

DIS #1: 2024 008 939



Mindanao State University - Iligan Institute of Technology



MSU-IIT-SPMS Form 3.3
Staff

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

Ratee: ANTONETTE T. MONTECINO Date: January 08, 2024 Position/Designation: ADMINISTRATIVE OFFICER II

ORGANIZATION AL OUTCOME (OO)	KEY RESULT AREAS (KRAs) (6 Pillars)	Mandate / Function	DEPARTMENT / OFFICE LEVEL KEY PERFORMANCE INDICATORS (KPIs) <i>(Refer to DPCR /QPCR column D)</i>	PART I. PERFORMANCE COMMITMENT (SUCESS INDICATORS)			PART II. PERFORMANCE EVALUATION (ACTUAL ACCOMPLISHMENTS)							REMARKS (Supervisor/Dep artment/Section Head)		
				KEY PERFORMANCE INDICATORS (KPI) Target (S.M.A.R.T)	Targets/Commitme nt Output		TOTAL	STATUS OF ACCOMPLISHMENTS		QUALITY EFFICIENC Y	TIMELINESS	AVERAGE SCORE	WEIGHT ALLOCATION		SCORE	
					Q1 Jan-Jun	Q2 Jul-Dec										Narrative
			Number of training programs or courses for personnel within the 3rd and 4th quarter of 2023.	Assist in preparation of Training documents before the conduct of the training.			0	Assisted in preparing by sending the request letter for special order for signatures and approval from Office of Chancellor for the Training Participant Mr. Mark June L. Aporador, a Project Development Officer III in attending the Training Course on Statistics for Program and Project Monitoring and Evaluation of Philippine Statistical Association Inc. Philippine Statistical Research and Training Institute on November 6-10, 2023.		4	4	5	4.33			
								Assisted Mr. Mark June Aporador, a Project Development Officer III in preparing by sending the request letter for special order for approval from Office of Chancellor, in attending the NEDA on November 2023.		4	4	5	4.33			
				Participate in the training program/course of conducted by Civil Service Commission				Participated in and completed the following programs/courses, within the 3rd & 4th quarter of 2023, to wit:	3		5	5	5.00			
								Government Quality Management Program's Fift Symposium on Service Quality Standards: Translating Insights from Clients to Standardize Service Experience by Development Academy of the Philippines on 13th of December 2023 through Zoom.								

				CSI Kwentong Lingkod Bayani (Spirituality in Public Service) conducted by the Civil Service Institute on 8th September 2023.					
				CSI Public Service Values Program Overview conducted by the Civil Service Institute on 15th September 2023.					
Availability of the report on the results of the survey on service providers' evaluation for the 2023 first phase/semester within July 2023									
Meeting with the Procurement Services Division to discuss the results of the performance evaluation for External Suppliers for the 2023 first phase/semester, within the 3rd week of August 2023.	Assist in preparation of a memorandum on the call for a meeting with PMD and SPMD and disseminate through email, within the 2nd week of August 2023.			Assisted in writing of a memorandum order on the call for a meeting with PMD and SPMD and disseminated the memorandum order through email, 31st August 2023.		4	4	3	3.67
	Provide assistance in the preparation of the Meeting results of the survey conducted for External Suppliers for the first phase of performance evaluation of FY 2023, within the 2nd week of August 2023.			Provided assistance by documented the meeting through pictures, audio recorded, taking down notes of the Meeting on the Communication Report of the survey results conducted for External Suppliers for the first phase of performance evaluation of FY 2023, 11th of September 2023		4		4	4.00
	Prepares minutes of coordination meetings to every OME engagement projects/activities			Prepared and disseminated the Minutes of Coordination Meeting with SPMD, PMD, and OVCAF regarding External Suppliers' Evaluation Survey Report to recall the action commitment in addressing the comments and complaints from respondents, 6th November 2023		5		3	4.00
	Disseminate/send minutes of coordination meetings to every OME engagement projects/activities			Disseminated/Sent the Minutes of Coordination Meeting with SPMD, PMD, and OVCAF regarding External Suppliers' Evaluation Survey Report to recall the action commitment in addressing the comments and complaints from respondents to their respective emails and offices, 10th November 2023		5		4	4.50
Availability of report on the results of the survey on service providers' evaluation for the 2023 second phase/semester within December 2023:									

