

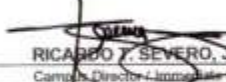
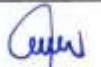
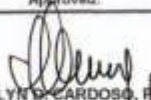


UNIT PERFORMANCE COMMITMENT AND REVIEW (UPCR)										Office/Division/Unit Profile	
 		I, MA. RIZALINA S. BUGAOISAN , commit to deliver the herein commit to deliver and agree to be rated on the following targets in accordance with the indicated measures for the period attainment Jan 2019 June 2019 From (MMM/YYYY) To (MMM/YYYY)						Name of Unit: Admin Name of Division: Admin Name of Office: Admin No. of Personnel: 19 Coverage: Mercedes Campus: Mercedes			
BSU-OPBMO-FR-045 04-Feb-2019 Rev. 1 This PCR Form is adapted from the CBC, customized for BSU consumption		MA. RIZALINA S. BUGAOISAN Administrative Officer IV Ratee						Date Submitted: 7-Jan-19			
Reviewed by:		Reviewed by:		Approved:							
 RICARDO J. SEVERO, JR., PhD Campus Director / Immediate Supervisor		 LYDIA A. GONZALES, DM Vice President for Administrative Affairs / Immediate Supervisor		 MARILYN D. CARDOSO, PhD University President		Date Reviewed:		Date Approved:			
Output	Success Indicator (Target + Measure)	Actual Accomplishments	Documented Information	Rating				Remarks	Signature of Immediate Supervisors for the task accomplished		
				Q ¹	E ²	T ³	A ⁴				
Strategic Priority	30 %										
Human Resource Information System initial inputs identified and used	50% basic database management of records prepared and used for HRIS implementation of the Campus	50% basic database management of records prepared and used for HRIS implementation of the Campus	Simple database management of personnel records (encoded records)	4	4	4	4.00				
Notes about personnel's Strategic Priority accomplishments:				Sub-Total: 4.00							
				Weighted Points: 1.20							
Core Functions	60 %										
Core Function 1: Delivery of services in various administrative sections of the Campus	25 %										
Efficient HR management of personnel files and records	100% non-teaching personnel monitored of their work targets and accomplishments during the rating period	100% non-teaching personnel monitored of their work targets and accomplishments during the rating period	Monitoring Sheets	4	4	4	4.00				
	100% non-teaching personnel records updated by end of CY 2019	50% non-teaching personnel records updated by end of June 2019	Leave Cards, Service Record, Salary Card, 201 files	5	5	4	4.67				
Faculty and personnel attendance to trainings / capability building activities	Training hours attended by faculty and personnel in regional / national trainings / conferences during the rating period	50% Training hours attended by faculty and personnel in regional / national trainings / conferences during the rating period	List of Trainings / Seminar Attended of Faculty and Personnel	4	4	4	4.00				
Continual improvement as compliant to Campus' ISO certification, AACUP accreditation, CHED Monitoring	100% faculty and personnel participated in Quality Assurance activities (ISO certification, AACUP accreditation, CHED Assessment)	100% faculty and personnel participated in Quality Assurance activities	Minutes of Meeting, Management Review Attendance	5	4	4	4.33				
Efficient and lawful finance services	Collection and disbursement activities efficiently and effectively implemented	Collection and disbursement activities efficiently and effectively implemented	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 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	Supply Officer Report	4	4	4	4.00				
	Up-to-date recording of acquired supplies, tools, materials and equipment	Up-to-date recording of acquired supplies, tools, materials and equipment	Supply Officer Report	5	5	4	4.67				
	Annual schedule of disposal of non-usable materials implemented	Annual schedule of disposal of non-usable materials implemented	Supply Officer Report	3	3	3	3.00				
Operational and effective planning unit services	Preventive Maintenance Program formulated, monitored, implemented and documented	50% Preventive Maintenance Program formulated, monitored, implemented and documented	Cleanliness Monitoring Record of Utility workers	4	4	3	3.67				
	Implementation of Strategic Plan monitored and documented	Implementation of Strategic Plan monitored and documented	Planning Officer Report	4	4	3	3.67				

