inspection conducted			GSO personnel
	SPF	Maintenance of all tools and equipment	5-100% of all tools and equipment maintained 1-50% of all tools and equipment maintained			GSO personnel
Maintain cleanliness of vehicle after travel	CF/SF	Immediately report any problem occur during the trip		Supervisor's Rating: 5 – Outstanding 4 – Very Satisfactory 3 – Satisfactory 2 – Poor 1 – Very Poor		GSO personnel

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Deliverables	Classification of Function a. SPF – Strategic Priority Functions b. CF- Core Functions c. SF- Support Function	Performance Measures	Performance Measures in terms of Quantity, Quality, and Timeliness			Responsible Individual
			Quantity	Quality	Timeliness	
Repair and maintenance of all rooms/office, halls, office furniture and equipment	SPF	Repair of rooms/office/hall/ office furniture and equipment	5 – 100% of the number of facility/ equipment being maintained 1-less than the total number of facility/equipment being maintained	Supervisor's Rating: 5 – Supervisor's rating is excellent/outstanding 4– Very Satisfactory 3– Satisfactory 2– Unsatisfactory/ Fair 1– Poor	5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to days after deadline 1 – 3 or more days after deadline	GSO personnel
Maintenance of all Buildings, Grounds, Facilities, Vehicles, and Equipment as scheduled	SPF	Maintain buildings, grounds, facilities, vehicles, and equipment	5 – 100% of the number of facility/ equipment being maintained 1-less than the total number of facility/equipment being maintained	Client Satisfaction Rating 5 – Rating is excellent/outstanding 4– Very Satisfactory 3– Satisfactory 2– Unsatisfactory/ Fair 1– Poor	5 – as scheduled 1 – behind schedule	GSO personnel
	SPF	Repair of electrical facilities/ outlets of buildings	5 – All (100%) requests for repair acted upon 1– Some requests not acted upon		5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to days after deadline 1 – 3 or more days after deadline	GSO personnel
	SPF	Maintenance of sounds/ lighting	5 – All (100%) 1– not all facilities maintained	Supervisor's rating: 5– Excellent 4– Very Satisfactory 3-Satisfactory 2-Unsatisfactory 1-Poor	5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to days after deadline 1 – 3 or more days after deadline	GSO personnel
Provide Lodging and Accommodation Services	CF/SF	Dormitory accommodation/lodging service provided - Personal care and assistance		Client's Rating: 5 – Outstanding 4 – Very Satisfactory 3 – Satisfactory 2 – Poor 1 – Very Poor		Lodging and accommodation personnel

Deliverables	Classification of Function a. SPF – Strategic Priority Functions b. CF- Core Functions c. SF- Support Function	Performance Measures	Performance Measures in terms of Quantity, Quality, and Timeliness			Responsible Individual
			Quantity	Quality	Timeliness	
		provided to the guests				
Prepare documents required by Lamut Municipal Tourism Office	CF/SF	Submission of accurate summary quarterly reports on number of guests/visitors checked in and out.			5- before set deadline 3- on due date 1- after set deadline	Lodging and accommodation personnel
	CF/SF	Receive and file request letters for reservation and confirmation on request for reservation.	5- 100% of documents filed 1- less than 100% of documents filed	Supervisor's rating: 5– Excellent 4– Very Satisfactory 3-Satisfactory 2-Unsatisfactory 1-Poor	5- within 3 days before the schedule of activity 3- within 2 days before the schedule of activity 1- within 1 day before the schedule of activity	Lodging and accommodation personnel
	CF/SF	Prepare the following: a) billing statement of clients b) visitor's and borrowers log book c) reservation schedule, and; d) notice of accommodation	5- 100% of documents prepared 1- less than 100% of documents prepared	Client's rating: 5– Excellent 4– Very Satisfactory 3-Satisfactory 2-Unsatisfactory 1-Poor	5- as scheduled 1-behind schedule	Lodging and accommodation personnel
Maintenance of cleanliness at the lodging area and function halls	CF/SF	Check/maintain cleanliness of room amenities before arrival of guests and after departure	5- 100% of the required amenities 1- less than the required amenities	Client's rating: 5– Excellent 4– Very Satisfactory 3-Satisfactory 2-Unsatisfactory 1-Poor	5- as scheduled 1-behind schedule	Lodging and accommodation personnel
	CF/SF	Help in laundry for linens, bed make-up and bed strip	5- (100%) all cleaned and maintained 1- not cleaned and maintained	Client's rating: 5– Excellent 4– Very Satisfactory 3-Satisfactory 2-Unsatisfactory 1-Poor	5- as scheduled 1-behind schedule	Lodging and accommodation personnel

Deliverables	Classification of Function a. SPF – Strategic Priority Functions b. CF- Core Functions c. SF- Support Function	Performance Measures	Performance Measures in terms of Quantity, Quality, and Timeliness			Responsible Individual
			Quantity	Quality	Timeliness	
Provide procurement service (Supply Office, Procurement Office, Finance, BAC Office)	SPF	Procurement documents prepared -Inspection and Acceptance Report -Report of supplies, materials issued -Inventory custodian slip/ Property Acknowledgement Receipt -Waste Material Report -Disbursement Voucher	5 – 100% (All) 1 –less than 100%	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to days after deadline 1 – 3 or more days after deadline	Supply Office personnel BAC
	SPF	Inspection and acceptance of procured materials/equipment a) Inspection (BAC) b) Acceptance (Supply)	5 – 100% (All) 1 –less than 100%	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5- 1 day after complete delivery of supplies 4- 2 days after complete delivery of supplies 3- 3 days after complete delivery of supplies 2- 4 days after complete delivery of supplies 1-5 or more after complete delivery of supplies	Supply Office personnel BAC TWG
Canvassing of approved purchase requests	SPF	1. Procurement of goods below or equal to 50,000 pesos	Satisfaction rating by end-users on the procurement of requested goods/services.	5- Outstanding 4- Very satisfactory 3- Satisfactory 2- Poor 1- Very Poor (in terms of quality of the products, based on standard set by end-user)	5- 1 day after receipt of PR 4- 2 days after receipt of PR 3- 3 days after receipt of PR 2- 4 days after receipt of PR 1- 5 after receipt of PR	Procurement Office personnel
Bidding of approved PR for RFQ	SPF	2. Bidding of goods/services/ projects amounting to	Satisfaction rating by end-users on the procurement of requested	5- Outstanding 4- Very satisfactory 3- Satisfactory 2- Poor	5- 1 day after receipt of PR 4- 2 days after receipt of PR 3- 3 days after receipt of PR 2- 4 days after receipt of PR	BAC

