Mindanao State University - Iligan Institute of Technology

MSU-IIT-SPMS Form 3.3 Staff

rend: ymerur 02/06/2024

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR) January 2023 to December 2023 (Period Covered)

Ratee:	ARLENE B. GIL			Date:	January	08, 202	3	Position	n/Desigi	nation	ı:		Plannin	g Office	r III
				PART I. PERFORMAN (SUCESS IND					ERFORMA						
ORGANIZATIONAL	KEY RESULT AREAS (KRAS)	Mandate / Function	DEPARTMENT / OFFICE LEVEL KEY PERFORMANCE	KEY PERFORMANCE	Targets/0	Commitm utput		STATUS OF ACCOMPLISE	HMENTS	QUALITY	TIMELINESS	SCORE	ALLOCATION		REMARKS (Supervisor/D
OUTCOME (OO)	(6 Pillars)		INDICATORS (KPIs) (Refer to DPCR /OPCR column D)	INDICATORS (KPI) Target (S.M.A.R.T)	Q1	Q2	TOTAL					Ü		SCORE	epartment/Se ction Head)
					Jan-Jun	Jul-Dec		Narrative	Quantity (if applicable)	N CRIT		AVERA	WEIGHT		
Higher Education Program, Advance Education, Research Program and Extension Program	KRA1. Pillar 1: Education KRA2. Pillar 2: Research and Innovation KRA3. Pillar 3: Student Support KRA4. Pillar 4: Public Service KRA5. Pillar 5: Governance KRA6. Pillar 6: Infrastructure	KRA1. Core Mandate/ Functions	Number of training programs or courses for personnel within the 3rd and 4th quarter of 2023.	Prepare the Travel Order, Itinerary of Travel, Cash Advance, Liquidation Report and other documents relating to the participation in the training, 2 weeks before the training.			0	Prepared documentary requirements for the cash advance of the DAP 2023 Course on Basic Monitoring and Evaluation registration fee for MJL Aporador, AB GIL & Prof. EP Hussien and forwarded to OVCPD Financial Assistant for processing on August 30, 2023. Prepared Liquidation Report for MJL Aporador, AB GIL & Prof. EP Hussien in the participation of DAP 2023 Course on Basic Monitoring and Evaluation upon recipt of OR mailed from DAP on		5	5	5.00			
							0	November Prepared documentary requirements for the reimbursement of travelling expenses for the attendance of MJL Aporador to NEDA-X Mini M&E Fora per approved TO#2023110073 dtd 11/07/2023 and SO# 2946-IIT s.2023 forwarded to OVCPD Financial Assistant for processing		5	5	5.00			

				PART I. PERFORMAN (SUCESS IND					PERFORM/ UAL ACCO							
ORGANIZATIONAL OUTCOME (OO)	KEY RESULT AREAS (KRAs)	Mandate / Function	DEPARTMENT / OFFICE LEVEL KEY PERFORMANCE INDICATORS (KPIs)			/Commitm Output		STATUS OF ACCOMPLIS	HMENTS	QUALITY	FFICIENC	TIMELINESS	SCORE	ALLOCATION		REMARKS (Supervisor/D epartment/Se
	(6 Pillars)		(Refer to DPCR /OPCR column D)	INDICATORS (KPI) Target (S.M.A.R.T)	Q1 Jan-Jun	Q2 Jul-Dec	TOTAL	Narrative	Quantity (if applicable)	EVA	LUA1	TIO	AVERAGE SCORE	WEIGHT ALL	SCORE	ction Head)
Higher Education Program, Advance Education, Research Program	KRA1. Pillar 1: Education KRA2. Pillar 2: Research and Innovation KRA3. Pillar 3: Student Support	KRA1. Core Mandate/	programs or courses for personnel within the 3rd and 4th quarter of 2023.			2	2	Participated the following trainings/courses: 1. Development Academy of the Philippines (DAP) online Course on Policy Design and Development., July 17-21, 2023 2. Workshop on Risk Management & Root Cause Analysis, August 10 & 11, 2023 at MSU-IIT Gymnasium 3.IQ Auditors Workshop, September 4 & 5, 223 at COE Conference Room 4. Development Academy of the Philippines (DAP) online Course on Basic Monitoring & Evaluation, September 18-22, 2023	4	5	5	5	5.00			
and Extension Program	KRA4. Pillar 4: Public Service			evaluation for the 2023 first												
	KRA5. Pillar 5: Governance KRA6. Pillar 6: Infrastructure		a.) Janitorial Services Provider					Assisted in the tabulation/processing of the results on the evaluation survey for the Janitorial Services Provider for the period December 2022 to May 2023 on July 06, 2023		4		5	4.50			
								Assisted in the preparation of write-up/report on the results of the evaluation survey for the Janitorial Services Provider for the period December 2022 to May 2023 on July 10, 2023		4		5	4.50			

