Administrative Division - Human Resources Development Section Success Indicators

Program and Project Based / Major Final Output	Success Indicator (Targets & Measures)	Rating Scales	Quality Effectiveness	Efficiency	Timeliness	Operational Definitions	Office Accountable
Publication of vacant Plantilla Positions	Publish vacant Plantilla Positions in the CSC in three (3) conspicuous areas in the office according to standards upon receipt of the Civil Service Commission (CSC)	5	Always according to standards	N/A	Immediately		Human Resource Development Section
		4	1-2 errors	N/A	N/A		
		3	3-4 errors	N/A	N/A		
		2	5-6 errors	N/A	N/A		
		1	beyond 6 errors	N/A	Later/Never		
Evaluation of applications for published vacant Pantilla Positions in the Central Office	100% applications for vacant Plantilla Positions in the Central Office are received and evaluated according to standards based on planned schedules and deadlines	5	Always according to standards	100% meeting the success indicators	1-2 days before the deadline		Human Resource Development Section
		4	1-2 errors	90% to 99.99% meeting the success indicators	within the set deadline		
		3	3-4 errors	80% to 89.99% meeting the success indicators	1-2 days delay		
		2	5-6 errors	70% to 79.99% meeting the success indicators	3-4 days delay		
		1	beyond 6 errors	below 70% of the success indicators	5 days beyond delayed		
Conduct Pre-Qualifying Examinations for vacant Pantilla Positions in the Central and Regional Offices	100% notice of examination and test kits, test administration, checking and scoring of Pre-Qualifying Examinations for vacant Plantilla Positions in the Centra and Regional Offices are prepared according to	5	Always according to standards	100% meeting the success indicators	1-2 days before the deadline		Human Resource Development Section
		4	1-2 errors	90% to 99.99% meeting the success indicators	within the set deadline		
		3	3-4 errors	80% to 89.99% meeting the success indicators	1-2 days delay		

	prepared according to standards based on planned schedules and deadlines	2	5-6 errors	70% to 79.99% meeting the success indicators	3-4 days delay	
		1	beyond 6 errors	below 70% of the success indicators	5 days beyond delayed	
Assist in the conduct of Panel and End-User Interview for Plantilla Position in the Central and Regional Offices	100 % notice of interview and interview rating sheets for HRMPSB and Division Chiefs, tally the interview rating scores are prepared according to standards based on planned schedules and deadlines	5	Always according to standards	100% meeting the success indicators	1-2 days before the deadline	Human Resource Development Section
		4	1-2 errors	90% to 99.99% meeting the success indicators	within the set deadline	
		3	3-4 errors	80% to 89.99% meeting the success indicators	1-2 days delay	
		2	5-6 errors	70% to 79.99% meeting the success indicators	3-4 days delay	
		1	beyond 6 errors	below 70% of the success indicators	5 days beyond delayed	
Assist in the deliberation of vacant Plantilla Positions in the Central Office	100% Table of Percentage Weight (TPW) are prepared according to standards based on planned schedules and deadlines	5	Always according to standards	100% meeting the success indicators	1-2 days before the deadline	Human Resource Development Section
		4	1-2 errors	90% to 99.99% meeting the success indicators	within the set deadline	
		3	3-4 errors	80% to 89.99% meeting the success indicators	1-2 days delay	
		2	5-6 errors	70% to 79.99% meeting the success indicators	3-4 days delay	
		1	beyond 6 errors	below 70% of the success indicators	5 days beyond delayed	
Submission of appointments in the CSC for Plantilla Positions	100% appointment, oath of office, certificate of assumption to duty, and other pertinent documents for submission to the CSC are prepared according to standards based	5	Always according to standards	100% meeting the success indicators	1-2 days before the deadline	Human Resource Development Section
		4	1-2 errors	90% to 99.99% meeting the success indicators	within the set deadline	
		3	3-4 errors	80% to 89.99% meeting the success indicators	1-2 days delay	