Deliverables	Classification of Function a. SPF – Strategic Priority Functions b. CF- Core Functions c. SF- Support Function	Performance Measures	Performance Measures in terms of Quantity, Quality, and Timeliness			Responsible Individual
			Quantity	Quality	Timeliness	
		51,000 to 999,000 pesos	goods/services/projects	1- Very Poor (in terms of quality of the products, based on standard set by end-user)	1- 5 after receipt of PR	
Bidding of approved project amounting to 1 million and above	SPF		Satisfaction rating by end-users on the procurement of requested goods/services/projects	5- Outstanding 4- Very satisfactory 3- Satisfactory 2- Poor 1- Very Poor (in terms of quality of the products, based on standard set by end-user)	5- 1 day after receipt of PR 4- 2 days after receipt of PR 3- 3 days after receipt of PR 2- 4 days after receipt of PR 1- 5 after receipt of PR	BAC
	SPF	Delivery/Issuance of supplies and equipment to requesting office/personnel or Notification given	5 – 100% (All) 1 –less than 100%	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5- 1 day after completion of required releasing documents 4- 2 days after completion of required releasing documents 3- 3 days after completion of required releasing documents 2- 4 after completion of required releasing documents 1-5 after completion of required releasing documents	Supply Office personnel
	SPF	Update of report on the physical count of property, plant and equipment	5 – 100% (All) 1 –less than 100%	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline per RA 9184 2 – 1 to days after deadline 1 – 3 or more days after deadline	Supply Office personnel
	SPF	Bidding documents prepared	5 – 100% (All) 1 –less than 100%	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors	5 – 3 or more days before deadline 4 – 1 to 2 days before deadline	Finance, BAC personnel

Deliverables	Classification of Function a. **SPF – Strategic Priority Functions** b. **CF- Core Functions** c. **SF- Support Function**	Performance Measures	Performance Measures in terms of Quantity, Quality, and Timeliness			Responsible Individual
			Quantity	Quality	Timeliness	
				1 – with 4 or more errors	3 – on set deadline per RA 9184 2 – 1 to days after deadline 1 – 3 or more days after deadline	
	SPF	Procurement record maintained and updated - Acknowledgement receipt of equipment - Inventory custodial slip - Property/Stock cards - Insurance of properties	5 – 100% (All) 1 –less than 100%	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to days after deadline 1 – 3 or more days after deadline	Supply, BAC personnel
	SPF	Unserviceable Property disposed of per applicable prevailing rules and regulations within set deadline	5 – 100% (All) 1 –less than 100%	NA	5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3– on set deadline 2– 1 to days after deadline 1– 3 or more days after deadline	Supply office personnel

Deliverables	Classification of Function SPF – Strategic Priority Functions CF- Core Functions SF- Support Function	Performance Measures	Performance Measures in terms of Quantity, Quality, and Timeliness			Responsible Individual
			Quantity	Quality	Timeliness	
Provide Human Resources Services (HRD Office)		HR Services provided within set deadline				
		• Recruitment and selection				HRD personnel
	SPF	- Job vacancy posted	5 – complete 1 – incomplete	5 – accurate 4 – with 1 error 3 – with 2 errors 2 – with 4 errors 1 – with 5 errors	5 – within the day of receipt of approved request for hiring for COS or go signal from authorities for plantilla positions 4 – within 2 days 3 – within 3 days 2 – within 4 days 1 – beyond 4 days	HRD personnel
	SPF	- Evaluation of application papers	5 – complete 1 – incomplete	5 – Accurate 4 – with 1 error 3- with 2 errors 2 – with 3 errors 1 – with error	5 – within 5 working days after set deadline of submission 4 – within 6 days 3 - within 7 days 2 – within 8 days 1 – beyond 8 days	HRD personnel
	SPF	- Submission of application papers to the HRD from the campus	5 – complete 1 – incomplete		5 – 1 day after set deadline of submission 4 – 2 days after set deadline 3 – 3 days after set deadline of submission	HRD personnel

Deliverables	Classification of Function *SPF – Strategic Priority Functions* *CF- Core Functions* *SF- Support Function*	Performance Measures	Performance Measures in terms of Quantity, Quality, and Timeliness			Responsible Individual
			Quantity	Quality	Timeliness	
					2 – 4 days after set deadline 1 – beyond 4 days	
	SPF	- Administration of exams	5 – complete 1 – incomplete	5 – Accurate 4 – with 1 error 3- with 2 errors 2 – with 3 errors 1 – with 4 error	5 – within 3 working days after evaluation of documents 4 – within 4 days 3 – within 5 days 2 – within 6 days 1 – beyond 6 days	HRD personnel
	SPF	- Written and psychological examination administered, checked, analyzed and submitted to HRD		5 – accurate 4 – with 1 error 3- with 2 errors 2 – with 3 errors 1 – with 4 error	5 – within 3 working days upon administration 4 – within 4 days 3 – within 5 days 2 – within 6 days 1 – beyond 6 days	Guidance office personnel HRD Personnel/ department/Office Concern
	SPF	- Conducted job interview			5 – within 1 week after receipt of exam results 4 – within 1 & ½ weeks 3 - within 2 weeks 2 – within 2 & ½ weeks 1 – beyond 2 & ½ weeks	HRD personnel
	SPF	- Comparative assessment result	5 – complete 1 – incomplete	5 – no error 4 – 1 error 3 – 2 errors	5 – within 1working days upon receipt of all exam & interview results	HRD personnel

Deliverables	Classification of Function *SPF – Strategic Priority Functions CF- Core Functions SF- Support Function*	Performance Measures	Performance Measures in terms of Quantity, Quality, and Timeliness			Responsible Individual
			Quantity	Quality	Timeliness	
				2 – 3 errors 1 – more than 3 errors	4 – within 2 working days 3 – within 3 working days 1 – beyond 3 working days	
	SPF	- Background investigation conducted			5 – 1 working day after finalization of CAS 4 – 2 working days 3 – 3 working days 2 – 4 working days 1 – beyond 4 working days	
	SPF	- Preparation of appointment / COS documents with 5 working days	5 – complete 1 – incomplete	5 – no error 4 – 1 error 3 – 2 errors 2 – 3 errors 1 – more than 3 errors	5 – 3 working days after receipt of complete requirements from the appointee for plantilla positions/approved request for COS 4 – 4 working days 3 – 5 working days 2 – 6 working days 1 – beyond 6 working days	HRD personnel Campus HR
	CF/SF	• Employee welfare programs and services provided - Retirement benefits	5 – complete 1 – incomplete	5 – no complaints 4 – one to two complaints 3 – three to four complaints 2 – five to six complaints	5 – 3 working days upon receipt of approved request 4 - 4 working days 3 – 5 working days 2 – 6 working days	HRD personnel Personnel In-charge