D 0 (40

				PART I. PERFORMAN (SUCESS IND					PERFORM/ JAL ACCO						
ORGANIZATIONAL	KEY RESULT AREAS (KRAs)	Mandate / Function	DEPARTMENT / OFFICE LEVEL KEY PERFORMANCE	KEY PERFORMANCE	The Contract of the Contract o	Commitm Output		STATUS OF ACCOMPLIS	HMENTS	QUALITY	TIMELINESS	SCORE	ALLOCATION		REMARKS (Supervisor/D
OUTCOME (OO)	(6 Pillars)		INDICATORS (KPIs) (Refer to DPCR /OPCR column D)	INDICATORS (KPI) Target (S.M.A.R.T)	Q1 Jan-Jun	Q2 Jul-Dec	TOTAL	Narrative	Quantity (if applicable)	EVALU N CRIT	IATIO	ERAGE	WEIGHT ALLO	SCORE	epartment/Se ction Head)
			b.) Security Services	Tabulate/process the results on the evaluation survey for the Security Services Provider for the period December 2022 to May 2023				Assisted in the tabulation/processing of the results on the evaluation survey for the Security Services Provider for the period December 2022 to May 2023 on July 04, 2023		4	5	4.50			The timeline has unexpected changed. A period of one (1) month wa alloted to run the survey
	KRA1. Pillar 1: Education		Provider	Prepare write-up/report on the results of the evaluation survey for the Security Services Provider for the period December 2022 to May 2023				Assisted in the preparation of write-up/report on the results of the evaluation survey for the Security Services Provider for the period December 2022 to May 2023 on July 10, 2023		4	5	4.50			
Higher Education Program, Advance Education, Research Program		KRA1. Core Mandate/ Functions	c.) External	Tabulate/process the results on the evaluation survey for the External Suppliers for the period December 2022 to May 2023 on August 8, 2023				Assisted in the tabulation/processing of the results on the evaluation survey for the Janitorial Services Provider for the period December 2022 to May 2023 on August 8, 2023		4	3	3.50			The timeline has unexpectedly changed. There was a difficulty in generating the list of suppliers with the
and Extension Program	KRA4. Pillar 4: Public Service KRA5. Pillar 5: Governance KRA6. Pillar 6: Infrastructure		Suppliers	Prepare write-up/report on the results of the evaluation survey for the External Suppliers for the period December 2022 to May 2023 on August 14, 2023				Assisted in the preparation of write-up/report on the results of the evaluation survey for the Janitorial Services Provider for the period December 2022 to May 2023 on August 14, 2023		4	2	3.00			delivered Purchase Orders that are for evaluation due to unavailability on data during the target of completion
			evaluation for Janitorial Sevices	Provide assistance inthe preparation of the results of the survey conducted for Janitorial Services Provider for the first phase of performance evaluation of FY 2023, within the 2nd week of August 2023.				Assisted in the preparation of the results of the survey conducted for Janitorial Services Provider for the first phase of performance evaluation of FY 2023 covering the period of December 2022 to May 2023 and made it available on July 10, 2023		5	4	4.50			

