

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, TONI MARC L. DARGANTES, of the Office of the Vice President for Planning, Resource Generation and Auxiliary Services commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to December 2022.


TONI MARC L. DARGANTES

Ratee

Approved:


DILBERTO O. FERRAREN

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Administrative and Support Services Management	Updating of the Transparency Seal	Update the VSU Transparency Seal contents	5	6	5	5	5	5.00	
	Number of Successful procurement for the University as Assistant Chairman of the BAC Secretariat	• Posting of Invitation to Bid and Award in the PhilGEPS Website • Facilitate conduct of procurement activities (Pre-Procurement, Prebidding Conference, Bid Opening, Bid Evaluation, Post Qualification)	15	62	5	5	5	5.00	
	Number of office documents reviewed and approved	Review and approve office operational documents	20	54	5	5	5	5.00	
	Number of personnel supervised	Supervise Planning office personnel for office operations and attainment of targets and assigned tasks	2	4	5	5	5	5.00	
Management Information System	Number of Management Information System Proposals proposed	Make the proposal for the Management Information System (MIS) of the University for DBM Funding	1	1	5	4	5	4.67	
	MIS Project Implementation facilitation	Facilitate the implementation of the MIS and it's attached systems based on the Information System Strategic Plan	100%	100%	5	4	5	4.67	

	Number of Conduct of Information System orientations and trainings	Train and orient end users on the newly developed SPPMIS system	1	6	5	5	5	5.00	
Planning Services	Number of Budget Proposal call conducted and facilitated	prepare and Conduct budget proposal call for projects for CY 2024	1	1	5	5	4	4.67	
	Number of programs and projects reviwed and submitted to NEDA, CHED, and DBM	Received, Review, Consolidate and submit Programs/projects Information to NEDA, CHED, and DBM	40	95	5	5	5	5.00	
	Number of Projects encoded in the NEDA PIPOL system	Check project rediness and encode in the NEDA PIPOL System	45	107	5	5	5	5.00	
	Number of planning quality procedures created/updated	Assist in the revision existing Institutional Planning quality procedures	1	3	5	5	5	5.00	
	Number of Monitoring Activities Conducted, Facilitated, Coordinated	Conduct monitoring of the OTP, Operational Plan, Strategic Plan, Risk, OPCR	4	7	5	5	4	4.67	
	Number of Monitoring Forms processed and cosolidated	Consolidate the submitted monitoring forms per Vice President for report generation	10	25	5	5	5	5.00	
	Number of OPCR's consolidated, reviewed, evaluated, and validated	Consolidate, review, validate, and evaluate the initial performance assessment of the Heads of Units based on reported Office accomplishments against the success indicators.	4	108	5	5	5	5.00	
	Number of monitoring reports created	Create the Strategic plan and Risk, summary highlights reports based on the submitted monitoring forms	2	4	5	5	5	5.00	
	Number of performance assessment conducted and facilitated	Prepare and facilitate the Performance Assessment of the University and consolidate the submitted output	1	1	5	4	5	4.67	
	Number of Planning Activities Cunducted, Facilitated, Coordinated	Conduct of revisiting of the 2017-2027 VSU Strategic Plan	3	6	5	5	5	5.00	

	Number of Planning Workshops conducted and facilitated	Facilitate and conduct the planning workshop for the University	1	5	5	5	5	5.00	
	Number of Policy/Guidelines Created/Formulated/Maintained	Create needed policy guidelines for the planning and monitoring process and maintain/update existing policy guidelines	1	3	5	5	5	5.00	
	Number of Offices assisted in the planning process	Assist and guide offices in the conduct of their strategic planning and revisiting of strategic plan	4	5	5	4	5	4.67	
	Number of Office Planning Documents reviewed and updated	Review, evaluate and provide comments for SWOT, ROAM, OTP, WFP, and OPCR of office of VSU	2	6	5	5	5	5.00	
	Percent of Land Use Development and Infrastructure Plan development facilitated	Facilitate and act as secretariate for the development of the VSU Land Use Development and Infrastructure Plan	100%	100%	4	4	4	4.00	
	Percentage of ISO GOOI and NCs Addressed	Address all ISO Audit finding	100%	100%	5	4	4	4.33	
Total Over-all Rating								111.33	

Average Rating (Total Over-all rating divided by 12)		4.84
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.84
ADJECTIVAL RATING		

Comments & Recommendations for Development Purpose

to attend training in Environmental planning and update on advanced strategic planning.

Approved by:



DILBERTO O. FERRAREN
VP for PRGAS

1 - quality 2 - Efficiency 3 - Timeliness 4 - Average

Date: _____