

## Republic of the Philippines Department of Education Region VIII (Eastern Visayas) SCHOOLS DIVISION OF BAYBAY CITY Baybay City, Leyte





BAYBAY CITY DIVISION

## INDIVIDUAL PERFORMANCE COMMITMENT REVIEW FORM (IPCRF) CY 2021

Name of Ratee: Ma. Rizalina S. Bugaoisan Position: Administrative Officer II

Name of Rater: Federico V. Altivo / Joserico G. Valenzona, Ed.D.

District In-Charge Districts 9 & 10

| OSIUOI1.       | Administr             | ative Officer II  |                |           |         | Position: District In-Charge Districts 9 & 10  |  |  |                                       |      |            |      |       |     |
|----------------|-----------------------|---|----------------|-----------|---------|--|--|--|---------------------------------------|------|------------|------|-------|-----|
| MEGI           |                       |   |                | WEIGHT    |         |  | FORMANCE INDIC   |  |                                       | ACTU | AL RESULTS |      | SCORE |     |
| MFO's          | KRA's                 | OBJECTIVES  | TIMELINE       | PER KRA   | RATE    | MATERIAL PROPERTY AND ADDRESS OF THE PROPERTY ADDRESS OF THE PROPE | y, Efficiency & Ti   | AND DESCRIPTION OF THE PERSON  |                                       |      |            |      |       |     |
| 3 A A D        | EDEONNEL              | ADMINISTRATION  |                |           |         | Q  | Е  | I  | Q                                     | E    | T          | AVE  |       |     |
| MATERIAL PORCE | <b>医水色的物理和大型的现在分词</b> | ADMINISTRATION  |                | 60%       |         |  |  | <u> Hakiris kun kita an H</u>  |                                       |      | 1          |      |       |     |
| jective        | e: To provid          | de human resources management support t   | to the shoo    | i head ar | nd coor |  | RMO) of the SI   | A COLUMN TO SERVICE AND ADDRESS OF THE PARTY | function                              | ns   |            |      |       |     |
|                |                       |   |                |           | 5       | (5) 90 - 100% District Form7<br>prepared   | With no revision   | District Form 7 prepared before<br>or within the due date  | 5                                     | 5    |            |      |       |     |
|                | 16                    | Form 7 of districts prepared / Form 7 of salary   | All year       |           | 4       | (4) 80 - 89% District Form7<br>prepared  | 1 Revision   | District Form 7 prepared after 1 day   | -                                     |      | 4          |      |       |     |
|                | 1.1                   | claim checked   | round          | 25%       |         | 3  | (3) 70 - 79% District Form7<br>prepared                      | 2 revisions  | District Form 7 prepared after 2 days |      |            |      | 4.67  | 1.1 |
|                |                       |   |                |           | 2       | (2) 60 - 69% District Form7<br>prepared  | 3 revisions  | District Form 7 prepared after 3 days  |                                       |      |            |      |       |     |
|                |                       |   |                |           | 1       | (1) 50 - 59% District Form7<br>prepared  | 4 revisions  | District Form 7 prepared after 4 days  |                                       |      |            |      |       |     |
|                |                       | Attendance/absences of school personnel monitored and checked vis-à-vis DTRs                          | All year round |           | 5       | (5) 90 - 100%<br>Attendance/absences monitored<br>and checked  |  | Attendance monitored on time/daily   | 5                                     | 5    |            |      |       |     |
|                |                       |   |                | 5%        | 4       | (4) 80 - 89%<br>Attendance/absences monitored<br>and checked   |  | Attendance monitored after 1 day   |                                       |      | 4          |      |       |     |
|                | 1.2                   |   |                |           | 3       | (3) 70 - 79%<br>Attendance/absences monitored<br>and chekced   |  | Attendance monitored after 2 days  |                                       |      |            | 4.67 | 0.:   |     |
|                |                       |   |                |           |         | 2  | (2) 60 - 69%<br>Attendance/absences monitored<br>and checked |  | Attendance monitored after 3 days     |      |            |      |       |     |
|                |                       | 2   |                |           | 1       | (1) 50 - 59%<br>Attendance/absences monitored<br>and chekced   |  | Attendance monitored after 4 days  |                                       |      |            |      |       |     |
|                |                       | 3/YBAY CITY DN19/Dh  IF B reliated protions possisted / Payslips segregated  Hand distributed  5/24/w |                |           | 5       | (5) 90 - 100% HR related<br>functions assisted/paystips<br>secredated  |  | HR related functions<br>assisted/payslips segrated on<br>time  | 5                                     | 5    |            |      |       |     |
|                | JEP.EDBA              |   |                |           | 4       | (4) 80 - 89% HR retated functions assisted/paystips segragated   |  | HR related functions<br>assisted/payslips segrated<br>after 1 day  |                                       |      | 4          |      |       |     |
| *****          | CERTAFIL<br>FROM TH   |   | All year round | 10%       | 3       | (3) 70 - 79% HR related functions assisted/payslips segragated   |  | HR related functions<br>assisted/payslips segrated<br>after 2 days   |                                       |      |            | 4.67 | 0.4   |     |
|                | ATE:                  |   |                |           | 2       | (2) 60 - 69% HR related functions assisted/payslips segregated   |  | HR related functions<br>assisted/payslips segrated<br>after 3 days   |                                       |      |            |      |       |     |
| 18             | VI-X                  | aplulas   |                |           | 1       | (1) 50 - 59% HR related functions<br>assisted/payslips segregated  |  | HR related functions<br>assisted/payslips segrated<br>after 4 days   |                                       |      |            |      |       |     |