Deliverables	Classification of Function SPF – Strategic Priority Functions CF- Core Functions SF- Support Function	Performance Measures	Performance Measures in terms of Quantity, Quality, and Timeliness			Responsible Individual
			Quantity	Quality	Timeliness	
		- Monetization		1 – seven or more complaints	1 – beyond 6 working days	
	CF/SF	- Facilitation of loan	5 – complete 1 – incomplete	5 – no complaints 4 – one to two complaints 3 – three to four complaints 2 – five to six complaints 1 – seven or more complaints	5 – 1 working day upon receipt of approved request 4 – 2 working days 3 – 3 working days 2 – 4 working days 1 – 5 working days	Administrative Personnel HRD Personnel
	CF/SF	- Implementation of CNA	5 – complete 1 – incomplete	5 – no complaints 4 – one to two complaints 3 – three to four complaints 2 – five to six complaints 1 – seven or more complaints	5 – within 2 working days after go signal from authorities 4 – within 3 days 3 – within 4 days 2 – within 5 days 1 – beyond 5 days	Finance Personnel Administrative Personnel
	SPF	- Implementation of PRAISE	5 – complete 1 – incomplete	5 – no complaints 4 – one to two complaints 3 – three to four complaints 2 – five to six complaints 1 – seven or more complaints	5 – As scheduled 4 - 1 week after schedule 3 – 2 weeks after schedule 2 – 3 weeks after schedule 1 – 1 month beyond schedule	Finance Personnel HR Personnel PRAISE Committee

Deliverables	Classification of Function *SPF – Strategic Priority Functions CF- Core Functions SF- Support Function*	Performance Measures	Performance Measures in terms of Quantity, Quality, and Timeliness			Responsible Individual
			Quantity	Quality	Timeliness	
	CF/SF	- Mutual Aid	5 – complete 1 – incomplete	5 – no complaints 4 – one to two complaints 3 – three to four complaints 2 – five to six complaints 1 – seven or more complaints	5 – 2 working days from receipt of notice 4 – 3 working days 3 – 4 working days 2- 5 working days 1 – beyond 5 working days	Finance Personnel Administrative Personnel
	CF/SF	- Employees' lodging		5 – no complaints 4 – one to two complaints 3 – three to four complaints 2 – five to six complaints 1 – seven or more complaints	5 – 2 working days from receipt of notice 4 – 3 working days 3 – 4 working days 2- 5 working days 1 – beyond 5 working days	Campus Director
	SPF	- Health and wellness programs	5 – complete (all health and wellness programs implemented) 1 – incomplete	5 – no complaints 4 – one to two complaints 3 – three to four complaints 2 – five to six complaints 1 – seven or more complaints	5 – within schedule 1 – beyond schedule	HRD personnel of all campuses PE & Sports
	CF/SF	• Personal records are	5 – complete 1 – incomplete	5 – no error 4 – 1 error	5 – 1 working day 4 – 2 working days	HRD personnel

Deliverables	Classification of Function *SPF – Strategic Priority Functions CF- Core Functions SF- Support Function*	Performance Measures	Performance Measures in terms of Quantity, Quality, and Timeliness			Responsible Individual
			Quantity	Quality	Timeliness	
		updated and maintained upon the receipt of needed documents (processing) - PSIPOP - 201 Files - Leave/COC Credit/Balance - Service Record		3 – 2 errors 2 – 3 errors 1 – more than 3 errors	3 – 3 working days 2 – 4 working days 1 – beyond 4 working days	
	CF/SF	- Payroll (includes NOSI, NOSA)	5 – complete 1 – incomplete	5 – accurate 4 – with 1 revision 3 – 2 revisions 2 – 3 revisions 1 – more than 3 revisions	5 – 1 working day 4 – 2 working days 3 – 3 working days 2 – 4 working days 1 – more than 3 working days	Finance department
	CF/SF	- Submission of DTRs to Finance Office		5 – accurate 4 – with 1 error 3 – 2 errors 2 – 3 errors 1 – more than 3 errors	5 – on set deadline 4 – 1 working day after set deadline 3 – 2 working days 2 – 3 working days 1 – beyond 3 working days	HRD personnel

Deliverables	Classification of Function *SPF – Strategic Priority Functions CF- Core Functions SF- Support Function*	Performance Measures	Performance Measures in terms of Quantity, Quality, and Timeliness			Responsible Individual
			Quantity	Quality	Timeliness	
	CF/SF	- Checking/Evaluation of DTRs of employees on COS		5 – accurate 4 – with 1 error 3 – 2 errors 2 – 3 errors 1 – more than 3 errors	5 – immediately (within 1 hour 4 – within 2 hours 3 – within 3 days 2 – within 4 hours 1 – beyond 4 hours	HRD personnel
	CF/SF	- Submission of DTRs of the Campus to University HRD		5 – accurate 4 – with 1 error 3 – 2 errors 2 – 3 errors 1 – more than 3 errors	5 – on set deadline (2 weeks before deadline of submission to Finance by university HRD) 4 – 1 week before deadline of submission to finance by HRD 3 – 3 days before deadline of submission to Finance 2 – 2 days 1 – 1 day	Campus HR
Issuance of requested documents	CF/SF	Issue documents upon request - Certifications - Service Record	5 – complete 1 – incomplete	5 – no error 4 – 1 error 3 – 2 errors 2 – 3 errors 1 – more than 3 errors	5 – 1 working day 4 – 2 working days 3 – 3 working days 2 – 4 working days 1 – beyond 4 working days	HRD personnel

Deliverables	Classification of Function *SPF – Strategic Priority Functions CF- Core Functions SF- Support Function*	Performance Measures	Performance Measures in terms of Quantity, Quality, and Timeliness			Responsible Individual
			Quantity	Quality	Timeliness	
	SPF	• Capability Building programs provided - Learning Needs Analysis conducted as scheduled	5 – 100% of employees 4 – 75% of employees 3 – 50% of employees 2 – 25% of employees 1 – below 25% of employees		5 – before set deadline 4 – within set deadline 3 – 1 month after set deadline 2 – 2 months after set deadline 1 – 3 months after set deadline	HRD personnel of all campuses
	SPF	- Participants identified for training programs local and foreign	5 – complete 1 – incomplete		5 – within 2 working days 4 – within 3 working days 3 – within 4 working days 2 – within 5 working days 1 – beyond 5 working days	HRD personnel
Records Section	CF/SF	Prepare/submit ARA of employees for updating of remittance to GSIS	5– complete 1– incomplete	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors		Records personnel Admin. personnel
	CF/SF	Approval/confirmation of employees GSIS loans			5- immediately upon application 4- 1 day after application 3- 2 days after application 2- 3 days after application	Records personnel Admin. personnel