a.) Janitorial Services Provider	Provide assistance in preparation of Memorandum Order Call for Participation in Janitorial Services Provider for the Period June to November 2023, within the first week of November				Provided assistance in preparation of Memorandum Order Call for Participation in Janitorial Services Provider for the Period June to November 2023, within the first week of November (Memorandum Order No. 2023-016)		4		4	4.00	
	Assist in disseminate/send the memorandum on the call for participation on the survey for the evaluation of Janitorial Services Provider for the period June to November 2023 to the respondents respective email addresses, within the first week of November.				Assisted in dissemination/sent the memorandum on the call for participation on the survey for the evaluation of Janitorial Services Provider for the period December 2022 to May 2023 to the respondents respective email addresses, November 07, 2023.		5		5	5.00	
	Follow-up offices/respondents to answer their Janitorial Services Provider for the period June 2023 to November 2023				Followed-up offices/respondents to answer the evaluation survey for Janitorial Services Provider for the period June 2023 to November 2023 on November 7 to November 17, 2023		5		5	5.00	
	Assist in the processing/tabulating the results on the evaluation survey of the Janitorial Services Provider for the period June 2023 to November 2023, within the 4th week of November 2023.				Provided assistance in the processing/tabulating of the results on the evaluation survey of the Janitorial Services Provider for the period June 2023 to November 2023, on November 17-23, 2023.		4		5	4.50	
	Assist 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 November 2023, within the 4th week of December 2023.				Assisted in Preparation of write-up/report on the results of the evaluation survey for the Janitorial Services Provider for the period June 2023 to November 2023, within the 4th week of December 2023.		4		4	4.00	
b.) Security Services Provider	Provide assistance in preparation of Memorandum Order Call for Participation in Security Services Provider for the Period June to November 2023, within the first week of November			0	Provided assistance in preparation of Memorandum Order Call for Participation in Security Services Provider for the Period June to November 2023, within the first week of November (Memorandum Order No. 2023-016)		5		5	5.00	
	Assist in disseminate/send the memorandum on the call for participation on the survey for the evaluation of Security Services Provider for the period June to November 2023 to the respondents respective email addresses, within the first week of November.				Assisted in dissemination/sent the memorandum on the call for participation on the survey for the evaluation of Security Services Provider for the period December 2022 to May 2023 to the respondents respective email addresses, November 07, 2023.		5		5	5.00	

Higher Education Program, Advance Education, Research Program and Extension Program	KRA1. Core Mandate/Functions	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	Assist in the processing/tabulating the results on the evaluation survey of the Security Services Provider for the period June 2023 to November 2023, within the 4th week of November 2023.				Provided assistance in the processing/tabulating the results on the evaluation survey of the Security Services Provider for the period June 2023 to November 2023, on November 17-23, 2023.		4		5	4.50	80%	3.67	
								Assist in Preparation of write-up/report on the results of the evaluation survey for the Security Services Provider for the period June 2023 to November 2023, within the 4th week of December 2023.				Assisted in Preparation of write-up/report on the results of the evaluation survey for the Security Services Provider for the period June 2023 to November 2023, within the 4th week of December 2023.		4		4	4.00			
								c.) External Suppliers	Provide assistance in preparation of Memorandum Order Call for Participation in External Suppliers for the Period June to November 2023, within the first week of November			0	Provided assistance in preparation of Memorandum Order Call for Participation in Security Services Provider for the Period June to November 2023, from November 17, 2023 to November 23, 2023, extended to December 4, 2023 (Memorandum Order No. 2023-017)		5		5	5.00		
									Assist in disseminate/send the memorandum on the call for participation on the survey for the evaluation of External Suppliers for the period June to November 2023 to the respondents respective email addresses, within the first week of November.				Assisted in dissemination/sent the memorandum on the call for participation on the survey for the evaluation of Security Services Provider for the period December 2022 to May 2023 to the respondents respective email addresses, November 17, 2023.		5		5	5.00		
									Assist in Preparation of write-up/report on the results of the evaluation survey for the External Suppliers for the period June 2023 to November 2023, within the 4th week of December 2023 - 2024				Provided an assistance in the preparation of write-up/report on the results of the evaluation survey for the External Suppliers for the period June 2023 to November 2023, within the 4th week of December 2023		4		4	4.00		
								At least 84% of offices for reorientation/consultation on the SPMS Framework and Guidelines within 2023.	Prepare consultation/coaching schedule plan within the last week of November 2023.				Prepared consultation/coaching schedule which started on the last week of November 2023 to the last week of December 2023 with various offices along with Responsibility Center Heads, and Staff/Financial Assistants.		5		5	5.00		
									Provide assistance in notifying offices about the conduct of the SPMS/OPCR Consultation/Coaching.				Notified the offices scheduled through google calendar, e-mailed, and calling the scheduled offices respectively for 2 to 3 days before the conduct of the consultation/coaching.		5		4	4.50		