DEPHUS ANTHONY I. DUENT

| MFO's KRA's | KRA's  | OBJECTIVES  | TIMELINE       | WEIGHT   | RATE   | The same and the s | FORMANCE INDICA<br>ty, Efficiency & Tim     |   |   | ACTUA | L RESULTS |       | SCORE |
|-------------|--|---|----------------|----------|--|--|---|---|---|-------|-----------|-------|-------|
|             |  |   |                | PER KRA  |  | Q  | E   | T   | Q | E     | Т         | AVE   |       |
|             |  |   |                |          | 5  | (5) 90 - 100% Leave credits coordinated & communicated   |   | Leave credits communicated on time          |   |       | 5         |       |       |
|             |  |   |                | 4        | (4) 80 - 89% Leave credits coordinated & communicated      |  | Leave credits communicated after 1 day      | 4   | 4 |       |           |       |       |
|             | 1.4  | School Personnels request on Leave credits/Service Credits coordinated and communicated | All year round | 10%      | 3  | (3) 70 - 79% Leave credits coordinated & communicated  |   | Leave credits communicated after 2 days     |   |       |           | 4.33  | 0.43  |
|             | · ·  |   |                | 2        | (2) 60 - 69% Leave credits coordinated & communicated      |  | Leave credits communicated after 3 days     |   |   |       |           |       |       |
|             |  |   |                | 1        | (1) 50 - 59% Leave credits coordinated & communicated      |  | Leave credits communicated after 4 days     |   |   |       |           |       |       |
|             | 5  |   |                | 5        | (5) 90 - 100% Personnel benefits processed and facilitated |  | Personnel benefits facilitated on time      | 5   | 5 | 5     |           | 0.500 |       |
|             |  | All year round  |                | 4        | (4) 80 - 89% Personnel benefits processed and facilitated  |  | Personnel benefits facilitated after 1 day  |   |   |       |           |       |       |
| 1.5         | Personnel benefits processed and facilitated |   | 10%            | 3        | (3) 70 - 79% Personnel benefits processed and facilitatted |  | Personnel benefits facilitated after 2 days |   |   |       | 5.00      |       |       |
|             |  |   |                |          | 2  | (2) 60 - 69% Personnel benefits processed and facilitated  |   | Personnel benefits facilitated after 3 days |   |       |           |       |       |
|             |  |   |                |          | 1  | (1) 50 - 59% Personnel benefits processed and facilitated  |   | Personnel benefits facilitated after 4 days |   |       |           |       |       |
|             |  | USTODIANSHIP  |                | 10%      |  |  |   | 1. 医乳腺管理器                                   |   |       |           |       |       |
| jective     | : To ensure                                  | that procurement procedures are adhered   | and all sch    | ool prop | erties a   |  | accounted                                   |   |   |       |           |       |       |
|             |  |   |                |          | 5  | (5) 90 - 100% Procurement in<br>the school assisted  |   | Procurement assisted on time                |   |       |           |       | ,     |
|             |  |   |                |          | 4  | (4) 80 - 89% Procurement in the school assisted  |   | Procurement assisted after 1 day            | 4 | 4     |           | y.    |       |
|             | 2.1  | Procurement of supplies and materials in the school assisted                            | All year round | 8%       | 3  | (3) 70 - 79% Procurement in the school assisted  |   | Procurement assisted after 2 days           |   |       | 3         | 3.67  | 0.2   |
| -           |  |   |                |          | 2  | (2) 60 - 69% Procurement in the school assisted  |   | Procurement assisted after 3 days           |   |       |           | , 91  |       |
|             |  |   |                |          | 1  | (1) 50 - 59% Procurement in the school assisted  |   | Procurement assisted after 4 days           |   |       |           |       |       |
| CED         | EDBAYBA                                      | CITY DNISION HOTOCOPY   |                |          | 5  | (5) 90 - 100% Inventory of LM's conducted  | With no revision                            | Inventory conducted on the scheduled time   |   |       |           |       |       |
| FR          | MTHE C                                       | RIGINAL   |                |          | 4  | (4) 80 - 89% Inventory of Lm's conducted   | 1 Revision                                  | Inventory conducted after 1 day             | 4 |       |           |       |       |
| DATE        |  | haventogrof Learning Materials conducted  | All year round | 2%       | 3  | (3) 70 - 79% inventory of Lm's conducted   | 2 revisions                                 | Inventory conducted after 2 days            |   | 3     | 3         | 3.33  | 0.0   |
| ву:         | Caple  | hors  |                |          | 2  | (2) 60 - 69% Inventory of Lm's<br>conducted  | 3 revisions                                 | Inventory conducted after 3 days            |   |       |           |       |       |
| -           | 7  |   |                |          | 1  | (1) 50 - 59% Inventory of Lm's conducted   | 4 revisions                                 | Inventory conducted after 3 days            |   |       |           |       |       |

ACHINIC TRATIVE DEELS

| BIEO!    | WELL  |  |                | WEIGHT    | 100   | PER  | REFORMANCE INDICA  | TORS  |              |       |            |               |      |
|----------|---|--|----------------|-----------|---|--|--|---|--------------|-------|------------|---------------|------|
| MFO's    | KRA's   | OBJECTIVES   | TIMELINE       | PER KRA   | RATE  | (Quali   | ity, Efficiency & Time                                       | eliness)  |              | ACTU  | AL RESULTS |               | SCOR |
|          |   | A STATE OF THE STA |                |           |   | Q  | E  | T   | Q            | E     | Т          | AVE           |      |
|          |   | IG RECORDS/REPORTS   | 1-13-13        | 20%       |   | <b>全局的干损的</b>  |  | Teach of the second   |              | Brief |            | <b>HTREE</b>  | 1013 |
| bjective | e: To ensun                                   | e that all accounting reports are prepared   | with accurac   | y and tra | anspare   | ency   |  |   | HO KARAGINEN | -     |            | THE SHAPE SEE |      |
|          | 3.1 Complete attachments per voucher prepared |  |                |           | 5   | (5) 90 - 100% Approved<br>vouchers with complete<br>attachments prepared | With no revision   | Prepared vouchers with<br>complete attachments before<br>or within the due date |              |       | 5          |               |      |
|          |   |  |                |           | 4   | (4) 80 - 89% Approved vouchers<br>witj complete attachments<br>prepared  | 1 Revision   | Prepared vouchers with complete attachments after 1-3 days                      | 4            | 4     |            |               |      |
|          |   | All year<br>round  | 10%            | 3         | (3) 70 - 79% Approved vouchers<br>with complete attachments<br>prepared | 2 revisions  | Prepared vouchers with complete attachments after 4-6 days   |   |              |       | 4.33       | 0.433         |      |
|          |   |  |                | 2         | (2) 60 - 69% Approved vouchers<br>with complete attachments<br>prepared | 3 revisions  | Prepared vouchers with complete attachments after 7-9 days   |   |              |       |            |               |      |
|          |   |  |                | 1         | (1) 50 - 59% Approved vouchers<br>with complete attachments<br>prepared | 4 revisions  | Prepared vouchers with complete attachments after 10-12 days |   |              |       |            |               |      |
|          |   |  |                |           | 5   | 90-100% Monthly liquidation report submitted                             | With complete attachments                                    | Submitted liquidation report before or within the due date                      |              |       | 5          |               | -    |
|          |   |  | All year round |           | 4   | 80-89% Monthly liquidation report<br>submitted                           | With 1 lacking attachment                                    | Submitted liquidation report after 1-3 days                                     | 4            | 4     |            |               |      |
|          | 3.2   | 2 Monthly MOOE Liquidation Report submitted  |                | 5%        | 3   | 70-79% Monthly liquidation report submitted                              | With 2 lacking attachments                                   | Submitted liquidation report after 4-6 days                                     |              |       | •          | 4.33          | 0.21 |
|          |   |  |                |           | 2   | 60-69% Monthly liquidation report<br>submitted                           | With 3 lacking attachments                                   | Submitted liquidation report after 7-9 days                                     |              |       |            |               |      |
|          |   |  |                |           | 1   | 50-59% Monthly liquidation report  | With 4 or more lacking attachments                           | Submitted liquidation report after 10-12 days                                   |              |       |            | ,             |      |
|          |   |  |                |           | 5   | 90-100% COR, RCI & General<br>Ledger prepared                            | With no revision   | CDR, RCI & General Ledger<br>prapred before or within the<br>due date           |              |       | 5          |               |      |
| EP.E     | DBAYBAY                                       | CITYDNISIDE.   |                |           | 4   | 80-89% CDR, RCI & General<br>Ledger prepared                             | 1 Revision   | CDR, RCI & General Ledger<br>prapred after 1-3 days                             | 4            | 4     |            | 3             |      |
| FROM     | THE OF  | Ledger prepared and monitored  | All year round | 5%        | 3   | 70-79% CDR, RCI & General<br>Ledger prepared                             | 2 revisions  | CDR, RCI & General Ledger<br>prapred after 4-6 days                             |              |       |            | 4.33          | 0.21 |
| Y:       | Jass.   | 24/22  |                |           | 2   | 60-69% CDR, RCI & General<br>Ledger prepared                             | 3 revisions  | CDR, RCI & General Ledger<br>prapred after 7-9 days                             |              |       |            |               |      |
| PEPH     | US ANTHO                                      | NY T. DUENO  |                |           | 1   | 50-59% CDR, RCI & General<br>ledger prepared                             | 4 revisions  | CDR, RCI & General Ledger<br>prapred after 10-12 days                           |              |       |            |               |      |