	on planned schedules and deadlines	2	5-6 errors	70% to 79.99% meeting the success indicators	3-4 days delay	
		1	beyond 6 errors	below 70% of the success indicators	5 days beyond delayed	
Conduct of Intervention as Training Coordinator	100% Interventions with approved budget and complete attachments are implemented according to standards to all employees of LTO Central Office within one year	5	Always according to standards	100% meeting the success indicators	Within the prescribed timeline	Human Resource Development Section
		4	1-2 errors	90% to 99.99% meeting the success indicators	N/A	
		3	3-4 errors	80% to 89.99% meeting the success indicators	N/A	
		2	5-6 errors	70% to 79.99% meeting the success indicators	N/A	
		1	beyond 6 errors	below 70% of the success indicators	Later/Never	
Research and design the training/project profile	100% training designs are prepared according to standards within ten (10) days before the conduct of the training	5	Always according to standards	100% meeting the success indicators	1-2 days before the deadline	Human Resource Development Section
		4	1-2 errors	90% to 99.99% meeting the success indicators	within the set deadline	
		3	3-4 errors	80% to 89.99% meeting the success indicators	1-2 days delay	
		2	5-6 errors	70% to 79.99% meeting the success indicators	3-4 days delay	
		1	beyond 6 errors	below 70% of the success indicators	5 days beyond delayed	
Preparation of Pre-test and post-test	100% questions in the Pre-test and Post Test are drafted according to standards within two (2) days	5	Always according to standards	100% meeting the success indicators	Within 1 day	Human Resource Development Section
		4	1-2 errors	90% to 99.99% meeting the success indicators	Within 2days	
		3	3-4 errors	80% to 89.99% meeting the success indicators	N/A	

		2	5-6 errors	70% to 79.99% meeting the success indicators	N/A	
		1	beyond 6 errors	below 70% of the success indicators	Later/Never	
Preparation of all the necessary documents before the conduct of the L&D Interventions	100% necessary documents before the conduct of the L&D Interventions are prepared according to standards within one week	5	Always according to standards	100% meeting the success indicators	1-2 days before the deadline	Human Resource Development Section
		4	1-2 errors	90% to 99.99% meeting the success indicators	within the set deadline	
		3	3-4 errors	80% to 89.99% meeting the success indicators	1-2 days delay	
		2	5-6 errors	70% to 79.99% meeting the success indicators	3-4 days delay	
		1	beyond 6 errors	below 70% of the success indicators	5 days beyond delayed	
Preparation of Annual Training Plan for the CY 2022	100% proposed ATP 2022 per division with complete attachments are consolidated and prepared according to standards within one week	5	Always according to standards	100% meeting the success indicators	1-2 days before the deadline	Human Resource Development Section
		4	1-2 errors	90% to 99.99% meeting the success indicators	within the set deadline	
		3	3-4 errors	80% to 89.99% meeting the success indicators	1-2 days delay	
		2	5-6 errors	70% to 79.99% meeting the success indicators	3-4 days delay	
		1	beyond 6 errors	below 70% of the success indicators	5 days beyond delayed	
Compliance to PRIME-HRM	100% evidence requirements of PRIME HRM are prepared according to standards within the target dates	5	Always according to standards	100% meeting the success indicators	1-2 days before the deadline	Human Resource Development Section
		4	1-2 errors	90% to 99.99% meeting the success indicators	within the set deadline	
		3	3-4 errors	80% to 89.99% meeting the success indicators	1-2 days delay	

		2	5-6 errors	70% to 79.99% meeting the success indicators	3-4 days delay		
		1	beyond 6 errors	below 70% of the success indicators	5 days beyond delayed		
Payrolls	100% payrolls are prepared and submitted according to standards within 1/2 day	5	Always according to standards	100% meeting the success indicators	Within 1/2 day		Human Resource Development Section
		4	1-2 errors	90% to 99.99% meeting the success indicators	N/A		
		3	3-4 errors	80% to 89.99% meeting the success indicators	N/A		
		2	5-6 errors	70% to 79.99% meeting the success indicators	N/A		
		1	beyond 6 errors	below 70% of the success indicators	Later/Never		
All bond renewals prepared and submitted	100% bond renewals are prepared and submitted according to standards within 1 day	5	Always according to standards	100% meeting the success indicators	Within 1 day		Human Resource Development Section
		4	1-2 errors	90% to 99.99% meeting the success indicators	N/A		
		3	3-4 errors	80% to 89.99% meeting the success indicators	N/A		
		2	5-6 errors	70% to 79.99% meeting the success indicators	N/A		
		1	beyond 6 errors	below 70% of the success indicators	Later/Never		
Policy Formulation	100% instructions to formulate a policy are acted and submitted according to standards (with no substantive revision, comment or input) within prescribed	5	Always according to standards	100% meeting the success indicators	1-2 days before the deadline		Human Resource Development Section
		4	1-2 errors	90% to 99.99% meeting the success indicators	within the set deadline		
		3	3-4 errors	80% to 89.99% meeting the success indicators	1-2 days delay		