					1-lapsed application	
	CF/SF	Create inventory of all records	5-90 to 100% of all records 4-60 to 80 % of all records 3-40 to 50 % of all records 2-20 to 30% of all record 1-10% of all records	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors		Records personnel Admin. personnel
Finance						
Liquidation of Cash Advances						
Prepare and Submit Liquidation Reports	SPF	Sign liquidation reports	5 – complete 1 – incomplete	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5– immediately 4– within 5-10 minutes 3– within 11 – 15 minutes 2 –within 16 to 20 minutes 1 – after 20 minutes	Finance department/ Accounting Personnel
	SPF	Monitor liquidation of cash advances			5 – 3 or more days before the reglementory period 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to days after deadline 1 – 3 or more days after deadline	Finance department/ Accounting Personnel
	SPF	Prepare and Submit liquidation reports to COA	5 – complete 1 – incomplete	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to days after deadline 1 – 3 or more days after deadline	Finance department/ Accounting Personnel
Purchase Orders						
	SPF	Review purchase order under GF/STF	5 – complete 1 – incomplete		5– immediately 4– within 5-10 minutes 3– within 11 – 15 minutes 2 –within 16 to 20 minutes 1 – after 20 minutes	Finance department/
	SPF	Sign Funds Availability on Purchase Orders			5– immediately Upon receipt of POs/SDs 4– within 5-10 minutes	Finance department/

					3– within 11 – 15 minutes 2 –within 16 to 20 minutes 1 – after 20 minutes	
Vouchers						
	SPF	Sign cash availability on voucher (Box b)			5 – immediately upon receipt of DVs/Ors/SDs/payroll 4 – within 3 to 5 minutes 3 – within 6-10 minutes 2 – within 11-15 minutes 1 – after 15 minutes	Finance department/
Prepare sign, and number vouchers	SPF	Prepare voucher	5 – complete 1 – incomplete	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 – immediately upon receipt of complete SDS 4 – within 3 to 5 minutes 3 – within 6-10 minutes 2 – within 11-15 minutes 1 – after 15 minutes	Finance department/
	SPF	Sign cash availability voucher (Box b)			5 – immediately upon receipt of DVs/Ors/SDs/payroll 4 – within 3 to 5 minutes 3 – within 6-10 minutes 2 – within 11-15 minutes 1 – after 15 minutes	Finance department/
	SPF	Prepare monthly vouchers	5 – complete 1 – incomplete	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors		Finance department/
	SPF	Prepare STF Journal Entry Vouchers (in DVs)		5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 – immediately upon receipt 4 – within 3 to 5 minutes 3 – within 6-10 minutes 2 – within 11-15 minutes 1 – after 15 minutes	Finance department/
	SPF	Voucher numbering		5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 – immediately upon receipt 4 – within 3 to 5 minutes 3 – within 6-10 minutes 2 – within 11-15 minutes 1 – after 15 minutes	Finance department/

	SPF	Sign of LDDAP			5 – immediately upon receipt LDDAP/ADA 4 – within 3 to 5 minutes 3 – within 6-10 minutes 2 – within 11-15 minutes 1 – after 15 minutes	Finance department/
	SPF	Sign SLIIAE			5– immediately Upon receipt of LDDAP/ADA 4– within 5-10 minutes 3– within 11 – 15 minutes 2 –within 16 to 20 minutes 1 – after 20 minutes	Finance department/
	SPF	Sign Advice of Checks issued and Cancelled (ACIC)			5– immediately Upon receipt 4– within 5-10 minutes 3– within 11 – 15 minutes 2 –within 16 to 20 minutes 1 – after 20 minutes	Finance department/
	SPF	Prepare JEV per transaction	5 – complete 1 – incomplete	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5– immediately Upon receipt 4– within 5-10 minutes 3– within 11 – 15 minutes 2 –within 16 to 20 minutes 1 – after 20 minutes	Finance department/
Prepare Check Disbursement and General Journals	SPF	Prepare Check Disbursement and General Journals	5 – complete 1 – incomplete	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to days after deadline 1 – 3 or more days after deadline	Finance department/
	SPF	Prepare Ledgers (GL & SL)	5 – complete 1 – incomplete	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to days after deadline 1 – 3 or more days after deadline	Finance department/
	SPF	Prepare Monthly and Quarterly FS	5 – complete 1 – incomplete	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors	5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to days after deadline	Finance department/

				1 – with 4 or more errors	1 – 3 or more days after deadline	
	SPF	Prepare ADA	5 – complete 1 – incomplete	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5– immediately Upon receipt of LDDAP 4– within 5-10 minutes 3– within 11 – 15 minutes 2 –within 16 to 20 minutes 1 – after 20 minutes	Finance department/
	SPF	Prepare Bank Reconciliation Statement (STF, GF Special and Regular) for the months	5 – complete 1 – incomplete	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to days after deadline 1 – 3 or more days after Finance department/ deadline	Finance department/
Preparation of :						
- Total assessment per year	SPF	Prepare the form/document/report on due date	5 – complete 1 – incomplete	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors		Finance department/
- Subsidiary ledger of CHED, TEAP, TESAP and other scholarships	SPF	Prepare the form/document/report on due date	5 – complete 1 – incomplete	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors		Finance department/
- Safe loan receivable	SPF	Prepare the form/document/report on due date	5 – complete 1 – incomplete	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors		Finance department/
Maintain and update contractor's folders/subsidiary ledgers	SPF	Contractor's record updated	5 – complete 1 – incomplete	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors		Finance department/