| 16.1      |  |  |                |                   |      | PER                             | PERFORMANCE INDICATORS             |  |                            |                                   |                        |               |       |       |       |  |
|-----------|--|--|----------------|-------------------|------|---------------------------------|------------------------------------|--|----------------------------|-----------------------------------|------------------------|---------------|-------|-------|-------|--|
| MFO's     | KRA's  | OBJECTIVES   | TIMELINE       | WEIGHT<br>PER KRA | RATE | (Quali                          | ty, Efficiency & Time              | liness)                                  |                            | ACTUAL RESULTS                    |                        |               | SCORE |       |       |  |
|           |  |  |                | a de la           |      | Q                               | Е                                  | T  | Q                          | E                                 | T                      | AVE           |       |       |       |  |
| (RA 4. 0  | ENERAL A   | DMINISTRATIVE SUPPORT  |                | 10%               |      | ka baka H                       | of Louis Back                      |  |                            |                                   |                        | alle dinament |       |       |       |  |
| )bjective | : To provid  | le General Administrative Support  |                |                   |      |                                 |                                    |  |                            |                                   |                        |               |       |       |       |  |
|           |  |  |                |                   | 5    | (5) 90 - 100% Reports forwarded | With complete attachments          | Reports forwarded on that day            | 5                          | 5                                 | 5                      |               |       |       |       |  |
|           |  | 18 A 1   | All year round |                   | 4    | (4) 80 - 89% Reports forwarded  | With 1 lacking attachment          | Reports forwarded after 1 day            |                            |                                   |                        |               |       |       |       |  |
|           | 4.1  | School Reports/Documents submitted to the Division Office                  |                |                   |      | 5%                              | 3                                  | (3) 70 - 79% Reports forwarded           | With 2 lacking attachments | Reports forwarded after 2 days    |                        |               |       | 5.00  | 0.250 |  |
|           |  |  | Tourid         |                   | 2    | (2) 60 - 69% Reports forwarded  | With 3 lacking attachments         | Reports forwarded after 3 days           | 1                          |                                   |                        |               |       |       |       |  |
|           |  |  |                |                   | 1    | (1) 50 - 59% Reports forwarded  | With 4 or more lacking attachments | Reports forwarded after 4 days           |                            |                                   |                        |               |       |       |       |  |
|           |  |  | Year round     | Year round        |      |                                 |                                    | 5  | 90-100% Documents encoded  | No revision                       | Encoded within the day |               |       |       |       |  |
|           |  |  |                |                   |      |                                 |                                    | 4  | 80-89% Documents encoded   | 1 Revision                        | Encoded after 1 day    | 4             | 4     | 4     |       |  |
|           | 4.2  | Documents for the Districts encoded  |                |                   | 2%   | 3                               | 70-79% Documents encoded           | 2 Revisions                              | Encoded after 2 days       | Scrinica del Maria Antonia antico |                        |               | 4.00  | 0.080 |       |  |
|           |  |  |                |                   | 2    | 60-69% Documents encoded        | 3 Revisions                        | Encoded after 3 days                     |                            |                                   |                        |               |       |       |       |  |
|           |  |  |                |                   | 1    | 50-59% Documents encoded        | 4 Revisions                        | Encoded after 4 days                     |                            |                                   |                        |               |       |       |       |  |
|           | Control of the Contro |  |                |                   | 5    | 90-100% data encoded            | No error                           | Updated within the day of the occurrence | 5                          | 5                                 |                        |               |       |       |       |  |
|           |  |  |                |                   | 4    | 80-89% data encoded             | 1 error                            | Updated after 1 day                      |                            |                                   | 4                      |               |       |       |       |  |
|           | 4.3  | eRecord of Teachers' Profile of Districts 9 & 10<br>maintained and updated | Year Round     | 3%                | 3    | 70-79% data encoded             | 2 errors                           | Updated after 2 days                     |                            |                                   |                        | 4.67          | 0.140 |       |       |  |
|           |  | maintained and updated   |                |                   | 2    | 60-69% data encoded             | 3 errors                           | Updated after 3 days                     |                            |                                   |                        |               |       |       |       |  |
|           |  |  |                |                   | 1    | 50-59% data encoded             | 4 and more errors                  | Updated after 4 days                     |                            |                                   |                        |               |       |       |       |  |

| RATEE  |   | RATER  | APPROVED BY   |
|--|---|--|---|
| DEP.ED BAYBA A STRUCTURE DE PLOTO COPY   | FEDERICO V. ALTIVO District In-charge, Baybay 9 | JOSERICO C. VALENZONA, Ed.D.  District In-charge, Saybay 10  BAYBAY CITY D | JOSEPHUS ANTHONY T. DUEÑAS Administrative Officer V |
| FROM THE ORIGINAL DATE: \[ \frac{1}{24/22} \] BY: \[ \frac{1}{24/22} \ |   | BAYBAY CITY.   | SED<br>AY 2022                                      |

