



UPDATED TABLE OF REFERENCE FOR FY 2021

Updated February 2021

VISION

A globally recognized University upholding excellence amidst rich cultural heritage.

MISSION

Produce employable graduates who are morally upright, socially and culturally responsible professionals through quality, relevant, and innovative instruction, research, extension, and resource generation.

CORE VALUES:

- 1. Excellence**—IFSU's strong commitment to achieve superior quality outputs and services in the areas of instruction, research, extension, resource generation, and administration
- 2. Faith**—IFSU's 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.
- 3. Integrity**—IFSU's adherence to moral and ethical values; conformity to principle-driven service in the pursuit of the University vision, mission and goals.
- 4. Service**—IFSU's recognition that the essence of its existence is to serve its clientele and stakeholders for the common good.
- 5. Creativity**—IFSU's 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.
- 6. Cultural-sensitivity**—IFSU's commitment to preserve the rich cultural heritage of the province and the region.

GOALS

Goal 1 - Academic Excellence

Objectives:

1. To assure the quality of programs to achieve 71% - 100% accredited programs.
2. To ensure effective student lifecycle management and career development to achieve 50% of graduates that are employed (2 years prior)
3. To provide unique and lifelong learning experience in the entire student life cycle to attain 70% passing rate of fist-time takers in board examinations.
4. To integrate internalization perspective towards global connectedness to increase the number of international students by 5% and international partners by 5%.
5. To strengthen student welfare services for a successful academic formation of students with 90% students who rate services as satisfactory or higher.
6. To intensify conservation of the rich cultural heritage in the academic programs integrating IKSP in related courses and establishment of an IKSP center.

Goal 2 - Strong research leadership and culture

Objectives:

1. To establish a strong brand and strengthen image building of IFSU as a research leader in the academic sector achieving a total of 29 research outputs in the last three years utilized by the industry or by other beneficiaries.
2. To intensify conduct of research and dissemination of RD outputs to increase percentage of faculty members who: actively pursue research by 12% every 3 years' period who produce technologies for commercialization or livelihood improvement by 10%, and whose research work resulted in an extension program by 10%.
3. To intensify conservation of the rich cultural heritage.

Goal 3 - Sustainable extension and community Engagement

Objectives:

1. To package and transfer knowledge and technologies relevant to the needs of clientele achieving a 95% satisfaction rating from clients of extension services.
2. To create a widely shared organizational culture that encourages, promotes, and rewards extension and community engagements with 30 of faculty and 100 of students as volunteers annually.
3. To establish/strengthen/sustain linkages with LGUs, industries, and other organizations/stakeholders for resource sharing, extension program, and service complementation with increased number of active partnership by 20%.

Goal 4 - Excellent public service and good governance

Objectives:

1. To ensure efficient, transparent, and accountable delivery of administrative services with 95% client satisfaction rating in all Administrative offices and achieve the Good Governance Conditions requirements set by the Inter-Agency Task Force per A.O. 25.
2. To forge strong network system and resource-sharing through collaborative activities conducted regularly.
3. To strengthen the university's local and international visibility.
4. To enhance efficiency in resource generation and mobilization to increase the percentage of the total net income by 10% in 2019 and 20% annually from 2020.
5. To upgrade the competence and capabilities of human resources achieving 15% permanent faculty and staff attending relevant learning and development activity and attaining Level III status in the PRIME-HRM evaluation.
6. To technologize frontline services and other services of the University with an integrated system 100% operational.
7. To ensure a clean, green, safe, and GAD-responsive University environment implementing 100% of relevant government laws and ordinances.
8. To intensify conservation of the rich cultural heritage integrating culture in the administrative and support services.



TABLE OF REFERENCE FOR DELIVERY, SERVICE UNITS AND INDIVIDUAL EMPLOYEES FOR STRATEGIC PRIORITY AND SUPPORT FUNCTIONS Effective FY-2021

TABLE OF REFERENCE

I. INTRODUCTION

This Table of Reference was updated in accordance to the 8-Year Strategic Plan 2019 – 2026 of the University. This is part of the Strategic Performance Management System (SPMS) of the University. The SPMS of the university follows the Results-based Performance Management System (RBPMS). The RBPMS uses a comprehensive framework that cuts across several performance management levels. It defines various level of achievements from individual then to the bureau and the organizational level. Through the RBPMS, individual employee can see him/herself in the work plan to achieve societal goal.

As a general rule, this Table of Reference shall be the basis of the performance indicators to be used in the performance target setting for the OPCR and IPCR of units and the employees, respectively.

II. DEFINITION OF TERMS

1. **Strategic Priority Functions (SPF)- 40%** are functions identified as strategic priorities of the University as identified in its major goals in Instruction, Research Development, Extension and Training, Resource Generation, and Administration and Governance. A core and support function may be considered strategic priority function if they are directly affecting the strategic goals of the University.
2. **Core Functions (CF)-40%** are functions performed by the DUs and SUs which are inherent in its mandate. For individual employees, core functions are those that are assigned by virtue of their positions as identified as their duties and responsibilities provided for in their position/designation. Core functions are always in support of the University's goals, mission and vision.
3. **Support Functions (SF)-20%** are functions performed by the Office/employee in support of the achievement of the goals of the University or other offices/employees but are not directly identified as its/his core functions. These may be added functions which when not performed may affect the performance of the other office/employee.