	within prescribed timeline/deadline	2	5-6 errors	70% to 79.99% meeting the success indicators	3-4 days delay	
		1	beyond 6 errors	below 70% of the success indicators	5 days beyond delayed	
Summary List of Individual Ratings	100% Summary List of Individual Ratings are prepared according to standards based on planned schedules and deadlines	5	Always according to standards	100% meeting the success indicators	1-2 days before the deadline	Human Resource Development Section
		4	1-2 errors	90% to 99.99% meeting the success indicators	within the set deadline	
		3	3-4 errors	80% to 89.99% meeting the success indicators	1-2 days delay	
		2	5-6 errors	70% to 79.99% meeting the success indicators	3-4 days delay	
		1	beyond 6 errors	below 70% of the success indicators	5 days beyond delayed	
Performance Monitoring and Coaching Journal	100% Performance Monitoring and Coaching Journal are consolidated according to standards based on planned schedules and deadlines	5	Always according to standards	100% meeting the success indicators	1-2 days before the deadline	Human Resource Development Section
		4	1-2 errors	90% to 99.99% meeting the success indicators	within the set deadline	
		3	3-4 errors	80% to 89.99% meeting the success indicators	1-2 days delay	
		2	5-6 errors	70% to 79.99% meeting the success indicators	3-4 days delay	
		1	beyond 6 errors	below 70% of the success indicators	5 days beyond delayed	
Individual Development Plan	100% Individual Development Plan are consolidated according to standards based on planned schedules and deadlines	5	Always according to standards	100% meeting the success indicators	1-2 days before the deadline	Human Resource Development Section
		4	1-2 errors	90% to 99.99% meeting the success indicators	within the set deadline	
		3	3-4 errors	80% to 89.99% meeting the success indicators	1-2 days delay	

	deadlines	2	5-6 errors	70% to 79.99% meeting the success indicators	3-4 days delay		
		1	beyond 6 errors	below 70% of the success indicators	5 days beyond delayed		
CESPES	100% online submission to the CESPES are monitored and collated according to standards based on planned schedules and deadlines	5	Always according to standards	100% meeting the success indicators	1-2 days before the deadline		Human Resource Development Section
		4	1-2 errors	90% to 99.99% meeting the success indicators	within the set deadline		
		3	3-4 errors	80% to 89.99% meeting the success indicators	1-2 days delay		
		2	5-6 errors	70% to 79.99% meeting the success indicators	3-4 days delay		
		1	beyond 6 errors	below 70% of the success indicators	5 days beyond delayed		
Statements of Assets, Liabilities, and Networth (SALN)	100% submission of SALN are monitored and evaluated according to standards based on planned schedules and deadlines	5	Always according to standards	100% meeting the success indicators	1-2 days before the deadline		Human Resource Development Section
		4	1-2 errors	90% to 99.99% meeting the success indicators	within the set deadline		
		3	3-4 errors	80% to 89.99% meeting the success indicators	1-2 days delay		
		2	5-6 errors	70% to 79.99% meeting the success indicators	3-4 days delay		
		1	beyond 6 errors	below 70% of the success indicators	5 days beyond delayed		
Reportorial Requirements	100% reportorial requirements are prepared and submitted according to standards based on planned schedules and deadlines	5	Always according to standards	100% meeting the success indicators	1-2 days before the deadline		Human Resource Development Section
		4	1-2 errors	90% to 99.99% meeting the success indicators	within the set deadline		
		3	3-4 errors	80% to 89.99% meeting the success indicators	1-2 days delay		

	deadlines	2	5-6 errors	70% to 79.99% meeting the success indicators	3-4 days delay		
		1	beyond 6 errors	below 70% of the success indicators	5 days beyond delayed		
Personal Data Sheet (PDS) and Work Experience Sheet (WES)	100% submission of PDS and WES are monitored and evaluated according to standards based on planned schedules and deadlines	5	Always according to standards	100% meeting the success indicators	1-2 days before the deadline		Human Resource Development Section
		4	1-2 errors	90% to 99.99% meeting the success indicators	within the set deadline		
		3	3-4 errors	80% to 89.99% meeting the success indicators	1-2 days delay		
		2	5-6 errors	70% to 79.99% meeting the success indicators	3-4 days delay		
		1	beyond 6 errors	below 70% of the success indicators	5 days beyond delayed		
Monitoring of the administrative cases against LTO Employees	100% administrative cases against LTO employees are monitored and evaluated according to standards based on planned schedules and deadlines	5	Always according to standards	100% meeting the success indicators	1-2 days before the deadline		Human Resource Development Section
		4	1-2 errors	90% to 99.99% meeting the success indicators	within the set deadline		
		3	3-4 errors	80% to 89.99% meeting the success indicators	1-2 days delay		
		2	5-6 errors	70% to 79.99% meeting the success indicators	3-4 days delay		
		1	beyond 6 errors	below 70% of the success indicators	5 days beyond delayed		