| ALL ALL AND AND  | I .  |  |  |   |         |                |   |      |               |                         | n/Unit Profile           |
|--|--|--|--|---|---------|----------------|---|------|---------------|-------------------------|--------------------------|
| CTOT B   |  | MA DIZALIA   | VA S. BUGAOISAN commit to deliver  |   |         |                |   |      |               |                         |                          |
| AJA C  | the following  |  | the indicated measures for the period at ainment   | Jun 2019  | 3 89 70 |                |   | on   |               | Name of Unit            | Admir                    |
| Co. 10 10 10 10 10 10 10 10 10 10 10 10 10   | The read many  | angelo il accordance illini  | the motored medianism for the period at animen   | From MUMITYTY   |         | June<br>To IMM |   |      |               | Name of Division        |                          |
| ( FF. = QARA   |  |  | h  | Printer Management 1111)  |         | 10 ferver      | w*****                                  |      |               | Name of Office          | Admin                    |
| SUCHEMOFR DE DAFED 2019 RM 1   |  |  | MA RIZAL MAS BUJACISAN   |   |         | 7 1-           | - 10                                    |      |               | No. of Personnel        | 19                       |
| This POR Form it adapted from the CSC  |  |  |  |   |         |                | n-19                                    |      |               | Cov srage               | Mercedes                 |
| customest 17 8SU consumption   |  |  | Administrative Officer N Ratee   | T   |         | Date Su        | bmitted                                 |      |               | Canipus                 | Mercedes                 |
| Reserve  | 9 9  |  | Reviewed by:   | Appro   | -       | _              |   |      |               | 5 Outstanding           |                          |
|  |  |  |  | 1 (\( \bar{V} \)  |         |                |   | - 1  |               | 4 Very Satisf           |                          |
| 1—   | 1  | C C C C C C C C C C C C C C C C C C C  | PA   | 1 470)  | 1111    |                |   |      |               | 3 Satisfactory          |                          |
| 7  | 200  | LYDIAA   | CONZALES, DM   | MARILYNDEA  | Ov.     | 150            |   |      |               | 2 Unsatisfact<br>1 Poor | жу                       |
| Monte ( series)  | PhD Det : Reviewed   |  | rative Affairs / Immediate Supervisor Date Reviewed  | University F  |         | -              |   |      | Date Approved | 0 No Accom              | Nahment / N.I            |
| Carrol Discharge Cup is  | Interior Later Nevamen   | 1.11.10.00.11.0.10.00.00.00.00.00.00.00.   | Total State of Parison   |   |         | Rat            | ina                                     |      | Cute Appoint  | 10,1                    | Signesum of              |
|  |  |  | T  | 1   |         | 1A.            | T                                       |      | Par           | narks.                  | Immedia M                |
| Output   | Success Indicator (Ta  | rget + Measure)  | Actual Accomplishments   | Documented Information  | Q'      | Es             | L <sub>3</sub>                          | A4   | Kei           | Harks.                  | Supervisors for the task |
|  |  |  | I  |   |         |                |   |      | L             |                         | accomplished             |
| ategic Priority  | 30 %   |  |  |   |         | ,              |   |      |               |                         |                          |
| uman Rasource Information System 50% basic database milinagement of records pripared and used for<br>HRIS implementation of the Campus   |  |  | io% basic database management of records prepared and used for HRIS implementation of the Campus   | Simple datalises management<br>of personne resords (encoded<br>records)   |         | •              | •                                       | 4 00 |               |                         |                          |
|  |  |  |  |   |         |                |   |      |               |                         |                          |
|  |  |  | ــــــــــــــــــــــــــــــــــــــ   |   |         | _              | _                                       |      |               |                         |                          |
| es about personnel's Strategic Priority a  | ccomplishments   |  |  |   |         | Su             | b-Total                                 | 400  | 1             |                         |                          |
|  |  |  |  |   | W       | Veighted       | Points                                  | 1 20 | l             |                         |                          |
|  |  |  |  |   |         | - Contract     |   |      |               |                         |                          |
|  |  |  |  |   |         |                |   |      |               |                         |                          |
|  | 60 %   |  |  |   |         |                |   |      |               |                         |                          |
| re Function 1: Delivery of services various admir istrative sections of  |  |  |  |   |         |                |   |      |               |                         |                          |
| re Function 1: Delivery of services<br>various admir istrative sections of<br>Campus   | 25 %   | ed of their work targets and   | 100% non-teaching personnel monitored of their work  | Monitoring Sheets   |         |                |   |      |               |                         |                          |
| re Function 1: Delivery of services various admir istrative sections of Campus Cent HR management of personnel   | 25 %<br>100% non-teaching personnel monitore   |  | 100% non-teaching personnel monitored of their work targets and accomplishments during the rating period   | Monitoring Sheets   |         |                | •                                       | 4.00 |               |                         | T                        |
| re Function 1: Delivery of services various admir istrative sections of Campus cent HR management of personnel and records   | 25 % 100% non-teaching personnel monitore accomplishments during the rating per  | iod  | targets and accomplishments during the rating period   | Monitoring Sheets Leave Cards, Service Record,  |         |                | •                                       |      |               |                         | <b>—</b>                 |
| re Function 1: Delivery of services various admir istrative sections of Campus licent HR management of personnel s and records   | 25 %<br>100% non-teaching personnel monitore   | iod  |  |   | 5       | 5              | •                                       | 4.00 |               |                         |                          |
| re Function 1: Delivery of services various admit istrative sections of Campus Ident HR management of personnel is and records   | 25 % 100% non-teaching personnel monitore accomplishments during the rating per 100% non-teaching personnel records  | updated by end of CY 2019  | targets and accomplishments during the rating period 50% non-teaching personnel records' updated by end of   | Leave Card's, Service Record,   | 5       | 5              | •                                       |      |               |                         |                          |
| re Function 1: Delivery of services various admir istrative sections of Campus cent HR management of personnel and records   | 25 % 100% non-teaching personnel monitore accomplishments during the rating personnel records. 100% non-teaching personnel records. Training hours attended by faculty and   | updated by end of CY 2019  personnal in regional / national  | targets and accomplishments during the rating period 50% non-teaching personnel records' updated by end of June 2019   | Leave Card's, Service Record,<br>Salary Card. 201 files<br>List of Trainings / Seminar  | 5       | 5              | •                                       |      |               |                         |                          |
| re Function 1: Delivery of services various admir istrative sections of Campus Icient HR management of personnel is and records  | 25 % 100% non-teaching personnel monitore accomplishments during the rating per 100% non-teaching personnel records  | updated by end of CY 2019  personnal in regional / national  | targets and accomplishments during the rating period 50% non-teaching personnel records' updated by end of June 2019 50% Training hours attended by faculty and personnel in   | Leave Card's, Service Record,<br>Salary Card. 201 files<br>List of Trainings / Seminar  | 5       | 5              | •                                       | 4.67 |               |                         |                          |
| various admir istrative sections of Campus licent HR management of personnel is and records  cuty and personnel attendance to inings / capability building activities  | 25 % 100% non-teaching personnel monitore accomplishments during the rating personnel records. 100% non-teaching personnel records. Training hours attended by faculty and trainings / conferences during the rating   | updated by end of CY 2019  personnal in regional / national g period   | sargets and accomplishments during the rating period 50% non-teaching personnel records' updated by end of June 2019  50% Training hours attended by faculty and personnel in regional / national trainings / conferences during the rating  | Leave Card's, Service Record,<br>Salary Card. 201 files<br>List of Trainings / Seminar<br>Attended of Faculty and   | 5       | 5              | •                                       | 4.67 |               |                         |                          |