For this year, appropriate weight is allocated per function.

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.

III. ACRONYMS

1. AACCUP – Accrediting Agency for Chartered Colleges and Universities in the Philippines
2. ACADCO – Academic Council
3. ADCO – Administrative Council
4. AEP – Advanced Education Program
5. APP – Annual Procurement Plan
6. BAC – Bids and Awards Committee
7. BOR – Board of Regent
8. CA – Campus Administrators
9. CAE – College of Advanced Education
10. CHED-COPC – Commission on Higher Education – Certificate of Program Compliance
11. CODETE – College of Open Distance Education and Transnational Education
12. COE/COD - Center of Excellence/Center of Development
13. DAA – Department of Alumni Affairs
14. DAS – Department of Administrative Services
15. DCD – Department of Capacity Development
16. DCPIA – Department of Communication, Public and International Affairs
17. DEPC – Department of Environmental Protection and Conservation
18. DET – Department of Extension and Training
19. DFS – Department of Finance Services
20. DFS-BS - Department of Finance Services-Budget Section
21. DGS – Department of General Services
22. DHRD – Department of Human Resources and Development
23. DISD – Department of Infrastructure and Site Development
24. DISD – Department of Infrastructure and Site Development
25. DLS – Department of Library Services
26. DPIM – Department of Planning and Information Management
27. DQuA – Department of Quality Assurance
28. DRAS – Department of Registrar and Admission Services
29. DRD – Department of Research and Development
30. DRRM – Department of Risk Reduction and Management
31. DSCA – Department of Socio-cultural Affairs

- 32. DSD – Department of Sports Development
- 33. DSSD – Department of Student Services and Development
- 34. DU – Delivery Unit
- 35. EP – Extension Program
- 36. GADRRRC – Gender and Development, Research Resource Center
- 37. GASS – General Administration and Support Services
- 38. GFPS – GAD Focal Point System
- 39. HDU – Head of Delivery Unit
- 40. HEP – Higher Education Program
- 41. HSU – Head of Service Unit
- 42. IAS – Internal Audit Services
- 43. IATF – Inter-Agency Task Force
- 44. ICT – Information and Communication Technology
- 45. IRT-GIAHS – Ifugao Rice Terraces - Globally Important Agricultural Heritage System
- 46. KRA – Key Results Area
- 47. NBC – National Budget Circular
- 48. OCED – Office of the Campus Executive Director
- 49. OP – Office President
- 50. OP-EA – Office of the President – Executive Assistant
- 51. OUBS – Office of the University and Board Secretary
- 52. OVPA – Office of the Vice President for Administration
- 53. OVPA – Office of the Vice President for Academic Affairs
- 54. OVPPFRG – Office of the Vice President for Planning, Finance and Resource Generation
- 55. OVPRDET – Office of the Vice President for Research and Development, Extension and Training
- 56. PPP – Program Performance Profile
- 57. RP – Research Program
- 58. STO – Support to Operations
- 59. SU – Service Unit

GOAL 1: ACADEMIC EXCELLENCE

Organizational Outcome:

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

KRA & Objective	University Performance Indicator	OPCR-DELIVERY UNITS		OPCR-SERVICE UNITS		INDIVIDUAL	
		Performance Indicator	Responsible Unit	Performance Indicator	Responsible Unit	Performance Indicator	Responsible Individual
KRA 1 – Quality Programs <i>Objective 1. To assure quality of programs</i>	Percentage of undergraduate and graduate programs granted with accreditation	Percentage of undergraduate and graduate programs granted with accreditation	OVPA, OP, OCED	Percentage of undergraduate and graduate programs granted with accreditation	DQuA, Colleges	No. of proposed/ revised policies/ guidelines/ PPAs to assure quality of programs	VPAA, CEDs
	Percentage of undergraduate and graduate programs granted with COPC by CHED	Percentage of undergraduate and graduate programs granted with COPC by CHED	OVPA, OP, OCED	Percentage of undergraduate and graduate programs granted with COPC by CHED	DQuA, Colleges	No of policies/ guidelines/ PPAs implemented to ensure quality of programs in the univ/campus	DQUA,OP personnel, CED
	No. of program(s) with COE/COD	No. of program(s) with COE/COD	OVPA, OP, OCED	Percentage of programs granted with COD/COE	DQuA, Colleges		
	No. of Programs Certified a. Regional/National b. International	No. of Programs Certified a. Regional/National b. International	OVPA, OP, OCED	No. of Programs Certified a. Regional/National b. International	DQuA, Colleges	No. of PPAs conducted to ensure quality of programs in the college Other PIs for employee (Refer to 2019 TOR)	Deans, Chairpersons, Assigned Faculty Assigned Faculty
KRA 2 – Quality Graduates <i>Objective: To ensure effective student lifecycle management and</i>	Percentage of graduates (2 years prior) that are employed	Percentage of graduates (2 years prior) that are employed	OVPA, OP, OCED	Percentage of graduates (2 years prior) that are employed	DAA, Colleges	No of proposed/ revised policies/ guidelines or PPAs to ensure quality of graduates leading to increase in employment rate	VPAA,CEDs