				1 – with 4 or more errors		
Payment of salaries of student assistants	SPF	Paid salaries of student assistants	5 – complete 1 – incomplete		5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to days after deadline 1 – 3 or more	Finance department/
Issuance of:						
- Clearance forms to students	CF/SF	Issued clearance forms of students on time			5- immediately upon request 4– 1-2 minutes 3- 3 mins. Upon request 2- 4-5 minutes 1 – 5 minutes and beyond	Finance department/
- Test permit	CF/SF	Issued test permits of students on time			5- immediately upon request 4– 1-2 minutes 3- 3 mins. Upon request 2- 4-5 minutes 1 – 5 minutes and beyond	Finance department/
- Statements of Accounts	CF/SF	Issued statement of accounts of students on time		5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5- immediately upon request 4– 1-2 minutes 3- 3 mins. Upon request 2- 4-5 minutes 1 – 5 minutes and beyond	Finance department/
- Assessment	CF/SF	Issued assessment forms of students on time		5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5- immediately upon request 4– 1-2 minutes 3- 3 mins. Upon request 2- 4-5 minutes 1 – 5 minutes and beyond	Finance department/
- Billing and Enrolment	CF/SF	Issued billing and enrolment of students on time		5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5- immediately upon request 4– 1-2 minutes 3- 3 mins. Upon request 2- 4-5 minutes 1 – 5 minutes and beyond	Finance department/
Remittances:						
• Withholding Taxes non-TRA	CF/SF	Remitted withholding taxes-non TRA	5 – complete 1 – incomplete	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors		Finance department/

• Withholding Taxes-TRA	CF/SF	Remitted withholding taxes-TRA	5 – complete 1 – incomplete	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors		Finance department/
- Prepare BIR Forms 2316 (Employees Certificate of Compensation Withholding Tax)	CF/SF	Prepared BIR forms 2316 on time	5 – complete 1 – incomplete	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 – 1-5 minutes per employee 4 – within 6-10 minutes 3 – within 11-15 minutes 2 – within 16-20 minutes 1 – after 20 minutes	Finance department/
• GSIS	CF/SF	Remitted GSIS contributions	5 – complete 1 – incomplete	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors		Finance department/
- Prepare Alpha List with voucher	CF/SF	Prepared Alpha List with voucher	5 – complete 1 – incomplete	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 – immediately after the payroll is processed 4 – 2-3 hours 3- 4 hours 2- 5 hours 1 – beyond 5 hours	Finance department/
• PAG-IBIG	CF/SF	Remitted PAGIBIG contributions	5 – complete 1 – incomplete	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors		Finance department/
- Prepare Alpha List with voucher	CF/SF	Prepared Alpha List with voucher	5 – complete 1 – incomplete	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 – immediately after the payroll is processed 4 – 2-3 hours 3- 4 hours 2- 5 hours 1 – beyond 5 hours	Finance department/
• PHILHEALTH	CF/SF	Remitted PHILHEALTH contributions	5 – complete 1 – incomplete	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors		Finance department/
- Prepare Alpha List with voucher	CF/SF	Prepared Alpha List with voucher	5 – complete 1 – incomplete	5- no error 4- with 1 error 3 – with 2 errors	5 – immediately after the payroll is processed 4 – 2-3 hours	Finance department/

				2-with 3 errors 1 – with 4 or more errors	3- 4 hours 2- 5 hours 1 – beyond 5 hours	
• Salaries	CF/SF					
-Prepare Payroll	CF/SF	Prepared payroll on time	5 – complete 1 – incomplete	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to days after deadline 1 – 3 or more	Finance department/
-Payroll Register	CF/SF	Prepared payroll register on time	5 – complete 1 – incomplete	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 – immediately after the payroll is processed 4 – 2-3 hours 3- 4 hours 2- 5 hours 1 – beyond 5 hours	Finance department/
Payment of:						
• IGP	CF/SF	Payment made for IGP	5 – complete 1 – incomplete	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors		Finance department/
• Trust Fund	CF/SF	Payment made for Trust Fund	5 – complete 1 – incomplete	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors		Finance department/
Prepare Bank Reconciliation	CF/SF	Bank reconciliation prepared	5 – complete 1 – incomplete	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to days after deadline 1 – 3 or more	Finance department/
Submit vouchers to COA	CF/SF	Submission of vouchers to COA on time	5 – complete 1 – incomplete	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to days after deadline 1 – 3 or more	Finance department/
Sign Box B of ORS	CF/SF	Sign/approves ORs on time			5– immediately Upon receipt if fund is available 4– within 5-10 minutes	Finance department/

					3– within 11 – 15 minutes 2 –within 16 to 20 minutes 1 – after 20 minutes	
Present of 2017 Budget Proposal to ADCO	CF/SF	Presented Budget Proposals to ADCO	5 – complete 1 – incomplete	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors		Finance department/
Prepare Forward Estimates, TIER 1 and TIER 2	CF/SF	Accuracy of report	5 – complete 1 – incomplete	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors		Finance department/
Submit Budget Proposal to President ready for ADCO	CF/SF	Accuracy of report	5 – complete 1 – incomplete	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors		Finance department/
Submit 2017 Budget Proposal to NEDA and DBM	CF/SF	Accuracy of report	5 – complete 1 – incomplete	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to days after deadline 1 – 3 or more	Finance department/
Online Submission of BEDS to DBM thru the Unified Reporting System	SPF	Accuracy of report		5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to days after deadline 1 – 3 or more	Finance department/
Prepare Monthly updated salary loan schedule	CF/SF	Accuracy of report	5 – complete 1 – incomplete	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to days after deadline 1 – 3 or more	Finance department/
Numbering of NORSA	CF/SF	Accuracy of report			5– immediately Upon receipt 4– within 5-10 minutes 3– within 11 – 15 minutes 2 –within 16 to 20 minutes 1 – after 20 minutes	Finance department/

Reconciliation of Obligations (Budget) to Accounting (Disbursements)	CF/SF	Accuracy of report	5 – complete 1 – incomplete	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors		Finance department/
Preparation BURs	SPF	Accuracy of report	5 – complete 1 – incomplete	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5– immediately Upon receipt 4– within 5-10 minutes 3– within 11 – 15 minutes 2 –within 16 to 20 minutes 1 – after 20 minutes	Finance department/
		Fund ceiling on PR		5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5– immediately Upon receipt if fund is available 4– within 5-10 minutes 3– within 11 – 15 minutes 2 –within 16 to 20 minutes 1 – after 20 minutes	Finance department/
Cash Section						
	CF/SF	Issue official receipts per student	5 – complete 1 – incomplete	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5– immediately Upon receipt of payment 4– within 5-10 minutes 3– within 11 – 15 minutes 2 –within 16 to 20 minutes 1 – after 20 minutes	Finance department/
	CF/SF	Deposit collected fees	5 – complete 1 – incomplete	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5 – immediately the following day upon receipt of DVs 4 – within 2 days after 3 – within 3 days after 2 – within 4 days after 1 – within 5 days or more	Finance department/
	CF/SF	Prepare LDDAP-ADA database	5 – complete 1 – incomplete	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5- immediately upon receipt of SLIIAE 4- -5-15 minutes 3- 16-30 minutes 2- 31-45 1 45 minutes and beyond	Finance department/
	SPF	Sign ADA			5– immediately Upon receipt 4– within 5-10 minutes 3– within 11 – 15 minutes 2 –within 16 to 20 minutes 1 – after 20 minutes	Finance department/
	SPF	Prepare SLIIAE		5- no error 4- with 1 error	5- immediately upon receipt of SLIIAE	Finance department/

