			UNIT PERFORMANCE COMMIT	MENT AND REVIEW	(UPCR)	_					Office/Division	on/Unit Profile
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			A S. BUGAOISAN		e herein commit to deliver and	agree	to be	rated	on		Name of Unit	Admin
ALC:	the follow	wing targets in accordance with t	he indicated measures for the	period attainment	Jan 2019		June				Name of Division	Application of the Control of the Co
Street Street Street Cortificate No. AJAHEASSES	54575000		,		From (MMMOCCCC)		to (MONON	myyyy)			Name of Office	Admin
SSU-OHRMO-FR-045 04-Feb-2018 Rev. 1			ADA.	-							No. of Personnel	_
This PCR Form is adapted from the CSC,		100	MA. RIZALINA A	AOISAN	_		7-Jar				Coverage	Mercedes
customized for SSU consumption			Administrative Officer A	Ratee			Outn Su	bmitted	1		Campus	Mercedes
Reviewe	d by:		Reviewed by:).	Approv	ed:					5 Outstandin	
					MA.						4 Very Satisf	
1	1	(111	tal		71/0/	1	1				3 Satisfactory	
Chema		1	~0		L L L X	m	1		- 1		2 Unsatisfact 1 Poor	tory
RICADO P. SEVERO, JR.	PhD		GONZALES, DM	MARILYNDEA		, FhD		_	The American	0 No Accomp	of showert / NA	
Cample Director Limmediate Cop	enrisor Date Reviews	d Vice President for Administr	ative Affairs / Immediate Supervisor	Date Reviewed	University P	resident	Dat	ine		Date Approved	D Ino Account	Signature of
							Rat	ing		D	and a	Immediate
Output	Success Indicat	or (Target + Measure)	Actual Accomplis	Documented Information	Q [†]	E ²	TI	A ⁴	Hen	narks	Supervisors to the task accomplished	
Statesia Briorita	30 %											200,1110,000
Strategic Priority Human Resource Information System Initial inputs identified and used		nt of records prepared and used for	50% basic database management of used for HRIS implementation of the		Simple database management of personnel resords (encoded	u			4.00			
Initial inputs identified and used	Trivio impacriativation of the case	,,,,			records)							-
All and the Card of Drive												
Notes about personnel's Strategic Priority	accompanieres.					201	Sul	6-Total	1000			
						W	eighted	Points	1.20			
Core Functions	60 %											
Core Function 1: Delivery of services in various administrative sections of the Campus												
	25 %	contored of their work targets and	100% non-teaching personnel monit	lored of their work	Monitoring Sheets				100			T
Efficient HR management of personnel files and records	accomplishments during the rat	ing period	targets and accomplishments during	the rating period	Leave Cards, Service Record,	4	4	4	4.00			-
	100% non-teaching personnel re	ecords' updated by end of CY 2019	50% non-teaching personnel records' updated by and of June 2019		Salary Card, 201 files List of Trainings / Seminar	.5	5	-4	4.07			_
Faculty and personnel attendance to trainings / capability building activities	Training hours attended by facu trainings / conferences during th	ty and personnel in regional / national e rating period		Training hours attended by faculty and personnel in nai / national trainings / conferences during the rating d			4	4	4.00			
Continual improvement as compliant to Campus' ISO certification, AACCUP accreditation, CHED Monitoring	100% faculty and personnel par activities (ISO certification; AAC Assessment)		100% faculty and personnel particip Assurance activities	ated in Quality	Minutes of Meeting; Management Review Attendance	5		4	4.33			
Efficient and lawful finance services	Collection and disbursement ac implemented	ivities effeciently and effectively	Collection and disbursement activities effectively implemented	es effeciently and	Cashier's Finance Book of Records and Financial Reports	5	5	4	4.67			
Efficient supply & procurement transactions and services	30% of supplies, materials, tools and equipment listed in the 2019 APP acquired/procured in accordance with accepted standards by the end of June 2019, monitored and supported with documents.		40% of supplies, materials, tools an 2019 APP acquired/procured in acc standards by the end of June 2019; supported with documents	ordance with accepted	Supply Officer Report	4	+		4.00			
	Up-to-date recording of acquired equipment	f supplies, tools, materials and	Up-to-date recording of acquired supplies, tools, materials and equipment		Supply Officer Report	.5	5	4	4.67			
	100 No.	non-usable materials implemented	Annual schedule of disposal of non- implemented	usable materials	Supply Officer Report	3	3	3	3.00			
Operational and effective planning unit	Preventive Maintenance Progra and documented	m formulated, monitored, implemented	TOTAL TOTAL CONTRACTOR OF THE PARTY OF THE P		Cleanliness Monitoring Record of Utility workers	4		3	3.67			
services	Implementation of Strategic Pla	n monitored and documented	Implementation of Strategic Plan mo documented		Planning Officer Report	4	+	3	3.67	1		

	Involvementation of 20	10 many and ma	intenance plans monitor	and and	Implementation of Q1 & Q2 2019 re	enair and maintenance	Work Order forms.							