<i>career development</i>						No. of policies/guidelines/PPAs implemented to ensure high employability of graduates (in univ/campus/college) Completed Tracer Study in all programs of the University	Director DAA, CED, Deans DAA, Deans, Alumni Chairperson, Assigned Faculty
KRA 3 Quality Faculty and Students <i>Objective 3. To provide unique and lifelong learning experience in the entire student life cycle</i>	Percentage of first-time licensure examination takers that pass the licensure exam	Percentage of first-time licensure examination takers that pass the licensure exam	OVPAA, OP, OCED	Percentage of first-time licensure examination takers that pass the licensure exam	DQuA, Colleges	No. of proposed/ revised policies/ guidelines or PPAs submitted to improve the quality of faculty and students	VPAA, CEDs
	Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority courses/ programs	Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority courses/ programs	OVPAA, CEDs	Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority courses/ programs	DRAS, Colleges	No. of policies/ guidelines/ PPAs implemented to increase/improve:	OP Staff, DQUA, CEDs, Deans
	Percentage of graduate student population enrolled in research degree programs	Percentage of graduate students enrolled in research degree programs	OVPAA, OCED	Percentage of graduate student population enrolled in research degree programs	DRAS, CAE	a. Licensure examination b. Enrolment in Priority Courses/research programs	
	No of IMs approved	No of IMs approved	OVPAA, OP, CEDs	No of IMs approved	DQUA Colleges	c. IM Approved d. Faculty with doctorate degree	
	Percentage of faculty who are doctorate degree holders	Percentage of faculty who are doctorate degree holders	OVPAA, CEDs	Percentage of faculty who are doctorate degree holders	Colleges	No of PPAs conducted to ensure quality of	
							Director, Deans,

						faculty and students (in licensure examination, enrolment, IM approval, and doctorate degree holders)	Chairpersons, Assigned Faculty
KRA 4. Globally-competitive Students <i>Objective 4. To integrate internationalization perspective towards global connectedness</i>	% of students involved in inter-country mobility	% of students involved in inter-country mobility	OVPAA, CEDs	% of students involved in inter-country mobility	DCD, Colleges	No. of proposed/revised policies/guidelines/PPAs to ensure globally competitive students No. of PPAs conducted to ensure globally competitive students in the univ/campus/college % of students assisted/monitored for inter-country mobility	VPAA, CEDs DCD, CEDs Deans DCD
KRA 5. Modernized Facilities and Quality Students Services <i>Objective 5. To strengthen student welfare services for a successful academic formation of students</i>	Percentage of clients who rated services as satisfactory using the client's feedback form	Percentage of clients who rated services as satisfactory using the client's feedback form	OVPAA, OCED	Percentage of clients who rated services as satisfactory using the client's feedback form	All Student Service Units and Colleges	No. of proposed/revised policies/ guidelines or PPAs to ensure modernize facilities and quality services for students No. of PPAs conducted in the	VPAA, CEDs Director, CEDs, Deans

						campus/ colleges/ AOR No. of monitoring and evaluation activitie/s to ensure good or better rating of clients in AOR	Directors, CEDs, Deans
KRA 6. Culturally-sensitive Graduates <i>Objective 6. To integrate Indigenous Knowledge, Systems, and Practices (IKSP) in the academic programs to intensify conservation of the rich cultural heritage</i>	No. of cultural activities conducted	No. of cultural activities conducted	OVPAA, OCED	No. of cultural activities conducted	DSCA, Colleges	No. of proposed policies/guidelines/ PPAs submitted to ensure culturally sensitive graduates No. of subjects geared towards cultural heritage included in the course syllabi in the campus/ college No. of cultural PPAs conducted to intensify conservation of rich cultural heritage	VPAA, CEDs CEDs, Deans & Faculty assigned to cater the PI Director, CEDs, Deans

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 or in the 2019 TOR shall be set and agreed upon by the supervisor and the employee.

GOAL 2 - STRONG RESEARCH LEADERSHIP AND CULTURE

Organizational Outcome: Higher education research improved to promote economic productivity and innovation.

KRA & Objective	University Performance Indicator	OPCR-DELIVERY UNITS		OPCR-SERVICE UNITS		INDIVIDUAL	
		Performance Indicator	Responsible Unit	Performance Indicator	Responsible Unit	Performance Indicator	Responsible Individual
KRA 1. Strong Research Brand and Image <i>Objective 1. To establish a strong brand and strengthen image building of IFSU as a research leader achieving a total of 29 research outputs in the last 3 years utilized by the industry or by other beneficiaries</i>						No. of proposed/ revised policies/ guidelines or PPAs to establish a strong brand and image of IFSU in research and development Monitor and evaluate accomplishment by univ/campus/ college	VPRDET, RD, CED, Dean Director, CED, Chairperson, Dean
	Number of RD outputs in the last 3 years utilized by the industry or by other beneficiaries	Number of RD outputs in the last 3 years utilized by the industry or by other beneficiaries	OVPRDET, OCED	Number of RD outputs in the last 3 years utilized by the industry or by other beneficiaries	RD, Colleges, GIAHS	No. of PPAs conducted to utilize/ commercialize RD outputs	Directors, CEDs, Deans, Faculty assigned
	Number of research outputs completed within the year	Number of research outputs completed within the year	OVPRDET, OCED	Number of research outputs completed within the year	RD, College, GIAHS, SWK, GAD, EYE CENTER	% of approved research proposals completed within the year in the college/campus % of approved research proposals completed within the year	CEDs, Deans, Research Coordinator Faculty