| cuty and personnel attendance to snings / capability building activities ontinual improvement as compliant to ampus: ISO cerufication, AACCUP  | 25 % 100% non-teaching personnel monitore accomplishments during the rating personnel records. 100% non-teaching personnel records. Training hours attended by faculty and   | updated by end of CY 2019  personnal in regional / national gipenod  d in Quality Assurance  | targets and accomplishments during the rating period 50% non-teaching personnel records' updated by end of June 2019 50% Training hours attended by faculty and personnel in regional / national trainings / conferences during the rating period  | Leave Card's, Service Record,<br>Salary Card. 201 files<br>List of Trainings / Seminar<br>Attended of Faculty and<br>Personnel  | 5       | 5              | •                                       | 4.67 |               |                         |                          |
| re Function 1: Delivery of services various administrative sections of Campus  Icient HR management of personnel is and records  cuty and personnel attendance to inings / capability building activities orthus improvement as compliant to impus 150 certification, AACCUP creditation, CHEO Monitoring  | 100% non-teaching personnel monitore accomplishments during the rating personnel records.  Training hours attended by faculty and trainings / conferences during the rating 100% faculty and personnel participate activities (ISO certification, AACCUP at Assessment).   | personnal in regional / national gipenod d in Quality Assurance coreditation, CHED   | So% non-teaching personnel records' updated by end of June 2019  50% Training hours attended by faculty and personnel in regional / national trainings / conferences during the rating period  100% faculty and personnel participated in Quality Assurance activities   | Leave Card s, Service Record, Salary Card. 201 files  List of Trainings / Seminar Attended of Faculty and Personnel  Minutes of Meeting; Management Review Attendance   | 5       | 5              | •                                       | 4.67 |               |                         |                          |
| re Function 1: Delivery of services various admir istrative sections of Campus cent HR management of personnel and records  outly and personnel attendance to rungs / capability building activities  ontous improvement as compliant to reput 150 cerufication, AACCUP creditation, CHEO Monitoring   | 25 % 100% non-teaching personnel monitore accomplishments during the rating personnel records. Training hours attended by faculty and trainings / conferences during the rating 100% faculty and personnel participate activities (ISO certification, AACCUP as  | personnal in regional / national gipenod d in Quality Assurance coreditation, CHED   | So% non-teaching personnel records' updated by end of June 2019  50% Training hours attended by faculty and personnel in regional / national trainings / conferences during the rating period  100% faculty and personnel participated in Quality Assurance activities  Collection and disbursement activities effeciently and   | Leave Card's, Service Record, Salary Card. 201 files  List of Trainings / Seminar Attended of Faculty and Personnel  Minutes of Meeting; Management Review Attendance  Cashier's Finance Book of  | 5       | 5              | •                                       | 400  |               |                         |                          |
| re Function 1: Delivery of services various admit istrative sections of Campus cent HR management of personnel and records  outy and personnel attendance to rungs / capability building activities intinual improvement as compliant to reput 150 certification, AACCUP creditation, CHEO Montaring   | 100% non-teaching personnel monitore accomplishments during the rating personnel records.  Training hours attended by faculty and trainings / conferences during the rating 100% faculty and personnel participate activities (ISO certification, AACCUP at Assessment).   | personnal in regional / national gipenod d in Quality Assurance coreditation, CHED   | So% non-teaching personnel records' updated by end of June 2019  50% Training hours attended by faculty and personnel in regional / national trainings / conferences during the rating period  100% faculty and personnel participated in Quality Assurance activities   | Leave Card s, Service Record, Salary Card. 201 files  List of Trainings / Seminar Attended of Faculty and Personnel  Minutes of Meeting; Management Review Attendance   | 5 5     | 5              | •                                       | 4.67 |               |                         |                          |
| re Function 1: Delivery of services various admir istrative sections of Campus cont HR management of personnel is and records  cuty and personnel attendance to inings / capability building activities intinual improvement as compliant to impus 150 certification, AACCUP creditation, CHEO Montoring   | 100% non-teaching personnel monitore accomplishments during the rating personnel records.  100% non-teaching personnel records.  Training hours attended by faculty and trainings / conferences during the rating 100% faculty and personnel participate activities (ISO certification, AACCUP at Assessment).  Collection and disbursiment activities emplemented.  | updated by end of CY 2019  personnal in regional / national gipenod  d in Quality Assurance coreditation, CHED   | So% non-teaching personnel records' updated by end of June 2019  50% Training hours attended by faculty and personnel in regional / national trainings / conferences during the rating period  100% faculty and personnel participated in Quality Assurance activities  Collection and disbursement activities effeciently and effectively implemented   | Leave Card s, Service Record, Salary Card. 201 files  List of Trainings / Seminar Attended of Faculty and Personnel  Minutes of Meeting; Management Review Attendance  Cashier's Finance Book of Records and Financial Reports  | 5       | 5              | •                                       | 400  |               |                         |                          |
| re Function 1: Delivery of services various admir istrative sections of Campus cent HR management of personnel is and records  outly and personnel attendance to nings / capability building activities  retinual improvement as compliant to impus 150 certification, AACCUP oreditation, CHEO Monitoring   | 100% non-teaching personnel monitore accomplishments during the rating personnel records.  Training hours attended by faculty and trainings / conferences during the rating 100% faculty and personnel participate activities (ISO certification, AACCUP at Assessment).  Collection and disbursiment activities emplemented.  | updated by end of CY 2019  personnal in regional / national gipenod  d in Quality Assurance coreditation, CHED  effeciently and effectively  | some non-teaching personnel records' updated by end of June 2019  50% Training hours attended by faculty and personnel in regional / national trainings / conferences during the rating period  100% faculty and personnel participated in Quality Assurance activities  Collection and disbursement activities effeciently and effectively implemented  | Leave Cardis, Service Record, Salary Cardi 201 files  List of Trainings / Seminar Attended of Faculty and Personnel  Minutes of Meeting; Management Review Attendance  Cashier's Finance Book of Records and Financial Reports  e Supply Officer Report   | 5       | 5              | •                                       | 400  |               |                         |                          |
| re Function 1: Delivery of services arious admit istrative sections of Campus cent HR management of personnel and records  sufly and pensonnel attendance to rings / capability building activities  retinual improvement as compliant to ripus 150 certification, AACCUP creditation, CHEO Monitoring  cent and lawful finance services   | 25 % 100% non-teaching personnel monitore accomplishments during the rating personnel records. Training hours attended by faculty and trainings / conferences during the rating 100% faculty and personnel participate activities (ISO certification, AACCUP at Assessment).  Collection and disbursiment activities emplemented.  30% of supplies materials, tools and exacquired produced in a coordance with a  | updated by end of CY 2019  personnal in regional / national giperiod  d in Quality Assurance coreditation, CHED  effeciently and effectively  coepted standards by the end   | some non-teaching personnel records' updated by end of June 2019  50% Training hours attended by faculty and personnel in regional / national trainings / conferences during the rating period  100% faculty and personnel participated in Quality Assurance activities  Collection and disbursement activities effeciently and effectively implemented  40% of supplies, materials, tools and equipment isted in the 2019 APP acquired/proxided in accordance with accepted   | Leave Cardis, Service Record, Salary Cardi 201 files  List of Trainings / Seminar Attended of Faculty and Personnel  Minutes of Meeting; Management Review Attendance  Cashier's Finance Book of Records and Financial Reports  e Supply Officer Report   | 5       | 5              | •                                       | 400  |               |                         |                          |