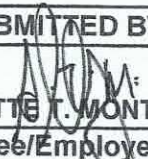


	Provide assistance in the conduct of re-orientation on the SPMS Framework and Guidelines in at least twelve (12) offices from February 2023 to June 2023, and another twelve (12) offices from July 2023 to December 2023.				Provided assistance in the nine (9) sessions of consultation/coaching on the SPMS Framework and Guidelines (OPCR) to various offices (8) and colleges (1) of the University within November 2023 to December 2023.	9	5	5	5	5.00	
Percentage of technical assistance on SPMS and surveys acted upon (Mentoring & Coaching).	Act on the requests of the offices for a coaching and/or mentoring pertaining to SPMS within the specified time/within the day the 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.	100%	4	3	5	4.00	
	Assist in preparation of a memorandum on the call for submission of OPCR for the Performance Evaluation for the period July 2023 to December 2023 within the 2nd week of January 2024.				Assisted in preparation of a memorandum (MO 2024-001-OVCPD) on the call for submission of OPCR for the Performance Evaluation for the period July 2023 to December 2023 on January 3, 2024		5	4	5	4.67	
	Disseminate/send the memorandum on the call for submission of OPCR's Performance Evaluation for the period July 2023 to December 2023 within the 2nd week of January 2024.				Disseminated/sent through email the memorandum on the call for submission of OPCR's for the Performance Evaluation for the period July 2023 to December 2023 on January 4, 2024.		5		5	5.00	
	Assist the Director, PDO III and PO III in assessing, evaluating and validating the ratings and accomplishment versus targets of 29 offices' OPCR's for the period July 2024 to December 2024, within the 4th week of February 2024.		29	29	39 OPCR/DPCR's for July - December 2023 accomplishments were received by the Office of Monitoring and Evaluation. As of now, submitted OPCR's are still on-going for assessing, evaluating the ratings and accomplishment, starting from January of 2nd week of 2024.	14 and still on-going	4		5	4.50	The target number was not realized since only few offices have submitted their respective OPCR's and DPCR's for the period.
	Assisted in preparation of a memorandum on the call for submission of OPCR's for FY 2024 Targets/Commitment.				Assisted in preparation of a memorandum on the call for submission of OPCR's, for FY 2024 Targets/Commitment.		4		5	4.50	
	Disseminate/send the memorandum on the call for submission of OPCR's and DPCR's for FY 2024 Targets/Commitment.				Disseminated/sent through email the memorandum on the call for submission of OPCR's for FY 2024 Targets/Commitment on November 16, 2023.		5		5	5.00	
	Endorse to OIPDs the collected OPCR's for the FY 2024 Targets/Commitment for their review and validation, within the 3rd week of February 2024.				On-going endorsement of OPCR's for the FY 2024 Targets/Commitment before handing over to the Office of Institutional Planning and Development Services for their validation on March 20, 2024.						