	implemented	se surface - valence	CALIFOR SELECTION OF THE	WHAT I	plans monitored and implemented	Marin Marin San	Western W	4	4	3	3.07			
	Implementation of sol implemented	iid waste manage	ment program monitored		Implementation of solid waste mana monitored and implemented		Quarterly reports	+	+	3	3,67			
	Implementation of dis formulated, monitorer		on and safety program nd documented		Implementation of disaster risk redu program formulated, monitored, imp		Planning Officer Report	4	4	3	3.67			
Vell-maintanied ground & restrooms all round the Campus	THE RESERVE AND ADDRESS OF THE PARTY OF THE	vised the cleaning	ess and orderliness of the		Monitored and supervised the clear of the Campus' grounds and restro	AND RESIDENCE THE RESIDENCE OF THE PARTY OF	Maintenance Monitoring Checklist, Comfort Room Cleaning Checklist		4	*	4.00			
are and secured personnel, students, tients of the Campus	Installed safety and h	nazards measure	s by end of Dec 2019		30% installed safety and hazards in 2019	neesures by end of June	Supply Officer Report	3	3	3	9.00			
afe and well-treated student-residents with comfortable home-away-from-home	100% student dormit the rating period	ory services impl	emented and monitored	during	100% student dormitory services in monitored during the rating period	riplemented and	Donnitory Manager Report	5	5	4	4.67			
								Sub-Total 3.96						
Core Function 2:	20 %					to a substant before the ball to the control of					111=-1			
turnan Resource and Organizational Development				25% non-teaching personnel ments end of June 2019	ored / coached by the	Coaching tools	4	4	4	4.00				
- 1	100% CSC policies and OTHER governing laws implemented, monitored and documented			i,	100% CSC policies and OTHER gr implemented, monitored and documents.		Attendance to Flag Raising, Legibook of Clients, Reports of Personnel in Charge			*	4.00			
Clientele Satisfaction	75% of clients rated delivery of service of personnel as Very Satisfactory by end of June 2019			75% of clients rated delivery of sen Satisfactory by end of June 2019	vice of personnel as Very	Feedback Results, Client logbook	8	5	4	4.67				
	/>							Su	b-Total	4.22			170	
Core Function 3:	15 %													
Upgrading physical plant and facilities for instruction, extension and production		improved by end	of December 2019		1 facility upgraded/improved ha (June)	If part of year 2019	Supply Officer Report	4	4	4	4.00			
loguisition of supplies, materials, tools and equipment to support instruction, esearch and extension	50% of supplies, materials, tools and equipment listed in the 2019 PPMP acquired/procured in accordance with accepted standards by the end of Dec 2019; monitored and supported with documents			ards by	25% of supplies, materials, tools in the 2019 PPMP acquired/pro- with accepted standards by the monitored and supported with of	end of June 2019;	Supply Officer Report	4		3	3.67			
Resource Generation	2 facilities generating entire rating period	g income from rea	ntals being maintained fo	or the	3 facilities generating income from aintained for the entire rating		Rental forms, Cashier's report	4	4	4	4.00			
Notes about personnel's Core Function as									Si	it)-Total	3.89			
								V	Veighted	Points	2.42			
Support Function	10 %													
Number of Documents submitted	IPCR (July-Dec 201	8), DTR, SALN 2 quidation of Trave	tted the following docum 2018, PDS 2019, IPCR ets & CAs, Leave forms,	Target	100% personnel prepared and sub documents: IPCR (July-Dec 2018) PDS 2019, IPCR Target (Jan-Jun Travels & CAs, Leave forms, Main), DTR, SALN 2018, e 2019), Liquidation of	IPCR, PDS, DTR, SALN, Leave Forms, Maintenance Reords	5	5	4	4.67			