| Function 1: Delivery of services arious admir istrative sections of Campus  sent HR management of personnel and records  uty and personnel attendance to ings / capability building activities forus improvement as compliant to input 150 certification, AACCUP reditation, CHEO Montoring certification, CHEO Montoring certification and services   | 100% non-teaching personnel monitore accomplishments during the rating personnel records.  Training hours attended by faculty and trainings / conferences during the rating 100% faculty and personnel participate activities (ISO certification, AACCUP at Assessment).  Collection and disbursiment activities emplemented.  | updated by end of CY 2019  personnal in regional / national gipenod  d in Quality Assurance coreditation, CHED  effeciently and effectively  quipment listed in the 2019 APP rocepted standards by the end of with documents   | So% non-teaching personnel records' updated by end of June 2019  50% Training hours attended by faculty and personnel in regional / national trainings / conferences during the rating period  100% faculty and personnel participated in Quality Assurance activities  Collection and disbursement activities effeciently and effectively implemented  40% of supplies, materials, tools and equipment isted in the 2019 APP acquired/proximed in accordance with accepted standards by the end of June 2019, monitored and   | Leave Cardis, Service Record, Salary Cardi 201 files  List of Trainings / Seminar Attended of Faculty and Personnel  Minutes of Meeting; Management Review Attendance  Cashier's Finance Book of Records and Financial Reports  e Supply Officer Report   | 5       | 5              | •                                       | 467  |               |                         |                          |
| reflection 1: Delivery of services arious admit istrative sections of Campus cent HR management of personnel and records  sufy and personnel attendance to rings I capability building activities retinual improvement as compliant to ripus 150 certification, AACCUP reditation, CHEO Montoring cent and lawful finance services   | 25 % 100% non-teaching personnel monitore accomplishments during the rating personnel records. Training hours attended by faculty and trainings / conferences during the rating 100% faculty and personnel participate activities (ISO certification, AACCUP at Assessment).  Collection and disbursiment activities emplemented.  30% of supplies materials, tools and exacquired produced in a coordance with a  | personnal in regional / national personnal in regional / national person al in regional / national person al in Quality Assurance ccreditation, CHED  effeciently and effectively  quipmen listed in the 2019 APP incepted standards by the end is with documents.                                     | targets and accomplishments during the rating period 50% non-teaching personnel records' updated by end of June 2019 50% Training hours attended by faculty and personnel in regional / national trainings / conferences during the rating period 100% faculty and personnel participated in Quality Assurance activities  Collection and disbursement activities effeciently and effectively implemented  40% of supplies, materials, tools and equipment isted in the 2019 APP acquired/proxured in accordance with accepted standards by the end of June 2019, monitored and supported with documents   | Leave Cards, Service Record, Salary Card. 201 files  List of Trainings / Seminar Attended of Faculty and Personnel  Minutes of Meeting; Management Review Attendance  Cashier's Finance Book of Records and Financial Reports  e Supply Officer Report  | 5       | 5              | •                                       | 467  |               |                         |                          |
| e Function 1: Delivery of services arious admir istrative sections of Campus  sent HR management of personnel and records  uty and personnel attendance to ings / capability building activities forus improvement as compliant to input 150 certification, AACCUP reditation, CHEO Montoring  cient and lawful finance services   | 25 % 100% non-teaching personnel monitore accomplishments during the rating personnel records. Training hours attended by faculty and trainings / conferences during the rating 100% faculty and personnel participate activities (ISO certification, AACCUP at Assessment).  Collection and disbursiment activities emplemented.  30% of supplies materials, tools and exacquired produced in a coordance with a  | personnal in regional / national personnal in regional / national person al in regional / national person al in Quality Assurance coreditation, CHED  effeciently and effectively  quipmen listed in the 2019 APP recepted standards by the end is with documents.                                     | So% non-teaching personnel records' updated by end of June 2019  50% Training hours attended by faculty and personnel in regional / national trainings / conferences during the rating period  100% faculty and personnel participated in Quality Assurance activities  Collection and disbursement activities effeciently and effectively implemented  40% of supplies, materials, tools and equipment isted in the 2019 APP acquired/proximed in accordance with accepted standards by the end of June 2019, monitored and   | Leave Cards, Service Record, Salary Card. 201 files  List of Trainings / Seminar Attended of Faculty and Personnel  Minutes of Meeting; Management Review Attendance  Cashier's Finance Book of Records and Financial Reports  e Supply Officer Report  | 5       | 5              | •                                       | 467  |               |                         |                          |
| re Function 1: Delivery of services serious admir istrative sections of Campus cent HR management of personnel and records  Tuly and personnel attendance to rings / capability building activities intinua improvement as compliant to ripus 150 certification, AACCUP creditation, CHEO Monitoring cent and lawful finance services.   | 100% non-teaching personnel monitore accomplishments during the rating personnel records.  Training hours attended by faculty and trainings / conferences during the rating 100% faculty and personnel participate activities (ISO certification, AACCUP at Assessment).  Collection and disbursiment activities emplemented.  30% of supplies materials, tools and exacquires/procured in a condance with a of June 2019, monitored and supported.  | updated by end of CY 2019  personnal in regional / national gipenod  d in Quality Assurance coreditation, CHED  effeciently and effectively  quipmen listed in the 2019 APP coepted standards by the end is with documents.  | targets and accomplishments during the rating period 50% non-teaching personnel records' updated by end of June 2019 50% Training hours attended by faculty and personnel in regional / national trainings / conferences during the rating period 100% faculty and personnel participated in Quality Assurance activities  Collection and disbursement activities effeciently and effectively implemented  40% of supplies, materials, tools and equipment isted in the 2019 APP acquired/proxured in accordance with accepted standards by the end of June 2019, monitored and supported with documents  Up-to-date recording of sequired supplies, tools, materials and equipment  | Leave Card's, Service Record, Salary Card. 201 files  List of Trainings / Seminar Attended of Faculty and Personnel  Minutes of Meeting; Management Review Attendance  Cashier's Finance Book of Records and Financial Reports  e Supply Officer Report  Supply Officer Report  | 5       | 5              | •                                       | 467  |               |                         |                          |
| e Function 1: Delivery of services arious admir istrative sections of Campus cent HR management of personnel and records  uity and personnel attendance to rings / capability building activities remains 150 certification, AACCUP reditation, CHEO Monitoring cent and leaful finance services   | 100% non-teaching personnel monitore accomplishments during the rating personnel records.  Training hours attended by faculty and trainings / conferences during the rating 100% faculty and personnel participate activities (ISO certification, AACCUP as Assessment).  Collection and disbursiment activities emplemented.  30% of supplies materials, tools and exacquired procured in a coordance with a driving 2019, monitored and supported.  Up-to-date recording of acquired supplies.   | updated by end of CY 2019  personnal in regional / national gipenod  d in Quality Assurance coreditation, CHED  effeciently and effectively  quipmen listed in the 2019 APP coepted standards by the end d with documents  | targets and accomplishments during the rating period 50% non-teaching personnel records' updated by end of June 2019 50% Training hours attended by faculty and personnel in regional / national trainings / conferences during the rating period 100% faculty and personnel participated in Quality Assurance activities  Collection and disbursement activities effeciently and effectively implemented  40% of supplies, materials, tools and equipment isted in the 2019 APP acquired/procured in accordance with accepted standards by the end of June 2019, monitored and supported with documents  Up-to-date recording of acquired supplies, tools, materials  | Leave Cards, Service Record, Salary Card. 201 files  List of Trainings / Seminar Attended of Faculty and Personnel  Minutes of Meeting; Management Review Attendance  Cashier's Finance Book of Records and Financial Reports  e Supply Officer Report  | 5       | 5              | •                                       | 467  | CERTIF        | ED PHO                  | TOCOF                    |