	Percentage of research outputs published in internationally research journals and CHED accredited Journals	Percentage of research outputs published (such as Elsevier Scopus, Thomson Reuters Journals, and CHED accredited Journals	OVPRDET, OCED	Percentage of research outputs published (such as Elsevier Scopus, Thomson Reuters Journals, and CHED accredited Journals	RD, College, GIAHS, SWK	% of funded research published	Faculty
	No. of research centers established	No. of research centers established	OVPRDET, OCED	No. of research centers established	RD, GIAHS	No. of proposals submitted to establish research center	RD personnel
	No. of externally-funded researches	No. of externally-funded researches	OVPRDET, OCED	No. of externally-funded researches	RD, Colleges	No. of proposals submitted for funding	RD personnel, Faculty assigned
	No. of inventions patented/copyrighted	No. of inventions patented/copyrighted	OVPRDET, OCED	No. of inventions patented/copyrighted	RD, Colleges	No. of research output endorsed for patenting/copyright No. of research output submitted for patenting/ UM/ copyright No. of research output assisted for patenting/ UM/ copyright	CEDs, Dean Faculty assigned RD personnel
	No. of citations	No. of citations	OVPRDET, OCED	No. of citations	RD, Colleges	No. of citations of research publication No. of research assisted to gain citation	Faculty assigned RD personnel

	No. of technology-based research outputs	No. of technology-based research outputs	OVPRDET, OCED	No. of technology-based research outputs	RD, Colleges	No. of research conducted with technology-based output No. of technology-based research assisted	Faculty assigned RD personnel
	No. of researches presented	No. of researches presented	OVPRDET, OCED	No. of researches presented	RD, Colleges	No. of research presented No. of research assisted for presentation	Faculty assigned RD personnel

KRA & Objective	University Performance Indicator	OPCR-DELIVERY UNITS		OPCR-SERVICE UNITS		INDIVIDUAL	
		Performance Indicator	Responsible Unit	Performance Indicator	Responsible Unit	Performance Indicator	Responsible Individual
KRA 2. Quality Research Outputs <i>Objective 2. To intensify conduct of research and dissemination of RD outputs to increase percentage of faculty members:</i> <ul style="list-style-type: none"> Who actively pursue research by 12% every 3 years period Who produce technologies for 	Percentage of graduate school faculty engaged in research work applied in any of the following:					No. of policies/PPAs proposed/conducted to improve engagement of faculty in a, b,c,d	VPRDET
	(a) Pursuing advanced research degree programs (Ph.D.)	Percentage of graduate school faculty engaged in research work applied in any of the following: <i>a. Pursuing advanced research degree programs (Ph.D.)</i>	VPRDET, OCED	Percentage of graduate school faculty engaged in research work applied in any of the following: <i>a) Pursuing advanced research degree programs (Ph.D.)</i>	CAE	No. of faculty endorsed to pursue advanced research degree No. of research study for:	CED, Dean Assigned faculty
	b. Actively publishing within the last (3) years	b. Actively publishing within the last (3) years (investigative	VPRDET, OCED	(b) Actively publishing within the last (3) years (investigative	CAE	a) commercialization of technology produced,	

commercialization or livelihood improvement by 10%, and • Whose research work resulted in an extension program by 10%.	(investigative research, basic and applied scientific research, policy research, social science research) or	research, basic and applied scientific research, policy research, social science research) or		research, basic and applied scientific research, policy research, social science research) or		b)conduct of extension program	RD personnel - univ CED-College Dean-faculty
	(c)Producing technologies for commercialization or livelihood improvement	(c)Producing technologies for commercialization or livelihood improvement	VPRDET, OCED	(c)Producing technologies for commercialization or livelihood improvement	CAE	No. of monitoring activities to ensure: 1. faculty pursuing advanced research studies 2. faculty conducting research	
	(d)Whose research work resulted in an extension program	(d)Whose research work resulted in an extension program	VPRDET, OCED	(d)Whose research work resulted in an extension program	CAE	3. faculty who will commercialize their technology 4. faculty conducting extension program	

KRA & Objective	University Performance Indicator	OPCR-DELIVERY UNITS		OPCR-SERVICE UNITS		INDIVIDUAL	
		Performance Indicator	Responsible Unit	Performance Indicator	Responsible Unit	Performance Indicator	Responsible Individual
KRA 3. Conservation of the Cultural Heritage through Research <i>Objective 3. To intensify conservation of the rich cultural heritage</i>	No. of IK research centers established	No. of IK research centers established	VPRDET OCED	No. of IK research centers established	GIAHS, Colleges	No. of proposals to establish IK centers to conserve rich cultural heritage	VP, Director, GIAHS personnel
						No. of PPAs conducted by IK centers	