				PART I. PERFORMAN (SUCESS IND					PERFORMA JAL ACCOL						
ORGANIZATIONAL OUTCOME (OO)	KEY RESULT AREAS (KRAs)	Mandate / Function	DEPARTMENT / OFFICE LEVEL KEY PERFORMANCE	KEY PERFORMANCE		Commitm		STATUS OF ACCOMPLISE	HMENTS	QUALITY	TIMELINESS	SCORE	ALLOCATION		REMARKS (Supervisor/D epartment/Se
	(6 Pillars)		(Refer to DPCR /OPCR column D)	INDICATORS (KPI) Target (S.M.A.R.T)	Q1 Jan-Jun	Q2 Jul-Dec	TOTAL	Narrative	Quantity (if applicable)		UATIO	RAGE	WEIGHT ALL	SCORE	ction Head)
	KRA1. Pillar 1: Education		Meeting with the Security Investigation Division to discuss the results of the performance evaluation for Security Sevices Provider for the 2023 first phase/semester,	Prepare the results of the survey conducted for Security Services Provider for the first phase of performance evaluation of FY 2023, within the 2nd week of August 2023.				Assisted in the preparation of the results of the survey conducted for Security Services Provider for the first phase of performance evaluation of FY 2023 covering the period of December 2022 to May 2023 and made it available on July 10, 2023		4	5	4.50			
Higher Education Program, Advance Education, Research Program and Extension Program	KRA2. Pillar 2: Research and Innovation KRA3. Pillar 3: Student Support KRA4. Pillar 4: Public Service	KRA1. Core Mandate/ Functions	Meeting with the Procurement Services Division to discuss the results of the performance evaluation for External Suppliers for the 2023 first phase/semester.	Prepare the results of the surveys conducted for the first phase of performance evaluation of FY 2023, within the 2nd week of September 2023.				Assisted in the preparation of the results of the survey conducted for External Suppliers for the first phase of performance evaluation of FY 2023 covering the period of December 2022 to May 2023 and made it available on August 14, 2023		4	3	3.50			
Flogram	KRA5. Pillar 5: Governance		within the 3rd week of August 2023.	Prepare the minutes of meeting, within the 3rd week of September 2023.				Prepared the minutes of meeting, within the 3rd week of September 2023.	2						
	KRA6. Pillar 6: Infrastructure			on the results of the survey on aluation for the 2023 second in December 2023:											
			a.) Janitorial Services Provider	Tabulate/process the results on the evaluation survey for the Janitorial Services Provider for the period June 2023 to 1st week of November 2023, within the 4th week of November 2023.				Assisted in the tabulation/processing of the results on the evaluation survey for the Janitorial Services Provider for the period June 2023 to 1st week of November 2023, December 04, 2023		4	5	4.50	80%	3.60	
	KRA1. Pillar 1:		a.) Janitorial Services Provider	Prepare write-up/report on the results of the evaluation survey for the Janitorial Services Provider for the period June 2023 to 1st week of November 2023, within the 4th week of December 2023.				Assisted in the preparation of write-up/report on the results of the evaluation survey for the Janitorial Services Provider for the period June 2023 to 1st week of November 2023, December 07, 2023		4	5	4.50			

m i				PART I. PERFORMAN (SUCESS IND					PERFORMA JAL ACCOI						
ORGANIZATIONAL OUTCOME (OO)	KEY RESULT AREAS (KRAs)	Mandate / Function	DEPARTMENT / OFFICE LEVEL KEY PERFORMANCE	KEY PERFORMANCE	Targets/0	Commitm		STATUS OF ACCOMPLIS			TIMELINESS	1	ALLOCATION		REMARKS (Supervisor/D epartment/Se
COTCOME (CO)	(6 Pillars)		INDICATORS (KPIs) (Refer to DPCR /OPCR column D)	INDICATORS (KPI) Target (S.M.A.R.T)	Q1 Jan-Jun	Q2 Jul-Dec	TOTAL	Narrative	Quantity (if applicable)	EVAL	UATIO	ERAGE	WEIGHT ALL	SCORE	ction Head)
Higher Education Program, Advance	Education KRA2. Pillar 2: Research and Innovation KRA3. Pillar 3:		b.) Security Services	Tabulate/process the results on the evaluation survey for the Security Services Provider for the period June 2023 to 1st week of November 2023, within the 4th week of November 2023.				Assisted in the tabulation/processing of the results on the evaluation survey for the Security Services Provider for the period June 2023 to 1st week of November 2023, November 24, 2023		4	5	4.50			
Education, Research Program and Extension Program	KRA4. Pillar 4: Public Service KRA5. Pillar 5: Governance	KRA1. Core Mandate/ Functions	Provider	Prepare write-up/report on the results of the evaluation survey for the Security Services Provider for the period June 2023 to 1st week of November 2023, within the 4th week of December 2023.				Assisted in the preparation of write-up/report on the results of the evaluation survey for the Security Services Provider for the period June 2023 to 1st week of November 2023, December 07, 2023		4	5	4.50			
	KRA6. Pillar 6: Infrastructure		c.) External Suppliers	Ensure 100% participation rate among target respondents by making consistent follow ups.				Ensured 100% participation rate among target respondents by calling the respective offices with no responses and posting reminders on the Financial Assistants' group chat every week and as the need arises		4	3	3.50			
			c.) External	Tabulate/process the results on the evaluation survey for the External Suppliers for the period June 2023 to 1st week of November 2023, within the 4th week of November 2023.				Assisted in the tabulation/processing of the results on the evaluation survey for the External Supplier for the period June 2023 to 1st week of November 2023 on November 17, 2023		4	3	3.50			
Higher Education	KRA1. Pillar 1: Education KRA2. Pillar 2: Research and Innovation		Suppliers	Prepare write-up/report on the results of the evaluation survey for the External Suppliers or the period June 2023 to 1st week of November 2023, within the 4th week of December 2023.				Assisted in the preparation of write-up/report on the results of the evaluation survey for the External Supplier for the periodJune 2023 to 1st week of November 2023 on November 17, 2023		4	3	3.50			