| re Function 1: Delivery of services rarious admit istrative sections of Campus cent HR management of personnel and records  outy and personnel attendance to rings / capability building activities retinual improvement as compliant to reput 150 certification, AACCUP creditation, CHEO Montaring licent and level of finance services.   | 100% non-teaching personnel monitore accomplishments during the rating personnel records.  Training hours attended by faculty and trainings / conferences during the rating 100% faculty and personnel participate activities (ISO certification, AACCUP at Assessment).  Collection and disbursiment activities of implemented.  30% of supplies materials, tools and ed acquired/procured in a coordance with a driving 2019, monitored and supported.  Up-to-date recording of acquired supplies accurated.   | updated by end of CY 2019  personnal in regional / national or period  d in Quality Assurance coreditation, CHED  effeciently and effectively  quipmen listed in the 2019 APP incorpted standards by the end of with documents  es, tools materials and effectively  attie materials implemented       | sargets and accomplishments during the rating period 50% non-teaching personnel records' updated by end of June 2019 50% Training hours attended by faculty and personnel in regional / national trainings / conferences during the rating period 100% faculty and personnel participated in Quality Assurance activities  Collection and disbursement activities effeciently and effectively implemented  40% of supplies, materials, tools and equipment isted in the 2019 APP acquired/proximed in accordance with accepted standards by the end of June 2019, monitored and supported with documents  Up-to-date recording of acquired supplies, tools, materials and equipment  Annual schedule of disposal of non-usable materials implemented   | Leave Card s, Service Record, Salary Card. 201 files  List of Trainings / Seminar Attended of Faculty and Personnel  Minutes of Meeting, Management Review Attendance  Cashier's Finance Book of Records and Financial Reports  e Supply Officer Report  Supply Officer Report  | 5       | 5 5            | • | 467  | CERTIF        | ED PHO                  | TOCOP                    |
| re Function 1: Delivery of services various admir istrative sections of Campus Ident HR management of personnel is and records  outly and personnel attendance to rings / capability building activities  retinual improvement as compliant to impus 150 certification, AACCUP creditation, CHEO Montering  ficient and leviful finance services  ficient supply & procurement reactions and services      | 100% non-teaching personnel monitore accomplishments during the rating personnel records.  Training hours attended by faculty and trainings / conferences during the rating 100% faculty and personnel participate activities (ISO certification, AACCUP at Assessment).  Collection and disbursiment activities of implemented.  30% of supplies materials, tools and ed acquired/procured in a coordance with a driving 2019, monitored and supported.  Up-to-date recording of acquired supplies accurated.   | updated by end of CY 2019  personnal in regional / national gipenod  d in Quality Assurance coreditation, CHED  effeciently and effectively  quipmen listed in the 2019 APP coepted standards by the end d with do puments  es. tools materials and effectively  attie materials implemented           | targets and accomplishments during the rating period 50% non-teaching personnel records' updated by end of June 2019 50% Training hours attended by faculty and personnel in regional / national trainings / conferences during the rating period 100% faculty and personnel participated in Quality Assurance activities  Collection and disbursement activities effeciently and effectively implemented  40% of supplies, materials, tools and equipment listed in the 2019 APP acquired/proxured in accordance with accepted standards by the end of June 2019, monitored and supported with documents  Up-to-date recording of acquired supplies, tools, materials and equipment  Annual schedule of disposal of non-usable materials  | Leave Cards, Service Record, Salary Card. 201 files  List of Trainings / Seminar Attended of Faculty and Personnel  Minutes of Meeting, Management Review Attendance  Cashier's Finance Book of Records and Financial Reports  e Supply Officer Report  Supply Officer Report  Cleanliness Monitoring Record                    | 5       | 5 5            | • | 467  | CERTIF        | ED PHO                  | TOCOP                    |
| re Function 1: Delivery of services various admir istrative sections of Campus licent HR management of personnel is and records  cuffy and personnel attendance to inings / capability building activities  entitius improvement as compliant to impus 150 certification, AACCUP creditation, CHEO Monitoring  ficient and levil if finance services  ficient supply & procurement insections and services | 100% non-teaching personnel monitore accomplishments during the rating personnel records.  Training hours attended by faculty and trainings / conferences during the rating 100% faculty and personnel participate activities (ISO certification, AACCUP as Assessment).  Collection and disbursiment activities emplemented.  30% of supplies, materials, tools and exacquired procured in a coordance with a confuse 2019, monitored and supported up-to-date recording of acquired supplies activities is acquired procured in a coordance with a confuse 2019, monitored and supported up-to-date recording of acquired supplies acquired supplies activities of disposal of non-use acquired supplies activities of disposal of non-use activities activities of disposal of non-use accurate activities of disposal of non-use activities activ | updated by end of CY 2019  personnal in regional / national gipenod  d in Quality Assurance coreditation, CHED  effeciently and effectively  quipmen listed in the 2019 APP coepted standards by the end d with do puments  es, tools materials and effectively  state materials implemented           | sargets and accomplishments during the rating period 50% non-teaching personnel records' updated by end of June 2019 50% Training hours attended by faculty and personnel in regional / national trainings / conferences during the rating period 100% faculty and personnel participated in Quality Assurance activities  Collection and disbursement activities effeciently and effectively implemented  40% of supplies, materials, tools and equipment isted in the 2019 APP acquired/proximed in accordance with accepted standards by the end of June 2019, monitored and supported with documents  Up-to-date recording of acquired supplies, tools, materials and equipment  Annual achedule of disposal of non-usable materials implemented  50% Preventive Maintenance Program formulated, monitored, implemented and documented | Leave Cards, Service Record, Salary Card. 201 files  List of Trainings / Seminar Attended of Faculty and Personnel  Minutes of Meeting: Management Review Attendance  Cashier's Finance Book of Records and Financial Reports  e Supply Officer Report  Supply Officer Report  Cleanliness Monitoring Record of Utility we kers | 5       | 5 3            |   | 467  | CERTIF        | ED PHO                  | OCOP                     |
| re Function 1: Delivery of services various admir istrative sections of Campus  cent HR management of personnel is and records  cuty and personnel attendance to inings / capability building activities intinual improvement as compliant to impus 150 certification, AACCUP creditation, CHEO Monitoring  Icient and lawful finance services  ficient supply & procurement mactions and services         | 100% non-teaching personnel monitore accomplishments during the rating personnel records.  Training hours attended by faculty and trainings / conferences during the rating 100% faculty and personnel participate activities (ISO certification, AACCUP as Assessment).  Collection and disbursiment activities emplemented.  30% of supplies materials, tools and exacquired/procured in a coordance with a drune 2019, monitored and supported.  Up-to-date recording of acquired supplies activities is recorded and supported.  Armusi schadule of disposal of non-usa Program form.  | updated by end of CY 2019  personnal in regional / national gipenod  d in Quality Assurance coreditation, CHED  effeciently and effectively  quipmen listed in the 2019 APP coepted standards by the end d with documents  es, tools materials and effectively  standards by the end of with documents | sargets and accomplishments during the rating period 50% non-teaching personnel records' updated by end of June 2019 50% Training hours attended by faculty and personnel in regional / national trainings / conferences during the rating period 100% faculty and personnel participated in Quality Assurance activities  Collection and disbursement activities effeciently and effectively implemented  40% of supplies, materials, tools and equipment isted in the 2019 APP acquired/prolaired in accordance with accepted standards by the end of June 2019, monitored and supported with documents  Up-to-date recording of acquired supplies, tools, materials and equipment  Annual schedule of disposal of non-usable materials implemented 50% Preventive Maintenance Program formulated,                                       | Leave Cards, Service Record, Salary Card. 201 files  List of Trainings / Seminar Attended of Faculty and Personnel  Minutes of Meeting, Management Review Attendance  Cashier's Finance Book of Records and Financial Reports  e Supply Officer Report  Supply Officer Report  Cleanliness Monitoring Record                    | 5       | 5              | , ,                                     | 467  | CERTIF        | ED PHO                  | OCOP                     |