Number of reports submitted	Well-prepared and a concerned on time	occurate reports a	ubmitted 100% by perso	onnel	Well-prepared and accurate report personnel concerned on time	s submitted 100% by	Monthly reports	4	4	4	4.00			
Attendance to University-wide and college/campus activities	Campus such as: G	100% personnel attended official activities of the University and Campus such as: General Assembles, Commencement Exercises, Campus urgent meetings, Flag raising and lowering and other official			98% of personnel attended official University and Campus such as: G Campus urgent meetings, Comme raising and lowering and other office	Seneral Assemblies, incement Exercises, Flag	Attendance sheet of the different University activities, Flag Ceremonies attendance	4	4	4	4.00			
Overall comments and recommendation f	for development purpor	Hes:				-			Si	io-Tota	4.22	Unit Rating		4.00
							The state of the s	v	Veighted	and the same	100000	Division Rating		4.60
							7.4	l Points			101112001110		L DPCR RATING	3.0
							INDIVIDUAL AL			The second second			ECTIVAL RATING	
Legand Q = Quality; E = Efficiency; T =	Timeliness: A = Averag	e (0/None/Blan						5.00) Ou	starlandir	g/O				
hereby certify that the ratings I received			I hereby certify that th	he ratings	I personally discussed with the rate				loted				COPIES OF 1	THIS FORM
emenable to the scores i received. has agreed with the scores given to him/her.							W.	lu	A	-			HRMO	
/04-							I W							1
MA. RIZALINA SI BUGAO	NSAN	(m)19	RIC	Alabo I	EVERO, IR. PhD		MARILYND	ARDOS	O PHI)		1	Main Office/ Assignment	1

JAS-ANZ	NIT PERFORMANCE COMMITMENT AND REVIEW CR)										Office/Division/Unit Profile			
	the following targ	MA. RIZALIN	A S. BUGAOISAN indicated measures for the	commit to deliver to period attainment	he herein commit to deliver a Jul 2018 From (MM/YYYY)	10/10/200	Dec	2018		N N	ame of Unit ame of Division ame of Office	Admin Admin Admin		
SSU-OHRMO-FR-045 15-Oct-2018 Rev. 0	THE RESERVE OF THE PARTY OF THE		- Ma	and the second s			TO SECURE				o. of Personnel overage	19 Mercedes		
This PCR Form is adapted from the CSC.	A STATE OF THE PARTY OF THE PAR		MA. RIZALINA BUG	AND DESCRIPTION OF THE PERSON		12-Jul-18 Date Submitted								
customized for SSU consumption	CAN MALE TO SERVICE AND ADDRESS OF THE PARTY		Administrative Officer IV	Ratee	Approv	_	Date Su	ibmitted			ampus 5 Outstanding	Mercedes		
Reviewe	d by:	71	Reviewed by:		/N	tota.	_				4 Very Satisfa			
-	5	- Cum			MARILYN D. CAR	w	Ton o				3 Satisfactory 2 Unsatisfacto 1 Poor	ory		
RICARDOT SEVERO JR.		The second secon	SONZALES, DM. ative Affairs / Immediate Supervisor	Date Reviewed	University P	-	1			Date Approved	No Accompl			
Office in-Charge / Introducts Sup	entition Lieus Reviewed	Vice President to Admirast	day Privata Filanticana department	1		V	Rat	ting				Signature o		
Output	Success Indicator (Tar	rget + Measure)	Actual Accomplish	ments	Documented Information	cumented Information Q ¹ E			A*	Remar	ks	Supervisors fo the task accomplished		
Strategic Priority	30 %					_		111111111111111111111111111111111111111						
Faculty and personnel attendance to trainings / capability building activities	Training hours attended by faculty and trainings / conferences during the rating	g period	90% Training hours attended by facu regional / national trainings / conferent period		List of Trainings / Seminar Attended of Faculty and Personnel	7.5C.Y.Y.C.Y			4.00					