				PART I. PERFORMAN (SUCESS IND					PERFORMA UAL ACCO							
ORGANIZATIONAL OUTCOME (OO)	KEY RESULT AREAS (KRAs)	Mandate / Function	DEPARTMENT / OFFICE LEVEL KEY PERFORMANCE	KEY PERFORMANCE		Commitm		STATUS OF ACCOMPLIS	HMENTS	QUALITY	TIMELINESS		SCORE	ALLOCATION		REMARKS (Supervisor/D epartment/Se
COTOCINE (CO)	(6 Pillars)		(Refer to DPCR /OPCR column D)	INDICATORS (KPI) Target (S.M.A.R.T)	Q1 Jan-Jun	Q2 Jul-Dec	TOTAL	Narrative	Quantity (if applicable)	EVAL N CR	UATIO	O A	AVERAGE SCORE	WEIGHT ALL	SCORE	
Program, Advance Education, Research Program and Extension Program	KRA3. Pillar 3: Student Support KRA4. Pillar 4: Public Service	KRA1. Core Mandate/ Functions		Notify offices within 3 days before the conduct of the re- orientation/consulation on SPMS.				Notified the offices scheduled for re-orientation 2 to 3 days before the conduct of the re-orientation.			5	5 5	5.00			
Trogram	KRA5. Pillar 5: Governance KRA6. Pillar 6: Infrastructure		on SPMS and	Conduct re-orientation on the SPMS Framework and Guidelines in at least twelve (12) offices from February 2023 to June 2023, and another twevive (12) offices from July 2023 to December 2023.	12	12	24	Conducted thirteen (13) sessions of re- orientation/consultation on the SPMS Framework and Guidelines to various offices and colleges of the University within July to December 2023.	13	5	4 5	5 4	1.67			
				Act on the requests of the offices for a coaching and/or mentoring pertaining to the surveys conducted within the specified time/within the day requests were received.	100%	100%	100%	Acted on the requests of the offices for a coaching and/or mentoring pertaining to SPMS within the specified time or within the day the requests were received.		5	3 5	5 4	1.33			
			100% assessed, evaluated and	Submit the consolidated IPCRs with rating for the period July 2022 to December 2022 to HRMD for assessment, within the 2nd week of February 2023.				Submitted the consolidated IPCRs with rating for the period July 2022 to December 2022 to HRMD for assessment, within the 2nd week of February 2023.								The submission of IPCRs is facilitate by the HRMD.
			Evaluation for the period January 2023 to June 2023 within	Assess, evaluate and validate the ratings and accomplishment versus targets of 28 offices' OPCRs for the period July 2022 to December 2022, within the 4th week of February 2023.		29	29	Assessed, evaluated and validated the ratings and actual accomplishments of the various offices/colleges for the period Januaryto June 2023 in November & December 2023.	7	4	ŧ	5 4	1.50			The target number was not realized since only few offices have submitted their repective OPCRs and DPCRs for the period.
	KRA1. Pillar 1: Education KRA2. Pillar 2: Research and Innovation		Number of mentoring, coaching and catch up sessions for administrative staff within FY 2023.	Facilitate the/participate in conduct of mentoring, coaching, and catch up session, by and to the administrative staff of OME, at least once a month.	6	6	12	Participated in conduct of mentoring, coaching, and catch up sessions administered/conducted by OME Director from July to December.	8		4 !	5 4	1.50			