|  | I impd  | montena montena                             | Fund monitored and applemented  | 10   |       | 1         |         | <u> </u> |                     | 4       |
|--|---|---|---|--|-------|-----------|---------|----------|---------------------|---------|
| *.4  | Implementation of sclid waste man   | agement program monitored and               | Implementation of solid waste management program<br>monitored and implemented   | Quarterly reports  | 4     | 4         | 3       | 3.157    |                     |         |
|  | Implementation of disaster risk redi<br>formulated, monitored, implemented  | d and doc imented                           | Implementation of dis-ister risk reduction and lafety program formulated, monitored, implemented and  | Planning Officer Report  | 4     | 4         | 3       | 3.07     |                     |         |
| Well-maintanied ground & restrooms all<br>sround the Cainpus                       | Monitored and supe vised the clear<br>Campus' grounds and restrooms fa  | nliness and orderliness of the<br>icilities | Monitored and supervised the cleanliness and orderliness of the Campus' grounds and restrooms facilities  | Checklist, Comfort Room<br>Cleaning Checklist  | •     | •         | •       | 4.00     |                     |         |
| Safe and secu ed personnel, students,<br>clients of the Campus                     | Installed safety and hazards measu  | ires by end of Dec 2019                     | 30% installed safety and hazards measures by end of Jun<br>2019   | ne Supply Cfficer Report   | 3     | 3         | 3       | 3.90     |                     |         |
| Safe and well-treated student-residents with comfortable home-away-from-home       | 100% student dorm lory services in<br>the rating period   | plemented and monitored during              | 100% student dormitory services implemented and monitored during the rating period  | Dormitor / Manager Report  | 5     | 6         | 4       | 4. 37    |                     |         |
|  |   |   |   |  |       | Su        | b-Total | 3. 96    |                     |         |
| Core Function 2:   | 20 %  |   |   |  | -     |           |         |          |                     |         |
| Idillan Meson de and engan   | 50% non-teaching personnel mento<br>2019  | red / coached by the end of CY              | 25% non-teaching personnel mentored / coached by the end of June 2019   | Coaching tools   | 4     | 4         | 4       | 4.00     | ,                   |         |
| Development  | 100% CSC policies and OTHER go<br>monitored and documented  | verning laws implemented,                   | 100% CSC policies and OTHER governing laws implemented, monitored and documented  | Attendance to Flag Raising Logoook<br>of Clients, Reports of Personnel-in-<br>Charge | 1     | 4         | 4       | 4.00     |                     |         |
| lientele Satis action  | 75% of clients rated delivery of service of personnel as Very Satisfactory by end of June 2019                                    |   | 75% of clients rated delivery of service of personnel as Ve<br>Satisfactory by end of June 2019   | ry Feedback Results, Client<br>logbook   | 5     | 5         | 4       | 4.87     |                     |         |
|  | 100000000000000000000000000000000000000   |   |   |  |       | Sub       | - Total | 4 22     |                     |         |
| Core Function 3:   | 15 %  |   |   |  |       |           |         |          |                     |         |
| Ipgrading physical plant and facilities or<br>estruction, extension and production | 2 facilities upgraded/improved by en-   | d of December 2019                          | 1 facility upgraded/improved half part of year 2019 (June)  | Supply Officer Report  | 4     | 4         | 4       | 4 00     |                     | L.      |
| nd equipment to support instruction,   | PPMP acquired/procured in accordance with accepted standards by   |   | 25% of supplies, materials, tools and equipment listed in the 2019 PPMP acquired/procured in accordance with accepted standards by the end of June 2019, monitored and supported with documents                 | •  | •     | •         | 3       | 3 57     |                     |         |
| Resource Generation  | 2 facilities generating income from re<br>entire rating period  | entals being maintained for the             | 3 facilities generating income from rentals being maintained for the Antire rating period   | Rental forms, Cashier's report   | 4     | 4         |         | 4.00     |                     |         |
| lotes about presonners Core Function acc   |   |   |   |  |       | Sub-      | Total   | 3 89     |                     |         |
|  |   |   |   | L  | w     | ighted F  | oints   | 2 42     |                     |         |
| Support Function   | 10 %  | and the following desumpate:                | 100% personnel prepared and submitted the following   | IPCR, PDS, DTR, SALN.  | _     | -         |         |          |                     |         |
|  | 100% personnel propared and submitted (July-Dec 2018), DTR, SALN (Jan-June 2019), Uquidation of Trave Maintenance Checklist, etc. | 2018, F'DS 2019, IPCR Target                | documents: IPCR (July-Dec 2018), DTR, SALN 2018, PDS 2019, IPCR Taiget (Jan-June 2019), Liquidation of Travels & CAs, Leav's forms, Maintenance Checkfist, etc.   | Leave Fixms, Maintenance<br>Reords   | 5     | 5         | 4       | 4 67     |                     |         |
| lumber of reports submitted  | Well-prepared and accurate reports a<br>concerned on time   | ubmitted 100% by personnel                  | Well-prepared and accurate reports submitted 100% by<br>personnel concerned on time   | Monthly reports  | •     | •         | 1       | 4 00     |                     |         |
| stendance to University-wide and diege/campus activities                           | 100% personnel attended official activities  Campus such as: Ceneral Assemblie Campus urgent mentings, Flag raising activities    | s, Commencement Exercises,                  | 98% of personnel attended official activities of the University and Campus such as: General Astemblies, Campus urgent meetings, Commencement Exercises, Flag raising and lowering and other official activities | Attendance sheet of the different University activities; Flag Ceremonies attendance  |       |           | •       | 4 00     |                     |         |
| verall communts and recommendation for   | development purposes:   |   |   |  |       | Sub-1     | otal    | 4 22     | Unit Rating         | 60      |
|  |   |   |   |  | Weig  | inted Po  | etnic   | 0 42     | Division Rating     | 60      |
|  |   |   |   | INDIVIDUAL ADJ   |       | M Individ | Juan    | 4.04     | OVERALL DPCR RATING | 1       |
| Legend Q = Quelity E = Efficience T = To   | meleose A r America A 100 mm  | 61 Ven : 0 0/0 : // 0 / 61 D : 0            | (1 51-2 5)Unsatisfactory/US: (2 51-3.50) Satisfactory/S, (3 51-4  |  |       |           | -       |          |                     | · · ·   |
| hereby certify that the ratings I received we<br>menable to the scores I received. | vas discussed with ne and I am  | I has aby certify that the ratin is I       | personally discussed with the rates this rating and he/she  |  | Note  |           |         | -        | COPIES OF THE       | IS FORM |
| A.   |   | hes agreed with the scores jive             | n to him/her.   |  | Lul)  | 7         |         | IT       | AND HRMO            |         |
| -/-  | 16/2019   |   | EVERO, JR. Phi)   |  | //~UV |           |         |          |                     |         |