Campus' ISO certified and identified program AACCUP accredited	100% faculty and personnel participate activities	ed in Quality Assurance	100% faculty and personnel participa Assurance activities	ted in Quality	Minutes of Meeting; Management Review Attendance	4	4		4.00					
Notes about personner's Strategic Priority	accomplishments:						Su	b-Total	4.00					
						v	Veighted	-	1.20					
	I													
Core Functions Core Function 1: Delivery of services in various administrative sections of the Campus	60 %							4						
Human Resource Management Office	100% non-teaching personnel monitore accomplishments during the rating per		100% non-teaching personnel month targets and accomplishments during		_	4	4	4	4.00					
	100% non-teaching personnel records	updated by end of 2018	100% non-teaching personnel record 2018		Leave Cards, Service Record, Salary Card, 201 files	5	5	4	4.67					
Finance Services	Collection and disbursement activities implemented	effeciently and effectively	Collection and disbursement activitie effectively implemented			5	5	4	4.67			-		
Supply & Procurement Services 30% of supplies, materials, tools an APP acquired/procured in accordan the end of Dec 2018; monitored and		with accepted standards by	30% of supplies, materials, tools and the 2018 APP acquired/procured in a accepted standards by the end of Di and supported with documents	accordance with		4	4	4	4.00					
	Up-to-date recording of acquired supplequipment	iles, tools, materials and	Up-to-date recording of acquired sur and equipment			5	4	4.67						
	Annual schedule of disposal of non-us	able materials implemented	Annual schedule of disposal of non- implemented	sable materials		3	3	3	3.00					
Planning Unit Services	Preventive Maintenance Program form implemented and documented	Sherry Management	50% Preventive Maintenance Programonitored, implemented and docum	ented	Cleanliness Monitoring Record of Utility workers	4	4	3	3.67			-		
	Implementation of Strategic Plan mon		Implementation of Strategic Plan mo documented			4	4	3	3.67			-		
	Implementation of 2018 repair and ma implemented		monitored and implemented		Work Order forms,	4	4	3	3.67			-		
	Implementation of solid waste manage	ement program monitored and	Implementation of solid waste mana monitored and implemented	gement program	Quarterly reports	4	4	3	3.67					

Implementation of disaster risk reduction and safety program formulated, monitored, implemented and

Implementation of disaster risk reduction and safety program formulated, monitored, implemented and documented

bervices	Campus' grounds and restrooms facilities	the Campus' grounds and restri	ooms facilities	klist, Comfort Room			1	4.00			
Security Services	installed safety and hazards measures by end of Dec 201	Installed safety and hazards meas 2018	ures by end of Dec	EMPLOYER	3	3	3	3.00			
Student Services Unit	100% student dormitory services implemented and monit the rating period	Television and the second seco		7 House	4	4	4	4.00			
						Sui	b-Total	3.85			
Core Function 2:	20 %	217									
Human Resource and Organizational Development	50% non-teaching personnel mentored / coached by the	end of 2018 50% non-teaching personnel ment end of 2018	tored / coached by the		4	4	4	4.00			171
- 540000 04010	100% CSC policies and OTHER governing laws impleme monitored and documented	nted, 100% CSC policies and OTHER g implemented, monitored and docu-			4	4	4	4.00			
Clientele Satisfaction	75% of clients rated delivery of service of personnel as Vi Satisfactory by end of Dec 2018	ery 75% of clients rated delivery of ser Very Satisfactory by end of Dec 2			4	4	4	4.00			
						Su	b-Total	4.00			
Core Function 3:	15 %	The same of the sa	n. — (Vol.)								