				PART I. PERFORMAN (SUCESS IND					ERFORMA IAL ACCO				ON		
ORGANIZATIONAL OUTCOME (OO)	KEY RESULT AREAS (KRAs)	Mandate / Function	DEPARTMENT / OFFICE LEVEL KEY PERFORMANCE INDICATORS (KPIs)	KEY PERFORMANCE	Targets/0	Commitm		STATUS OF ACCOMPLISE	HMENTS	QUALITY	Y Y	SCODE SCOOL	NO CATION		REMARKS (Supervisor/D epartment/Se
	(6 Pillars)		(Refer to DPCR /OPCR column D)	INDICATORS (KPI) Target (S.M.A.R.T)	Q1 Jan-Jun	Q2 Jul-Dec	TOTAL	Narrative	Quantity (if applicable)	The state of the state of	LUATI	0 0	THOUSAN THOUSAN	SCO	E ction Head)
Higher Education Program, Advance Education, Research Program and Extension Program	KRA4. Pillar 4: Public Service KRA5. Pillar 5:	KRA1. Core Mandate/ Functions	Availability of the matrix/summary of revisions of the SPMS Framework and Guidelines within the 4th week of November 2023, for BOR's approval in 2024.	Provide assistance in the review of SPMS Framework and Guidelines and identify the certain provisions that need revision within the 4th week of November 2023.				Reviewed the SPMS Framework and Guidelines and Identified the certain provisions that need revision based on the CSC ARegion X's comments and suggestions dated October 26, 2023 on November 09, 2023		5		5 5 .	00		
	Governance KRA6. Pillar 6: Infrastructure		Availability of the report on the results of the Client Satisfaction Survey for the second phase/semester of evaluation within December 2023.	Ensure 100% participation rate among target respondents by making consistent follow ups (weekly).				Ensured 100% participation rate among target respondents by making consistent follow ups (weekly) through calling the respective offices with low responses and posting reminders on the Financial Assistants' group chat every week and as the need arises	100%	5		5 5.	00		
	KRA1. Pillar 1: Education KRA2. Pillar 2: Research and		Availability of the report on the results of the Client Satisfaction Survey for the second phase/semester of evaluation within December 2023.	Tabulate/process the results on the evaluation survey for the Client Satisfaction of five (5) offices with frontline services for the period June 2023 to 1st week of November 2023, within the 4th week of November 2023. (1. Office of Medical, Dental, and Health Services (Clinic), 2. Office of the University Librarian (Library), 3. Office of the University Registrar (Registrar Services), 4. Office of Guidance and Counselling, and 5. Office of Student Development Services)		5	5	Tabulated/processed the results on the evaluation survey for the Client Satisfaction of the following offices with frontline services for the period June 2023 to 1st week of November 2023, within the 4th week of November 2023: 1. OMDHS; 2. UL; 3.OUR; 4.OGC; 5.OASG; 6. CICT; 7. PPD; 8. HRMD; 9. CD; 10. OSDS	10	4	5	5 4.	67		
Higher Education Program, Advance Education, Research Program and Extension	Innovation KRA3. Pillar 3: Student Support KRA4. Pillar 4:		Preparation of the Reportorials	Prepare OME's 2023 WFP and submit to OVCPD on the deadline. Prepare and submit OME's Proposed 2024 WFP to OVCPD on the deadline.				Submitted OME's 2023 WFP to OVCPD on the deadline. Submitted OME's Proposed 2024 WFP to OVCPD on the deadline.		5			00		