				3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	4- -5-15 minutes 3- 16-30 minutes 2- 31-45 1 45 minutes and beyond	
	SPF	Sign advice of LDDAP-ADA		5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5– immediately Upon receipt 4– within 5-10 minutes 3– within 11 – 15 minutes 2 –within 16 to 20 minutes 1 – after 20 minutes	Finance department/
	SPF	Sign of advice of checks issued			5– immediately Upon receipt 4– within 5-10 minutes 3– within 11 – 15 minutes 2 –within 16 to 20 minutes 1 – after 20 minutes	Finance department/
	CF/SF	Update Cash books	5 – complete 1 – incomplete	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors		Finance department/
	SPF	Prepare and sign check		5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5– immediately Upon receipt 4– within 5-10 minutes 3– within 11 – 15 minutes 2 –within 16 to 20 minutes 1 – after 20 minutes	Finance department/
	CF/SF	Prepare RCIs & Accountable forms	5 – complete 1 – incomplete	5- no error 4- with 1 error 3 – with 2 errors 2-with 3 errors 1 – with 4 or more errors	5– immediately Upon receipt 4– within 5-10 minutes 3– within 11 – 15 minutes 2 –within 16 to 20 minutes 1 – after 20 minutes	Finance department/
Satellite Campuses – Finance Section						
• Submit Collection Report	CF/SF	Report collection submitted monthly to Main Campus	5- submitted required report 1-no report submitted	5 – accurate 4 – with 1 error 3 – 2 errors 2 – 3 errors 1 – more than 3 errors	5-submitted within 1 to 2 days 4-submitted within 3 to 4 days 3-submitted within 5 working days 2-within 6 to 7 working days 1- beyond 7 working days	Cash Section personnel (Satellite Campus)
• Prepare Test Permit	CF/SF	Test permits prepared before examination date	5 – complete 1 – incomplete	5 – accurate 4 – with 1 error 3 – 2 errors 2 – 3 errors	5-5 or more days before examination date 4-within 3 to 4 days before examination date	Personnel in-charge (Satellite Campus)

				1 – more than 3 errors	3-within 1 to 2 days before the examination date 2-on the day of examination 1-after the exam date	
• Verify student accounts before signing of clearance	CF/SF	Verified student accounts before signing of clearance	5 – complete 1 – incomplete	5 – accurate 4 – with 1 error 3 – 2 errors 2 – 3 errors 1 – more than 3 errors	5-within 3 minutes per student 4–within 4 to 5 minutes per student 3-within 6 to 8 minutes per student 2-within 9 to 12 minutes 1-beyond 12 minutes	Personnel in-charge (Satellite Campus)
NBC Zonal Center Services • Review/Evaluation of CCE Documents	SPF	Review/Evaluation of CCE documents 3 months after receipt			5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to 2 days after deadline 1 – 3 or more days after deadline	NBC Zonal Center personnel
• Review/Evaluation of QCE documents	SPF	Review/Evaluation of QCE documents 2 months after receipt			5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to 2 days after deadline 1 – 3 or more days after deadline	NBC Zonal Center personnel
Local NBC Center Services • Conduct of orientation to Faculty members	CF/SF	No. of orientation conducted regularly	5 – complete 1 – incomplete		5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to 2 days after deadline 1 – 3 or more days after deadline	Local NBC Center personnel
Infra and Site Development • Construction of infra projects	SPF	Prepare program of works of infra projects			5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to 2 days after deadline 1 – 3 or more days after deadline	Infra and Site Dev. personnel
	SPF	Monitor/Inspect	5-100% of the projects inspected/monitored 1-below 100%	5-project is in accordance to specification 1-with back job	5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to 2 days after deadline	Infra and Site Dev. personnel

					1 – 3 or more days after deadline	
• Rehabilitation of existing infrastructure	SPF	Prepare program of works of infra projects			5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to 2 days after deadline 1 – 3 or more days after deadline	Infra and Site Dev. personnel
	SPF	Monitor/Inspect	5-100% of the projects inspected/monitored 1-50% and below	5-project is in accordance to specification 1-with back job	5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to 2 days after deadline 1 – 3 or more days after deadline	Infra and Site Dev. personnel
DPIM-ICT Services • Development of system/ program	SPF	a) Submitted proposal for system development		5-approved 4-with minor revisions 3-with major revisions 2-total revisions 1-Disapproved	5 – 3 or more days before deadline 4 – 1 to 2 days before deadline 3 – on set deadline 2 – 1 to 2 days after deadline 1 – 3 or more days after deadline	DPIMT Personnel
	SPF	b) Implemented approved system		5-100% functional 4-fumctional with minor revisions 3-functional with major revisions 2-total revision 1-not functional	5 – 3 or more weeks before deadline 4 – 1 to 2 weeks before deadline 3 – on deadline (based from the proposed development timeframe) 2 – 1 to 2 weeks after deadline 1 – 3 or more weeks after deadline	DPIMT Personnel
• Update and maintenance of existing/implemented system	SPF	Response to encountered system bugs/errors	5- 100% of the request respondent to/acted upon 1-below 100%	Client Satisfaction Rating: 5- Outstanding 4- Very Satisfactory 3- Satisfactory 2- Poor 1- Very Poor		DPIMT Personnel Personnel/User
	SPF	Monitor and maintain system database	5- 100% complete request 1-below 100%	5- stable 1- unstable		DPIMT personnel