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GOAL 3 – SUSTAINABLE EXTENSION AND COMMUNITY ENGAGEMENT

Organizational Outcome: Community engagement increased

KRA & Objective	University Performance Indicator	OPCR-DELIVERY UNITS		OPCR-SERVICE UNITS		INDIVIDUAL	
		Performance Indicator	Responsible Unit	Performance Indicator	Responsible Unit	Performance Indicator	Responsible Individual
KRA 1. Relevant Extension Activities <i>Objective 1. To package and transfer knowledge and technologies relevant to the needs of clientele achieving a 95% satisfaction rating from clients of extension services</i>						No. of proposed/ revised policies/ guidelines or PPAs to establish relevant extension activities Monitor and evaluate accomplishment by univ/campus/ college	VPRDET, DET Director, CED, Chairperson, Dean
	No. of technology-business incubation center	No. of technology-business incubation center	OVPRDET, OCED	No. of technology-business incubation center	DET	No. of TBIs established	DET, Assigned faculty
	No. of adopters	No. of adopters	OVPRDET, OCED	No. of adopters	DET	No. of PPAs conducted to ensure the number of: -adopters -viable demo projects - research outputs commercialized Other PIs refer to 2019 TOR	DET Director and Staff Assigned personnel
	No. of viable demonstration projects (with IRR) to be established (new)	No. of viable demonstration projects (with IRR) to be established (new)	OVPRDET, OCED	No. of viable demonstration projects (with IRR) to be established (new)	DET		
	No. of research outputs commercialized (new)	No. of research outputs commercialized (new)	OVPRDET, OCED	No. of research outputs commercialized (new)	DET, GIAHS, SWK		
	No. of technology packaged (new)	No. of technology packaged (new)	OVPRDET, OCED	No. of technology packaged (new)	DET, GIAHS, SWK, GAD		

KRA 2. Volunteer Faculty and Students Objective 2. To create a widely shared organizational culture that encourages, promotes, and rewards extension and community engagements with 30 of faculty and 100 of students as volunteers annually	Number of trainees weighted by the length of training	Number of trainees weighted by the length of training	OVPRDET, OCED	Number of trainees weighted by the length of training	DET, College, GIAHS, SWK, EYE CENTER	No. of proposed policies/guidelines/PPAs to encourage culture of volunteerism from faculty and students No. of proposed/endorsed trainings or extension programs in the campus/college No. of trainings conducted No. of extension programs implemented	OVPRDET, DET
	Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	OVPRDET, OCED	Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	DET, College, Eye Center		CEDs, Deans
	Percentage of beneficiaries who rate the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	Percentage of beneficiaries who rate the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	OVPRDET, OCED	Percentage of beneficiaries who rate the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	DET, College, GIAHS, SWK, EYE CENTER		Assigned Faculty Assigned Faculty
KRA 3. Active Linkages Objective 3. To establish/strengthen/sustain linkages with LGUs, industries, and other organizations/stakeholders for resource sharing, extension program, and service complementation with increased number of active partners by 20%	Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	OVPRDET, OCED	Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	DET, Eye Center, GIAHS, Colleges	No. of policies/guidelines/PPAs proposed to ensure active linkages No. of MOAs/PPAs for linkages or partnership	OVPRDET, DET DET, CEDs, Deans

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GOAL 4: EXCELLENT PUBLIC SERVICE AND GOOD GOVERNANCE

KRA & Objective	University Performance Indicator	OPCR-DELIVERY UNITS		OPCR-SERVICE UNITS		INDIVIDUAL	
		Performance Indicator	Responsible Unit	Performance Indicator	Responsible Unit	Performance Indicator	Responsible Individual
KRA 1 – Good Governance <i>To ensure efficient, transparent and accountable delivery of administrative services with 95% client satisfaction rating in all administrative offices</i>	Maintain Good Governance Conditions per IATF Memo Circular:	Maintain Good Governance Conditions per IATF Memo Circular:	OP, OVPA, OVPPFRG	Maintain good governance conditions as per area of responsibility in the required IATF Circular such as:	Directors under OP, OVPA and OVPPFRG in-charge of the IATF condition	No. of policies/guidelines proposed to intensify good governance systems and practices in the University in relation to the following reports:	OP, OVPA OVPPFRG
	a. Timely update of the following: <ul style="list-style-type: none"> - Transparency Seal - Philgeps Posting - Citizens Charter b. ISO Certified c. Attained required target: <ul style="list-style-type: none"> - BAR (GAA targets) - FAR (100% BUR) - COA (30% of full implementation of prior year's audit recommendation) - Early procurement (50%) d. Timely submission of Procurement requirements <ul style="list-style-type: none"> - APP - APCPI - Early procurement e. Complied the requirements of the ff: <ul style="list-style-type: none"> - SALN - FOI 	a. Timely update of the following: <ul style="list-style-type: none"> - Transparency Seal - Philgeps Posting - Citizens Charter b. ISO Certified c. Attained required target: <ul style="list-style-type: none"> - FAR (100% BUR) - COA (30% of full implementation of prior year's audit recommendation) - Early procurement (50%) d. Timely submission of Procurement requirements <ul style="list-style-type: none"> - APP - APCPI - Early procurement e. Complied the requirements of the ff:		a. Timely update of the following: <ul style="list-style-type: none"> - Transparency Seal - Philgeps Posting - Citizens Charter b. ISO Certified c. Attained required target: <ul style="list-style-type: none"> - FAR (100% BUR) - COA (30% of full implementation of prior year's audit recommendation) - Early procurement (50%) d. Timely submission of Procurement requirements <ul style="list-style-type: none"> - APP 	DPIM BAC DHRD and frontline offices DQUA, DFS ICU BAC BAC	- FAR - Financial Plan - ISO Certification - BAR - System of Ranking - APP - Citizen's Charter - SALN - FOI - COA Conduct of required PPAS to ensure satisfaction of the good	