				PART I. PERFORMAN	ICE COM	AITMENT		PART II. I	PERFORMA	ANCE	EVA	ALU/	ATION			
				(SUCESS IND				(ACTU	UAL ACCON	MPLIS	HME	ENT	S)			
ORGANIZATIONAL OUTCOME (OO)	KEY RESULT AREAS (KRAs)	Mandate / Function	DEPARTMENT / OFFICE LEVEL KEY PERFORMANCE		The second second second	Commitm Output		STATUS OF ACCOMPLISH	HMENTS	QUALITY	×	TIMELINESS	SCORE	OCATION		REMARKS (Supervisor/D epartment/Se
	(6 Pillars)		INDICATORS (KPIs) (Refer to DPCR /OPCR column D)	INDICATORS (KPI) Target (S.M.A.R.T)	Q1 Jan-Jun	Q2 Jul-Dec	TOTAL	Narrative	Quantity (if applicable)	EVALU	UATI	TIO	RAGE	WEIGHT ALLOCATION	SCORE	ction Head)
Program	Public Service KRA5. Pillar 5:			Prepare and submit OME's Revised 2024 WFP to OVCPD within the 3rd quarter				Submitted OME's Revised 2024 WFP to OVCPD within the 3rd quarter		5		5	5.00			
		KRA2. Support and Other Functions	Provide assistance and participate in the conduct of Mid-Year Assessment within	Assist the OIPDS in the back office preparation of the conduct of the Mid-year Assessment within the 3rd quarter of 2023.			0	Assisted the OIPDS in the back office preparation and during the conduct of the 2023 Mid-year Performance Management Review on August 1-3, 2023. Co-Facilitator of the Cluster F: Governance and Infrstructure and pitched-in for Prof Gina Malacas as Moderator for Cluster D: Research & Enterprise during the workshop session.			5 4	5	5.00			
Higher Education	KRA1. Pillar 1: Education KRA2. Pillar 2: Research and Innovation		Assessment and Performance and Management Review	Prepare the powerpoint presentation of OME, which will be presented during the conduct of Mid-year Assessment, within the 3rd quarter of 2023.			0	Provided data on Client Satisfaction Survey for the powerpoint presentation of OME, which will be presented during the conduct of Mid-year Assessment, within the 3rd quarter of 2023.		5		5	5.00			
Program, Advance Education, Research Program and Extension Program	KRA3. Pillar 3: Student Support KRA4. Pillar 4: Public Service KRA5. Pillar 5: Governance	Other Functions	Performance and	Assist the OQuAMS in the back office preparation of the conduct of the Mid-year Assessment within the 4th quarter of 2023.				Assisted the OIPDS in the back office preparation and during the conduct of the 2024 Year-End Performance Management Review on December 6-8, 2023 at Chali Beach Resort, Cagayan de Oro City.		5		5	5.00	20%	1.00	
	KRA6. Pillar 6: Infrastructure			Involve in membership and committeeship in any programs and activities of the University, within the FY 2023.	1	1	2	Member of the University's pool of Internal Auditors (SO# 01447-2022)	1	5		5	5.00			

				PART I. PERFORMAN (SUCESS INI				PART II. P (ACTU	ERFORMA AL ACCOM						
ORGANIZATIONAL	KEY RESULT AREAS (KRAs)	Mandate / Function	DEPARTMENT / OFFICE LEVEL KEY PERFORMANCE	KEY PERFORMANCE	Targets/0			STATUS OF ACCOMPLISH	HMENTS	QUALITY	TIMELINESS	SCORE	ALLOCATION		REMARKS (Supervisor/D
OUTCOME (OO)	(6 Pillars)		INDICATORS (KPIs) (Refer to DPCR /OPCR column D)	INDICATORS (KPI) Target (S.M.A.R.T)	Q1 Jan-Jun	Q2 Jul-Dec	TOTAL	Narrative	Quantity (if applicable)	EVAL	UATIO ITERIA	ERAGE	WEIGHT ALLO	SCORE	epartment/Se ction Head)
Higher Education Program, Advance Education, Research Program and Extension Program	KRA1. Pillar 1: Education KRA2. Pillar 2: Research and Innovation KRA3. Pillar 3: Student Support KRA4. Pillar 4: Public Service KRA5. Pillar 5: Governance KRA6. Pillar 6: Infrastructure	KRA2. Support and Other Functions						Participated during the conduct of the Internal Quality Audit, October 02, 2023 to October 16, 2023: 1. Attended the Opening Program at the Mini-Theater, October 02, 2023 2. Conducted the internal quality audit for Procurement Management Division (PMD) & Supply and Property Management Division on October 03, 2023. 3. Attendee the IQA: Deliberation of IAR for PMD & SPMD with OQuAMS at OVCPD conference room, October 06, 2023 4. Served IAR to SPMD on October 09, 2023 & PMD on October 11, 2023 5. Attended the Closing Program at the Mini-Theater, October 16, 2023		5	5	5.00			
													ATING: ATING:		4.60 Satisfactory