• Maintenance of Computers and Software	CF/SF	Updated and maintained software	5-100% of computers and software 1-below 100%	5-functional 1-non-functional		DPIMT Personnel
	CF/SF	Response to requests for repairs	5-100% of requests 1-below 100%	Client satisfaction rating: 5-Outstanding 4-Very Satisfactory 3-Satisfactory 2-Poor 1-Very Poor	5-within 1 day 4-within 2 days 3-within 3 days upon receipt of request 2-within 4 days 1-after 4 days and above	DPIMT Personnel
• Maintenance of network infrastructure	CF/SF	a) Response to request to troubleshoot internet connectivity	5-100% of requests 1-below 100%	Client satisfaction rating: 5-outstanding 4-very satisfactory 3-satisfactory 2-unsatifactory 1-poor	5-within 1 day 4-within 2 days 3-within 3 days upon receipt of request 2-within 4 days 1-after 4 days and above	DPIMT Personnel
Internal Control Unit • Implementation of Auditing rules and policies	CF/SF	Recommendations submitted for consideration in relation to implementation of auditing rules and policies	5-100% 1-below 100%		5-within 1 day 4-within 2 days 3-within 3 days upon receipt of request 2-within 4 days 1-after 4 days and above	ICU personnel
	CF/SF	Auditing/Assessment of financial transactions	5-100% of documents of financial transactions acted upon 1-below 100%	5– no error 4-with 1 error 3-with 2 errors 2-with 3 errors 1-with 4 errors	5-within 1 day 4-within 2 days 3-within 3 days upon receipt 2-within 4 days 1-after 4 days and above	ICU personnel
Income Generating Projects • Management of IGPs	SPF	Submitted proposal for IGP	5-130% and above the targeted number 4-115-129% 3-100-114% 2-51-99% 1-50% and below		5-within the rating period 1-beyond the rating period	IGP personnel
Executive Assistants • Review/Assess communication for the President's action	CF/SF	Accuracy of the assessment of the communication given to the President for action		5– no error 4-with 1 error 3-with 2 errors 2-with 3 errors 1-with 4 errors		EA personnel
Medical-Dental Services						
• Provide health services	CF/SF	Physical examination conducted	5- 90 to 100% of clients served		5-Immediately responded to patients	Physician/Dentist

		(Medical/Dental)	4- 80 to 89% of clients served 3- 60 to 79% of clients served 2- 40 to 59% of clients served 1- less than 40 of clients served		1-Delayed response	
	CF/SF	Assisted in physical examination	5-100% of health services 1-below 100% -delete 5- 90 to 100% of clients served 4- 80 to 89% of clients served 3- 60 to 79% of clients served 2- 40 to 59% of clients served 1- less than 40 of clients served		5-Immediately responded to patients 1-Delayed response	Nurse/Health Service Staff
	CF/SF	Provided medical services on BP monitoring, first aid, etc.	5-100% of clients 1-below 99% of clients		5-Immediately responded to patients 1-Delayed response	Campus Nurse/Health services staff
	CF/SF	Prescribe medicine upon physical/medical examination			5-Immediately responded to patients 1-Delayed response	Physician
	CF/SF	Dispense medicines upon receipt of prescription/ doctors order			5-Immediately upon receipt of prescription/doctors order 1-Delayed response	Campus Nurse/Health services staff
• Referral of patients for further management	CF/SF	Referred patients for further management	5- 90 to 100% of patients 4- 80 to 89% of patients 3- 60 to 79% of patients 2- 40 to 59% of patients 1- less than 40 of patients		5-Immediately 1-Delayed response	Physician/Health services staff
• Campus visitation	CF/SF	Visited the campuses regularly	5-100% of clients 1-below 100%		5-within the rating period 1-beyond the rating period	Physician

	CF/SF					
• Supervision of general cleaning activities of the campus	CF/SF	Cleaning activities initiated, coordinated and supervised			5-within the rating period 1-beyond the rating period	Assigned Campus Nurse/ Health services staff
• Regular water treatment	CF/SF	Water in the campus regularly treated (depends on availability of chlorine), (quarterly)	5- 90 to 100% of water reservoir 4- 80 to 89% of water reservoir 3- 60 to 79% of water reservoir 2- 40 to 59% of water reservoir 1- less than 40 of water reservoir			Health services staff
	CF/SF	Monitoring of sanitary permits of food stalls within the campus	5- 90 to 100% of food stalls has sanitary permit 4- 80 to 89% of food stalls has sanitary permit 3- 60 to 79% of food stalls has sanitary permit 2- 40 to 59% of food stalls has sanitary permit 1- less than 40 of food stalls has sanitary permit		5-Immediately 1-Delayed response	Health Service Staff
Security Services • Maintain peace and order • Secure University properties, personnel, clients, and visitors	CF/SF	Response time to incidents			5– immediately 4-within 5 minutes 3– within 6 – 10 minutes 2-within 11-15 minutes 1-beyond 15 minutes	Security personnel
	CF/SF	Roving/Monitoring	5- acted upon 100% untoward incidents during time of duty 1-below 100%		5-on schedule 1-behind schedule	Security personnel
	CF/SF	Record incoming and outgoing vehicles, visitors/guests, documents, etc.	5-100% of clients 1-below 100%		5– immediately 4– within 5 minutes 3-within 6-10 minutes 2-within 11-15 minutes 1-beyond 15 minutes	Security personnel

	CF/SF	Report incidents or suspicious activities/visitors, etc.	5-100% of clients 1-below 100%	5-100% accuracy of facts/information reported 4-with 1 error 3-with 2 errors 2-with 3 errors 1-with 4 errors	5-submitted report within the day 4-submitted report after 1 day 3-submitted report after 2 days 2-submitted report after 3 days 1-submitted report after 4 days	Security personnel
	CF/SF	Client satisfaction rating		5-outstanding 4-very satisfaction 3-satisfactory 2-unsatisfactory 1-poor		Security personnel

Monitor/Evaluate Operations
 	
• MIS
• Strategic Performance Management System (OPCR/IPCR)
• ARTA
• SALN
• GAD
• OJT
	CF/SF	Operations (indicate the operation monitored/evaluated) monitored/evaluated as scheduled
		  a) MIS
		  b) SPMS-OPCR
		  c) SPMS-IPCR
		  d) Citizen's Charter
		  e) SALN
		  f) GAD
		  g) OJT
			5 – submitted complete data/ information 1 - incomplete	5 – excellent results and no mistakes 4 – one or two minor errors and/ or has very good results 3 – three or more minor errors and/or has acceptable results 2 – one major error or deficiency 1 – unacceptable result or careless/haphazard execution of work	5 – Submits documents within 3 or more days before the due date 4 – within 1-2 days before the due date 3 – on due date 2 – within 1-2 days after the due date 1 – within 3 or more days after due date	Concerned personnel in-charge in monitoring the specified operations:
						  - MIS
						  - OPCR (DPIM, Campus PIM)
						  - IPCR (HRD, Campus HRD)
						  - Citizens' Charter (HRD, Campus HRD)
						  - SALN (HRD, Campus HRD)
						  - GAD (GAD Focal Person, GAD coordinators)
						  - OJT (Faculty assigned)

