

send: March 02/06/2024

Ratee: **ARLENE B. GIL**

Date: January 08, 2023

Position/Designation: Planning Officer III

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ORGANIZATIONAL OUTCOME (OO)	KEY RESULT AREAS (KRAs) (6 Pillars)	Mandate / Function	DEPARTMENT / OFFICE LEVEL KEY PERFORMANCE INDICATORS (KPIs) <i>(Refer to DPCR /OPCR column D)</i>	PART I. PERFORMANCE COMMITMENT (SUCESS INDICATORS)			PART II. PERFORMANCE EVALUATION (ACTUAL ACCOMPLISHMENTS)							REMARKS (Supervisor/D epartment/Se ction Head)	
				KEY PERFORMANCE INDICATORS (KPI) Target (S.M.A.R.T)	Targets/Commitm ent Output		TOTAL	STATUS OF ACCOMPLISHMENTS		QUALITY EFFICIENC Y	TIMELINESS	AVERAGE SCORE	WEIGHT ALLOCATION		SCORE
					Q1 Jan-Jun	Q2 Jul-Dec		Narrative	Quantity (if applicable)						
Higher Education Program, Advance Education, Research Program and Extension Program	KRA1. Pillar 1: Education	KRA1. Core Mandate/ Functions	Number of training programs or courses for personnel within the 3rd and 4th quarter of 2023.	Participate in the training program/course of Development Academy of the Philippines on Basic Monitoring and Evaluation within the 3rd 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			
	KRA2. Pillar 2: Research and Innovation														
	KRA3. Pillar 3: Student Support		Availability of the report on the results of the survey on service providers' evaluation for the 2023 first phase/semester within July 2023												
	KRA4. Pillar 4: Public Service		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			
	KRA5. Pillar 5: Governance						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			
	KRA6. Pillar 6: Infrastructure														

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					Q1 Jan-Jun	Q2 Jul-Dec		Narrative	Quantity (if applicable)							EVALUATIO N CRITERIA
Higher Education Program, Advance Education, Research Program and Extension Program	KRA1. Pillar 1: Education	KRA1. Core Mandate/ Functions	Meeting with the Security Investigation Division to discuss the results of the performance evaluation for Security Seives 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	80%	3.60	
	KRA2. Pillar 2: Research and Innovation		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.	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			
	KRA3. Pillar 3: Student Support			Prepare the minutes of meeting, within the 3rd week of September 2023.				Prepared the minutes of meeting, within the 3rd week of September 2023.								
	KRA4. Pillar 4: Public Service															
	KRA5. Pillar 5: Governance															
	KRA6. Pillar 6: Infrastructure		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	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			
	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					
	KRA1. Pillar 1:															

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					Q1 Jan-Jun	Q2 Jul-Dec		Narrative	Quantity (if applicable)							
Higher Education Program, Advance Education, Research Program and Extension Program	Education	KRA1. Core Mandate/ Functions	b.) Security Services Provider	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			
	KRA2. Pillar 2: Research and Innovation			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			
	KRA3. Pillar 3: Student Support															
	KRA4. Pillar 4: Public Service															
	KRA5. Pillar 5: Governance		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			
	KRA6. Pillar 6: Infrastructure			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			
	KRA1. Pillar 1: Education			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			
	KRA2. Pillar 2: Research and Innovation															
Higher Education																




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					Q1 Jan-Jun	Q2 Jul-Dec									
Higher Education Program, Advance Education, Research Program and Extension Program	KRA3. Pillar 3: Student Support	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		
	KRA4. Pillar 4: Public Service						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			
	KRA5. Pillar 5: Governance						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			
	KRA6. Pillar 6: Infrastructure														
Higher Education Program, Advance Education, Research Program and Extension	KRA1. Pillar 1: Education	KRA1. Core Mandate/ Functions	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								
	KRA2. Pillar 2: Research and Innovation														
	KRA3. Pillar 3: Student Support			Prepare OME's 2023 WFP and submit to OVCPD on the deadline.				Submitted OME's 2023 WFP to OVCPD on the deadline.		5		5	5.00		
	KRA4. Pillar 4:			Preparation of the Reportorials	Prepare and submit OME's Proposed 2024 WFP to OVCPD on the deadline.				Submitted OME's Proposed 2024 WFP to OVCPD on the deadline.		5		5	5.00	

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					Q1 Jan-Jun	Q2 Jul-Dec										Narrative	Quantity (if applicable)	EVALUATIO N CRITERIA					
Program	Public Service			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										
Higher Education Program, Advance Education, Research Program and Extension Program	KRA5. Pillar 5: Governance	KRA2. Support and Other Functions	Provide assistance and participate in the conduct of Mid-Year Assessment within the third quarter of 2023.	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		5	5.00	20%	1.00								
	KRA6. Pillar 6: Infrastructure																						
	KRA1. Pillar 1: Education	KRA2. Support and Other Functions	Participate in the conduct of Year-end Assessment and Performance and Management Review within the fourth quarter of 2023.	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										
	KRA2. Pillar 2: Research and Innovation																						
	KRA3. Pillar 3: Student Support																Participate in the conduct of Year-end Assessment and Performance and Management Review within the fourth quarter of 2023.	Assist the OQuAMS in the back office preparation of the conduct of the Mid-year Assessment within the 4th quarter of 2023.			0	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.	
KRA4. Pillar 4: Public Service																							
KRA5. Pillar 5: Governance																							
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										

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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			
FINAL RATING:												4.60			
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 July 2023 to December 2023 .

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	

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					Q1 Jan-Jun	Q2 Jul-Dec		Narrative	Quantity (if applicable)					

REVIEWED, VALIDATED, RECEIVED AND FILED BY

EMELYN R. MORDENO, RPm, MSP

HRMD Head

Date Reviewed, Validated, Received 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		Description	Description
		Written Work	(Non-Written Work)		
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.
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.
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.

FORMULA IN COMPUTING PERCENTAGE OF TIMELINESS	TIMELINESS CALCULATOR
ON OR BEFORE THE DEADLINE	Date Assigned: January 10, 2022
	Deadline: January 20, 2022
AFTER THE DEADLINE	Date Accomplished: January 25, 2022
	Lead Time: 10
Percentage of Timeliness: $\left(\frac{\text{Deadline}-\text{Date Accomplished}}{\text{Deadline} - \text{Date Assigned}} \right) + 1$	No. of Days Prior: -5
	Percentage of Timeliness on or before the deadline: 50% 5-Outstanding
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
	Equivalent Rating: 2-Unsatisfactory Task completed up to 50% of the time after the deadline or scheduled date of completion.