KRA2. Support and Other Functions

Participate in the conduct of Year-end Assessment and Performance and Management Review within the fourth quarter of 2023.	Assist the OVCSI -OQUAMS in the preparation of the conduct of the Year-End Assessment within the 4th quarter of 2023.			0	Assisted the OVCSI -OQUAMS in the preparation of the conduct of the Year-End Assessment within the 4th quarter of 2023.		5		5	5.00	20%	0.97	
	Collaborate with OQUAMS in syncing the OME Presentation to the program			0	Collaborated with OQUAMS in syncing OME Presentation to the program		5		5	5.00			
	Prepares and assists OME Survey Results and Courses of Action Presentation Report for the MSU-IIT 2023 Year-End Performance Management Review to be presented during the conduct of Year-end Assessment and Performance and Management Review, within the 4th quarter of 2023.			0	Prepared and assisted OME Survey Results and Courses of Action Presentation Report for the MSU-IIT 2023 Year-End Performance Management Review to be presented during the conduct of Year-end Assessment and Performance and Management Review, within the 4th quarter of 2023.		5		5	5.00			
	Perform other related administrative tasks as part of OME's support functions/mandate, and as mandated by the immediate supervisor	• Follow-ups respondents to answer the surveys			Followed up the respondents to answer the surveys for the second phase (June 2023-November 2023) specifically respondents for the External Services Providers; Security Services Provider (7) responses from Security and Investigation Division and (551) responses from Responsibility Center Heads, employees, and MSU-IIT Constituents. Janitorial Services Provider (706) responses from MSU-IIT Constituents. External Suppliers 1,094 responses from (36) Responsibility Center Heads and (49) End-Users.		5		5	5.00			

			Coordinates with the Project Development and Planning Officers in the collection of all monitoring and evaluation surveys				Coordinated with Project Development and Planning Officers in the collection of all monitoring and evaluation surveys from monitoring, collecting, tabulating, and forwarded result to the requester, and for report purposes.		5		4	4.50			
			Receives and releases communications to and from OME				Facilitated the receiving and releasing (in and out) of communication documents of OME on time, from August to December 2023.		5		4	4.50			
			Sends out notices of meetings/activities like the Mid-Year Assessment, and all SPMS related activities as calendared in the manual				Sent out/lodged notices of meetings/activities like the Year-End Assessment, scheduled coordination meeting, SPMS Consultation/coaching, scheduled trainings, Reports and SPMS deadline set of submission.		5		5	5.00			
			Prepares minutes of coordination meetings to every OME engagement projects/activities				Prepared minutes of coordination meetings to every OME, and OME-Director engagement projects/activities.	11	4	5	4	4.33			
			Assists on all OME projects and activities				Maintained the updating of OME projects and activities (conducted and attended) monitoring sheet every after the activity.				5	5.00			
													FINAL RATING:		4.63
													ADJECTIVAL RATING:		Very Satisfactory

I commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the rating period August 2023 to December 2023.

SUBMITTED BY		REVIEWED AND ENDORSED BY		APPROVED BY	
 ANTONETTE T. MONTECINO Ratee/Employee		 EUCIL PABATANG HUSSIEN, DPA Department Chairperson/Division/Section Head		 EUCIL PABATANG HUSSIEN, DPA ility Center Head (Dean/Director/Equivalent/Design	
Date Submitted: January 08, 2024		Date Reviewed and Endorsed: January 08, 2024		Date Approved: January 08, 2024	
REVIEWED, VALIDATED, RECEIVED AND FILED BY					
HRMD Head					
Date Reviewed, Validated, Received at					
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)
Staff	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)	FORMULA IN COMPUTING PERCENTAGE OF TIMELINESS	TIMELINESS CALCULATOR
Numerical	Adjectival	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 success indicators	Task completed within the first 30% or more of the time before the deadline or scheduled time of completion	$\text{Percentage of Timeliness} = \left(\frac{\text{Deadline} - \text{Date Accomplished}}{\text{Deadline} - \text{Date Assigned}} \right) + 1$	Date Assigned: January 10, 2022 Deadline: January 20, 2022 Date Accomplished: January 25, 2022 Lead Time: 10 No. of Days Prior: -5
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		Percentage of Timeliness on or before the deadline: 50% 5-Outstanding
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	$\text{Percentage of Timeliness} = \left(\frac{\text{Deadline} - \text{Date Accomplished}}{\text{Deadline} - \text{Date Assigned}} \right)$	Percentage of Timeliness after the deadline: 50% 2-Unsatisfactory
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		Equivalent Rating: 2-Unsatisfactory Task completed up to 50% of the time after the deadline or scheduled date of completion.
1	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		