		<p>- SALN -FOI</p> <p>Compliance of required good governance conditions in the campus</p> <p>Note: BUR- Obligation BUR- Disbursement</p>	<p>CEDs</p> <p>VPs, OP, OCEDs</p> <p>VPPFRG</p>	<p>- APCPI - Early procurement e. Timely submission of the requirements of the ff: - SALN -FOI</p> <p>Compliance of good governance conditions in the college</p> <p>MOOE: Obligation- Disbursement</p> <p>CO: Obligation- Disbursement</p>	<p>HRD In-charge</p> <p>Colleges</p> <p>All departments</p> <p>DFS</p> <p>DISD, OCED(with CO) DFS</p>	<p>governance conditions such as: - sustainability of ISO certification - Timely conduct of procurement procedure - Update Citizen's Charter - M&E activities to ensure GAA targets are met - Comply and update Philgeps Posting</p> <p>Monitor Timely submission of required reports Prepare complete, accurate and submit timely report (Quan,Qual, timeliness)</p>	<p>DQUA</p> <p>-Concerned offices</p> <p>DHRD and all frontline offices</p> <p>DPIM</p> <p>BAC</p> <p>OP/VPs-monitor Directors& CED-Monitor Deans Directors/Deans – Monitor personnel</p>
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						Timely Update of 1. Transparency Seal 2. Citizen's Charter 3. Philgeps Posting	Personnel In-charge DPIM DHRD & frontline offices BAC
	% Client Satisfaction Rating	% of Client Satisfied with services via the client feedback evaluation form	OP, OVPPFRG, OVPRDET, OCED	% of Client Satisfied with services via the client feedback evaluation form	All Service Units, Colleges	% of Client Satisfied with services via the client feedback form	All personnel

KRA & Objective	University Performance Indicator	OPCR-DELIVERY UNITS		OPCR-SERVICE UNITS		INDIVIDUAL	
		Performance Indicator	Responsible Unit	Performance Indicator	Responsible Unit	Performance Indicator	Responsible Individual
KRA 2 – Strong Network System and Resource-Sharing Objective: To strengthen the university's local and international visibility	funds/resource outsourced in support to instruction, research, extension, resource generation, and administration as a result of networking/linkaging with local and international organizations	funds/resource outsourced in support to instruction, research, extension, resource generation, and administration as a result of networking/linkaging with local and international organizations	OP, OVPA, OVPPFRG OCEDs	funds/resource outsourced in support to instruction, research, extension, resource generation, and administration as a result of networking/linkaging with local and international organizations	Directors assigned Deans assigned	No. of PPAs proposed to ensure strong network system and resource sharing in AOR No. of proposals submitted to funding agencies	VPPFRG, Directors, CEDs, Deans, Assigned personnel Personnel assigned

KRA & Objective	University Performance Indicator	OPCR-DELIVERY UNITS		OPCR-SERVICE UNITS		INDIVIDUAL	
		Performance Indicator	Responsible Unit	Performance Indicator	Responsible Unit	Performance Indicator	Responsible Individual
KRA 3 – Improved Visibility in the Local and International Environment Objective: To strengthen the university's local and international visibility						No. of policies/ guidelines or PPAs proposed/ amended to improve visibility of the university in the local and international environment	OP,VP, Directors
	No. of mandated service with ISO certification	No. of mandated procedures with ISO certification	OP,OVPA	No. of mandated procedures with ISO certification	DQuA, DAS	No. of PPAs conducted to ensure sustainability of ISO certification No. of monitoring activities with ISO certification	Director, Head of Service Units, Head of Committees DQUA
	No. of proposals submitted to improve local and international visibility	No. of proposals submitted to improve local and international visibility	OP, OCED	No. of new programs/activities approved & implemented proposals to improve local and international visibility	DCPIA, College	Conduct PPAs to improve local and international visibility Monitor conduct of PPAs	Director, Deans OP Personnel assigned
	No. of institutional awards given by reputable organizations	Note: Performance indicators for Delivery units, Service Units and Individuals cover all the PIs in the Higher Education Program, Advance Education Program, Research, Extension and Administrative. Hence, assigned SUs and Individual will indicate it in their OPCR/IPCR					