SUBMITTED BY	REVIEWED AND ENDORSED BY	APPROVED BY
ARLENE B. GIL	EUCIL PABATANG-HUSSIEN, DPA	EUCIL PABATANG-HUSSIEN, DPA
Ratee/Employee	Department Chairperson/Division/Section Head	Responsibility Center Head (Dean/Director/Equivalent/Designated Head)
Date Submitted	Date Reviewed and Endorsed:	Date Approved

CT At 1														
				PART I. PERFORMAN (SUCESS IND					PERFORMA UAL ACCO					
ORGANIZATIONAL OUTCOME (OO)	KEY RESULT AREAS (KRAS) (6 Pillars)	Mandate / Function	DEPARTMENT / OFFICE LEVEL KEY PERFORMANCE INDICATORS (KPIs)	KEY PERFORMANCE INDICATORS (KPI)	1	Commitm	TOTAL	STATUS OF ACCOMPLIS	HMENTS	QUALITY EFFICIENC Y TIMELINESS	GE SCORE	LOCATION	SCORE	REMARKS (Supervisor/D epartment/Se
			(Refer to DPCR /OPCR: column D)	Target (S.M.A.R.T)	Q1 Jan-Jun	Q2 Jul-Dec	TOTAL	Narrative	Quantity (if applicable)	EVALUATION CRITERIA	ERA	WEIGHT AL	SCORE	ction Head)
				REVIEWED, VALIDATED,	RECEI	ED AND	FILED	BY						
				EMELYN R. MOR	RDENO	, RPm,	MSP							
				HRM	D Head									
Date Reviewed, V	/alidated, Receive	ed and Filed:												
Date Received:			Date Approved:											

Please refer to the Weight Allocation below:

Weight Allocation in Percentage for Non-teaching Personnel

Designation	KRA (Core Mandate)	Support and Other Functions (GAS-General Administration and Support/ STO-Support to Operations)
Saff	80%	20%

LEGEND: RATING SCALE

Note: It should be remembered that not all performance accomplishments need to be rated along the three dimensions (Quality, Efficiency, Timeliness). Some accomplishments may only be rated on any combinations of two or three dimensions. In other cases, only one dimension may be sufficient. (SPMS Framework, Part 2 section C. Determining the Dimensions to Rate Performance)

Rating		QUALITY/EFFECTIVENESS (Q)		EFFICIENCY/QUANTITY (E)	TIMELINESS (T)
Numerical	Adjectival	Description			
		Written Work	(Non-Written Work)	Description	Description
5	Outstanding	Without mistakes, work assignment well-organized and presented	All aspects of work assignment thoroughly covered w/o any flaws.	130% and above meeting the sucess indicators	Task completed within the first 30% or more of the time before the deadline or scheduled time of completion.
4	Very Satisfactory	With one or two minor revisions	One or two minor errors or deficiencies in the execution, results are acceptable.	100.01% to 129.99% of the success indicators	Task completed in 15% - 29% of the time before the deadline or scheduled time of completion.
3	Satisfactory	With two to four minor revisions	Two or four minor errors or deficiencies in the execution, results are acceptable.	90% to 100% of the success indicators	Task completed on the deadline or up to 14% of the time before the deadline or scheduled time completed.
2	Unsatisfactory	More than four minor revisions and one or two major revisions	More than four minor errors and one major error or deficiency.	70% to 89 99% of the success indicators	Task completed up to 50% of the time after the deadline or scheduled date of completion.
4	Poor	Work rejected, totally revised	Hazard or careless execution of work assignment, results are unacceptable	Below 70% of the success indicators	Task not completed at all or completed in 51% or more of the time after the deadline or scheduled date of completion.

FORMULA IN COMPUTING PERCENTAGE OF TIMELINESS	TIMELINESS CALCULATOR		
	Date Assigned	Ja	nuary 10, 2022
	Deacline	Jar	nuary 20, 2022
ON OR BEFORE THE DEADLINE	Date Accomplished	Jar	nuary 25, 2022
AFTER THE DEADLINE	Lead Time		10
	No. of Days Prior	,	-5
Percentage of Timeliness= (Deadline-Data Accomplished Deadline - Date Assigned)+	Percentage of Timeliness on or before the deadline		50% 5-Outstanding
Percentage of Timeliness= (Deadline-Date Accomplished Deadline - Date Assigned)	Percentage of Timeliness after the deadline:		-50% 2-Unsatisfactory
		Equivalent Rating: 2-Unsatisfactory Task completed up to 65% of the time after the seabling or schoolied take of occupiones.	