Upgrading physical plant and facilities for Instruction, extension and production	3 facilities upgraded/improved by end of December 2018	3 facilities upgraded/improved 2018	by end of December	4 No. 65	4	4	3	3.67	722	- 15	
Acquisition of supplies, materials, tools and equipment to support instruction, research and extension.	30% of supplies, materials, tools and equipment listed in APP acquired/procured in accordance with accepted star the end of Dec 2018; monitored and supported with docu	dards by listed in the 2018 APP acquire	d/procured in ndards by the end of		4	4	3	3.67			-4
Resource Generation	2 facilities generating income from rentals being maintain entire rating period	ed for the 3 facilities generating income f maintained for the entire rating			4		4	4.00			
Notes about personnel's Core Function ac	complishments		-			Su	b-Total	3.78			
	111				W	eighted	Points	234			
Support Function	10 %				- 100	1100000		11/200			
Number of Documents submitted	100% personnel prepared and submitted the following do IPCR, DTR, SALN, PPMP, IPCR, Liquidation of Travels & Leave forms, Maintenance Checklist, etc.		PMP, IPCR, Liquidation	IPCR, DTR, SALN, PPMP, Leave Forms, Maintenance Reords	*	4		4.00			
Number of reports submitted	Well-prepared and accurate reports submitted 100% by p concerned on time	personnel Well-prepared and accurate report personnel concerned on time	ts submitted 100% by	Urgent Monthly reports	4	4	4	4.00			
Attendance to University-wide and	Personnel attended 100% official activities of the Universi Campus such as: In-House Training, Charter Day, Palaro	General University and Campus such as: It	Personnel attended 100% official activities of the University and Campus such as: In-House Training, different Charter Day, Palaro, General Assemblies, Campus urgent Flag Cer meetings, Flag raising and lowering and other official activities					4.67			92
college/campus activities	Assemblies, Campus urgent meetings, Flag raising and le other official activities	meetings, Flag raising and lowering			4						
Overall comments and recommendation	other official activities	meetings, Flag raising and lowering			5	5	4	422	Unit Dating		
The State of the Control of the Cont	other official activities	meetings, Flag raising and lowering			5		d ib-Total		Unit Rating		4.49
Profession tellines appeals	other official activities	meetings, Flag raising and lowering				/eighted	Points	0.42	Division Rating	DPCR RATING	10000
Profession tellines appeares	other official activities	meetings, Flag raising and lowering		Total	Points :	/eighted	Points dividual	0.42 3.96	Division Rating OVERALL	DPCR RATING	2.70
Overall comments and recommendation f	other official activities	meetings, Flag raising and lowering	g and other official	Total INDIVIDUAL AD	Points :	Veighted as an in VAL RA	Points dvidual	0.42	Division Rating	E THE REAL PROPERTY.	2.70
Overall comments and recommendation for the second	other official activities for development purposes. meliness: A = Average *(QNone/Blank) Very Poor MP; (1.0-	meetings, Flag raising and lowering	g and other official .50) Satisfactory/\$: (3.51-4	Total INDIVIDUAL AD	Points : JECTN :00) Ou	Veighted as an in VAL RA	Points dvidual	0.42 3.96	Division Rating OVERALL	CTIVAL RATING	2.70 S
Overall comments and recommendation f	other official activities for development purposes. meliness: A = Average _(O/None/Blank) Very Poor A/P; (1.0-1) was discussed with me and I am I hereby certify the	meetings, Flag raising and lowering activities -1.5) Poor/P; (1.51-2.5)Unsatisfactory/US; (2.51-3.5)	g and other official .50) Satisfactory/\$: (3.51-4	Total INDIVIDUAL AD	Points : JECTN :00) Ou	Veighted as an in VAL RA	Points dvidual	0.42 3.96	Division Rating OVERALL	COPIES OF T	2.70 S
Overall comments and recommendation for the second	other official activities for development purposes. meliness: A = Average _(QN\one/Blank) Very Poor NP; (1.0- was discussed with me and I am	meetings, Flag raising and lowering activities -1.5) Poor/P; (1.51-2.5)Unsatisfactory/US; (2.51-3) The ratings / personally discussed with the raisings / personally discussed with the raising and lowering activities.	g and other official .50) Satisfactory/\$: (3.51-4	Total INDIVIDUAL AD	Points: JECTIN (00) Ou N	Veighted as an in VAL RV estandin oted	Points dividual ATING ag/O	0.42 3.96	Division Rating OVERALL	CTIVAL RATING	2.70 S