	SUC Rank (IFSU vs. other SUCs) Higher by 2 notches from year 2018	SUC Rank (IFSU vs. other SUCs) Higher by 2 notches from year 2018	OP	SUC Rank (IFSU vs. other SUCs) Higher by 2 notches from year 2018	DQUA	No. of PPAs conducted to ensure higher rank as compared from 2018 rank	Personnel of Assigned Unit
	SUC Leveling (by CHED)	SUC Leveling (by CHED)	Head of SUC Leveling Committee	SUC Leveling (by CHED)	Secretariat of Committee and Dept involved	No. of PPAs conducted in relation to SUC Leveling Timely submission of documents	SUC Leveling Committee Members All Involved Units

KRA & Objective	University Performance Indicator	OPCR-DELIVERY UNITS		OPCR-SERVICE UNITS		INDIVIDUAL	
		Performance Indicator	Responsible Unit	Performance Indicator	Responsible Unit	Performance Indicator	Responsible Individual
KRA 4 – Increased Income from IGP Objective: To enhance efficiency in resource generation and mobilization	Increase of total net income from IGP by 10% annually	Increase of total net income from IGP by 10% annually	OVPPFRG, OCED	Increase of total net income from IGP by 10% annually	DIGP, Campus IGP Chair	No. of approved proposals/policies/ PPAs to increase IGP	VPPFRG, DIGP
	% of internally generated income to total subsidy (income from IGP/GAA)	% of internally generated income to total subsidy	OVPPFRG	% of internally generated income to total subsidy	DIGP, DFS	No. of PPAs proposed to increase income from IGP	Director, CED, IGP Manager

KRA & Objective	University Performance Indicator	OPCR-DELIVERY UNITS		OPCR-SERVICE UNITS		INDIVIDUAL	
		Performance Indicator	Responsible Unit	Performance Indicator	Responsible Unit	Performance Indicator	Responsible Individual
KRA 5 – Quality Human Resources Objective: To upgrade the competencies and capabilities of human resources	No. of Area passed for Level II Status in PRIME-HRM (Areas: RSP, PM, L&D, R&R) - 4(ALL AREAS)	No. of Area passed for Level II Status in PRIME-HRM (Areas: RSP, PM, L&D, R&R)	OVPA	No. of Area passed for Level II Status in PRIME-HRM (Areas: RSP, PM, L&D, R&R)	DHRD	No. of policies/PPAs submitted to upgrade the quality of human resource No. of PPAs implemented to upgrade the competencies and capabilities of human resources	OVPA, DHRD Director and Personnel In-charge
	1 % of plantilla faculty members with Ph.D. in the field of specialization earned from the national university, the top 1,000 universities based on world ranking, or in programs with at least level III accreditation or COE/COD status, in the last three years	% of plantilla faculty members with Ph.D. in the field of specialization earned from the national university, the top 1,000 universities based on world ranking, or in programs with at least level III accreditation or COE/COD status, in the last three years	OVPA, OCED	% of plantilla faculty members with Ph.D. in the field of specialization earned from the national university, the top 1,000 universities based on world ranking, or in programs with at least level III accreditation or COE/COD status, in the last three years	DHRD Deans/ Program Chair	% of faculty members endorsed to enroll in the top national university, the top 1,000 universities based on world ranking, or in programs with at least level III accreditation or COE/COD status, in the last three years	DHRD/OCED/ Deans

	Relevant training hours attended by the faculty and staff members including attendance to conferences/trainings a. International b. Regional/National	Relevant training hours attended by the faculty and staff members including attendance to conferences/trainings a. International b. Regional/National	OVPA, OCED	Relevant training hours attended by the faculty and staff members including attendance to conferences/trainings a. International b. Regional/National	Deans Colleges	% of faculty/staff endorsed for SWT No. of SWTs attended	CEDs, Deans, Directors All personnel
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KRA & Objective	University Performance Indicator	OPCR-DELIVERY UNITS		OPCR-SERVICE UNITS		INDIVIDUAL	
		Performance Indicator	Responsible Unit	Performance Indicator	Responsible Unit	Performance Indicator	Responsible Individual
KRA 6 – TechDev Objective: To technologize front line services and other services of the University						No. of policies/PPAs submitted to technologize services	VPA, VPPFRG, OCED
	% of end-users using the priority information systems developed per year	% of end-users using the priority information systems developed per year	VPPFRG	% of end-users using the priority information systems developed per year	ICT Section	No. of systems developed No. of monitoring activities conducted	Programmers/ ICT personnel ICT Section Head/ Chairperson
	% of software licensed/copyrighted a. Operating Systems (OS) b. Microsoft Office	% of software licensed/copyrighted a. Operating Systems (OS) b. Microsoft Office	VPPFRG, OCED	% of software licensed/copyrighted a. Operating Systems (OS) b. Microsoft Office	ICT Section, Frontline Services	No. of computers with licensed/ copyrighted OS and Microsoft Office No. of monitored computers with licensed software	ICT In-charge of College/Campus ICT Section personnel
	% of new facilities completed	% of new facilities completed	OVPA, OCED	% of new facilities completed	DISD, Colleges	No. of M&E activities to ensure achievement of targets	DISD, DGSO, CEDs, personnel assigned