Section 6.3. Common Indicators for All Personnel (Officials and Employees)

Participation to Institutional Events/Activities	CF/SF	Attendance to Foundation Day as scheduled	5-100% attendance 4-90% to 99% attendance 3-80% to 89% attendance 2-70% to 79% attendance 1-69% and below attendance	5-with appropriate dress code 1-not in appropriate dress code		All personnel
	CF/SF	Attendance to Intramurals Day as scheduled	5-100% attendance as required 1-no attendance	5-with appropriate dress code		All personnel

				1-not in appropriate dress code		
	CF/SF	Attendance to Graduation Day as scheduled	5-100% attendance as required 1-no attendance	5-with appropriate dress code 1-not in appropriate dress code		All personnel
	CF/SF	Attendance to Civil Service Anniversary Celebration as scheduled	5-100% attendance as required 1-no attendance	5-with appropriate dress code 1-not in appropriate dress code		All personnel
	CF/SF	Attendance to Health and Wellness activities	5-100% attendance 4-90% to 99% attendance 3-80% to 89% attendance 2-70% to 79% attendance 1-69% and below attendance			All personnel
	CF/SF	Attendance to Campus Events/Activities and other outside activities as per invite (specify)	5-100% attendance 4-90% to 99% attendance 3-80% to 89% attendance 2-70% to 79% attendance 1-69% and below attendance	5-with appropriate dress code 1-not in appropriate dress code		All personnel
	CF/SF	Attendance to meetings as scheduled (specify)	5-100% attendance 4-90% to 99% attendance 3-80% to 89% attendance 2-70% to 79% attendance 1-69% and below attendance			All personnel
Adherence to established rules and guidelines	CF/SF	Wearing of prescribed uniform	5-100% of the days required 4-90% to 99% of the days required 3-80% to 89% of the days required 2-70% to 79% of the days required	5-prescribed uniform and ID 3-prescribed uniform without ID/or ID without prescribed uniform 1-no uniform and no ID		All personnel

			1-69% and below of the days required			
	CF/SF	Attendance to Flag Ceremony as scheduled	5-100% attendance 4-90% to 99% attendance 3-80% to 89% attendance 2-70% to 79% attendance 1-69% and below attendance	5-with prescribed uniform 1-not in prescribed uniform	5-arrived prior to flag ceremony 3-arrived in the middle of the flag ceremony 1-arrived after the flag ceremony	All personnel
	CF/SF	Preparation and submission of DTR w/ complete attachments as scheduled			5- 3 or more days before deadline 4- 1 to 2 days before deadline 3- on set deadline 2- 1 to 2 days after deadline 1- 3 or more days after deadline	All personnel
	CF/SF	Preparation and submission of SALN as scheduled			5- 3 or more days before deadline 4- 1 to 2 days before deadline 3- on set deadline 2- 1 to 2 days after deadline 1- 3 or more days after deadline	All personnel
	CF/SF	Preparation and completion of profile in the Online Employees Profiling System as scheduled		5 – Complete and Updated 1 – Incomplete and No update/not registered	5- 3 or more days before deadline 4- 1 to 2 days before deadline 3- on set deadline 2- 1 to 2 days after deadline 1- 3 or more days after deadline	All personnel
	CF/SF	Preparation and submission of IPCR as scheduled		5-IPCR submitted is without correction 3-IPCR submitted is returned for correction 1- IPCR submitted is returned for further correction	5- 3 or more days before deadline 4- 1 to 2 days before deadline 3- on set deadline 2- 1 to 2 days after deadline 1- 3 or more days after deadline	All personnel

Section 6.4. Behavioral Indicators for All Personnel (Officials and Employees)
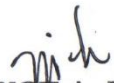
Note: This section consists of the indicators to measure adherence to the core values of the University. All employees and officials of the University should include this as Part IV of
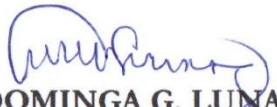
Core Values	Success Indicator	Performance Measures
Excellence – Strong commitment to achieve superior quality outputs and services	Consistent manifestation of the core value: Excellence	**5 –** Excellently manifests the value in his/her behavior and actions through consistent display/manifestation of the value
Faith – Strong belief and faith that there is God Almighty who guides the University in all its undertakings and endeavors. This also mirrors the University's community members' trust and confidence for each other toward harmonious living.	Consistent manifestation of the core value: Faith	4 – Very satisfactory 3-Satisfactory 2-Poor 1-Very poor
Integrity – Adherence to moral and ethical values; conformity to principle-driven service in the pursuit of the University vision, mission, and goals.	Consistent manifestation of the core value: Integrity	
Service – Recognition that the essence of its existence is to serve its clienteles and stakeholders for the common good.	Consistent manifestation of the core value: Service	
Creativity – Commitment to create and nurture a teaching and learning environment that encourages innovation, dynamism and resourcefulness in the pursuit to be globally recognized amidst rich cultural heritage. This includes provision of opportunities for critical thinking, problem-solving, communication, and collaboration.	Consistent manifestation of the core value: Creativity	
Cultural-sensitivity – Commitment to promote and preserve the rich cultural heritage of the province/region.	Consistent manifestation of the core value: Culture-sensitivity	

References:

CSC Memorandum Circular No. 6, s. 2012, "Guidelines in the Establishment and Implementation of Agency Strategic Performance Management System"
IFSU Strategic Plan 2019-2026, BOR approved January 2019
IFSU Strategic Performance Management System, Updated 2015
PREXC Briefer. www.dbm.gov.ph.
TESDA Performance Standards

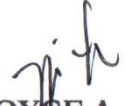Prepared by:

JOYCE A. BODAH
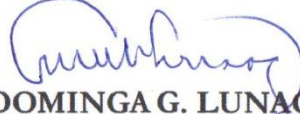PMT Secretariat/Member

DOMINGA G. LUNAG
PMT Member/HRD Officer
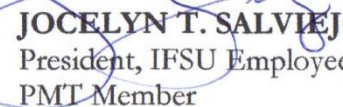
In consultation with Campus HRD and PIM Coordinators

Recommending Approval:

DIOSDADO M. AQUINO, Ph.D.
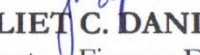PMT Chairperson

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Management/PMT Member

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JULIET C. DANIELS, CPA
Director, Finance Department/
PMT Member

Approved:

EVA MARIE CODAMON-DUGYON, Ph.D.
University President