	% of existing facilities refurbished/ upgraded	% of existing facilities refurbished/ upgraded	OVPA, OCED	% of existing facilities upgraded/refurbished	DISD, DGSO, Colleges	Timely submission and approval of request for upgrade/ refurbishment Monitor implementation of project	VPs, Directors, CEDs, Deans Directors and personnel In-charge
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KRA & Objective	University Performance Indicator	OPCR-DELIVERY UNITS		OPCR-SERVICE UNITS		INDIVIDUAL	
		Performance Indicator	Responsible Unit	Performance Indicator	Responsible Unit	Performance Indicator	Responsible Individual
KRA 7 – Clean, Green, Safe, and GAD-Responsive University Environment Objective: To ensure a clean, green, safe, and GAD-responsive University environment						No. of policies/PPAs submitted to ensure Clean, Safe and GAD-Responsive Environment	VPA, VPPFRG, OCED
	% of infrastructure/ facilities granted certification from evaluating bodies (e.g. building permit, sanitary permit, etc.)	% of infrastructure/ facilities granted certification from evaluating bodies (e.g. building permit, sanitary permit, etc.)	OVPA, OVPPFRG, OCED	% of infrastructure/ facilities granted certification from evaluating bodies (e.g. building permit, sanitary permit, etc.)	DISD, DAS-Infirmary, DEPC, DRRM	No. of certification sought from evaluating bodies	Director, CEDs, Assigned personnel
	% of GAD-attributed fund implemented in: a) Higher Education Program b) Advanced Education Program c) Research Program Extension Program	% of GAD-attributed fund implemented in: a) Higher Education Program b) Advanced Education Program c) Research Program Extension Program	OP, OVPPFRG, OVPA, OVPA, OVPRDET, OCED	% of GAD-attributed fund implemented in: a) Higher Education Program b) Advanced Education Program c) Research Program Extension Program d) General Administration	All Service Units and Colleges	No. of Endorsed/Proposed GAD Attributed PPA Conduct of GAD Attributed PPA Monitor GAD Attributed PPA	VPs, CED, Director Assigned Personnel GAD Director & Chairperson

	d) General Administration and Support Services (GASS)	d) General Administration and Support Services (GASS)		and Support Services (GASS) implemented		Other PIs to be cascaded by GAD	
	No. of DRRM-related activities implemented in: a) Higher Education Program b) Advanced Education Program c) Research Program Extension Program d) General Administration and Support Services	No. of DRRM-related activities implemented in: a) Higher Education Program b) Advanced Education Program c) Research Program Extension Program d) General Administration and Support Services (GASS)	OP, OVPPFRG, OVPA, OVPRDET, OCED	No. of DRRM-related activities in Higher Education Program, Advanced Education Program, Research Program, Extension Program, and General Administration and Support Services (GASS)	DRRM Colleges	No. of DRRM PPAs Endorsed/Proposed Conduct of DRRM PPAs Monitor conduct of DRRM activities	CED, Director DRRM In-Charge Assigned Personnel Director, DRRM In-Charge
KRA 8 – Conservation of the Cultural Heritage Objective: To intensify conservation of the rich cultural heritage integrating culture in the administrative and support services	No. of administrative functions/PPA that promote the conservation of the Ifugao culture per administrative department	No. of administrative PPAs that promote the conservation of the Ifugao culture per administrative department	OP, OVPPFRG, OVPA, OCED	No. of administrative functions/PPA that promote the conservation of the Ifugao culture per administrative department	Assigned Department /College per Division and Campus	No. of PPAs endorsed/proposed to conserve Ifugao culture Conduct PPAs in relation to conservation of Ifugao culture	Director, CEDs Assigned personnel

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 or in the 2019 TOR shall be set and agreed upon by the supervisor and the employee.

References:

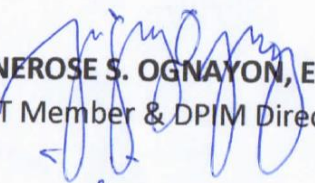
CSC Memorandum Circular No., s.2012,” Guidelines in the Establishment and Implementation of Agency Strategic Performance System”

IFSU Strategic Plan 2019-2026, BOR approved January 2019

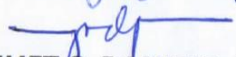
IFSU Strategic Performance Management System, Updated 2015

PREXC Briefer. www.dbm.gov.ph.


Prepared and Recommended for Use:



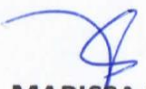
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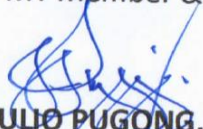
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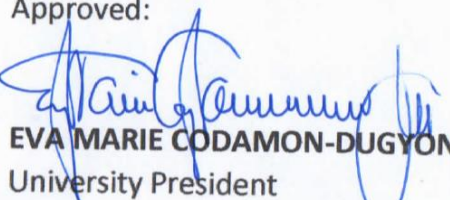


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