	Implementation of 2019 repair and maintenance plans monitored and implemented	Implementation of Q1 & Q2 2019 repair and maintenance plans monitored and implemented	Work Order forms	4	4	3	3.67		
	Implementation of solid waste management program monitored and implemented	Implementation of solid waste management program monitored and implemented	Quarterly reports	4	4	3	3.67		
	Implementation of disaster risk reduction and safety program formulated, monitored, implemented and documented	Implementation of disaster risk reduction and safety program formulated, monitored, implemented and documented	Planning Officer Report	4	4	3	3.67		
Well-maintained ground & restrooms all around the Campus	Monitored and supervised the cleanliness and orderliness of the Campus' grounds and restrooms facilities	Monitored and supervised the cleanliness and orderliness of the Campus' grounds and restrooms facilities	Maintenance Monitoring Checklist, Comfort Room Cleaning Checklist	4	4	4	4.00		
Safe and secured personnel, students, clients of the Campus	Installed safety and hazards measures by end of Dec 2019	30% installed safety and hazards measures by end of June 2019	Supply Officer Report	3	3	3	3.00		
Safe and well-treated student-residents with comfortable home-away-from-home	100% student dormitory services implemented and monitored during the rating period	100% student dormitory services implemented and monitored during the rating period	Dormitory Manager Report	5	5	4	4.57		
							Sub-Total	3.96	
Core Function 2:	20 %								
Human Resource and Organizational Development	50% non-teaching personnel mentored / coached by the end of CY 2019	25% non-teaching personnel mentored / coached by the end of June 2019	Coaching tools	4	4	4	4.00		
	100% CSC policies and OTHER governing laws implemented, monitored and documented	100% CSC policies and OTHER governing laws implemented, monitored and documented	Attendance to Flag Raising, Logbook of Clients, Reports of Personnel-in-Charge	4	4	4	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 service of personnel as Very Satisfactory by end of June 2019	Feedback Results, Client logbook	5	5	4	4.67		
							Sub-Total	4.22	
Core Function 3:	15 %								
Upgrading physical plant and facilities for Instruction, extension and production	2 facilities upgraded/improved by end of December 2019	1 facility upgraded/improved half part of year 2019 (June)	Supply Officer Report	4	4	4	4.00		
Acquisition of supplies, materials, tools and equipment to support instruction, research 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	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	Supply Officer Report	4	4	3	3.67		
Resource Generation	2 facilities generating income from rentals being maintained for the entire rating period	3 facilities generating income from rentals being maintained for the entire rating period	Rental forms, Cashier's report	4	4	4	4.00		
Notes about personnel's Core Function accomplishments:							Sub-Total	3.88	
							Weighted Points	2.42	
Support Function	10 %								
Number of Documents submitted	100% personnel prepared and submitted the following documents: IPCR (July-Dec 2018), DTR, SALN 2018, PDS 2019, IPCR Target (Jan-June 2019), Liquidation of Travels & CAs, Leave forms, Maintenance Checklist, etc.	100% personnel prepared and submitted the following documents: IPCR (July-Dec 2018), DTR, SALN 2018, PDS 2019, IPCR Target (Jan-June 2019), Liquidation of Travels & CAs, Leave forms, Maintenance Checklist, etc.	IPCR, PDS, DTR, SALN, Leave Forms, Maintenance Records	5	5	4	4.67		
Number of reports submitted	Well-prepared and accurate reports submitted 100% by personnel concerned on time	Well-prepared and accurate reports submitted 100% by personnel concerned on time	Monthly reports	4	4	4	4.00		
Attendance to University-wide and college/campus activities	100% personnel attended official activities of the University and Campus such as: General Assemblies, Commencement Exercises, Campus urgent meetings, Flag raising and lowering and other official activities	98% of personnel attended official activities of the University and Campus such as: General Assemblies, Campus urgent meetings, Commencement Exercises, Flag raising and lowering and other official activities	Attendance sheet of the different University activities; Flag Ceremonies attendance	4	4	4	4.00		
Overall comments and recommendation for development purposes:							Sub-Total	4.22	Unit Rating
							Weighted Points	0.42	Division Rating
							Total Points as an individual	4.04	OVERALL DPCR RATING
							INDIVIDUAL ADJECTIVAL RATING	VS	OVERALL ADJECTIVAL RATING
									3.05
									S
Legend Q = Quality; E = Efficiency; T = Timeliness; A = Average (0/None/Blank) Very Poor/VP; (1.0-1.5) Poor/P; (1.51-2.5) Unsatisfactory/US; (2.51-3.50) Satisfactory/S; (3.51-4.50) Very Satisfactory/VS; (4.51-5.00) Outstanding/O									
I hereby certify that the ratings I received was discussed with me and I am amenable to the scores I received.			I hereby certify that the ratings I personally discussed with the ratee this rating and he/she has agreed with the scores given to him/her.			Noted		COPIES OF THIS FORM	
MA. RIZALINA S. BUGAONISAN		6/28/19	RICARDO T. SEVERO, JR., PhD			MARILYN CARDOSO, PhD		HRMO	
Administrative Officer IV / Rates		Date	Campus Director / Immediate Supervisor		Date	University President		Main Office/ Assignment	

NIT PERFORMANCE COMMITMENT AND REVIEW (CR)										Office/Division/Unit Profile	
 SSU-CHRMO-FR-045 15-Oct-2018 Rev. 0 This PCR Form is adapted from the CSC, customized for SSU consumption		MA. RIZALINA S. BUGAOISAN commit to deliver the herein commit to deliver and agree to be rated on the following targets in accordance with the indicated measures for the period attainment Jul 2018 Dec 2018 From (MM/YYYY) To (MM/YYYY)						Name of Unit Admin Name of Division Admin Name of Office Admin No. of Personnel 19 Coverage Mercedes Campus Mercedes			
		MA. RIZALINA S. BUGAOISAN Administrative Officer IV - Ratee						12-Jul-18 Date Submitted			
Reviewed by:		Reviewed by:		Approved:						5 Outstanding 4 Very Satisfactory 3 Satisfactory 2 Unsatisfactory 1 Poor 0 No Accomplishment / NA	
 RICARDO T. SEVERO, JR., Ph.D. Office-in-Charge / Immediate Supervisor		 LYDIA A. GONZALES, DM. Vice President for Administrative Affairs / Immediate Supervisor		 MARILYN D. CARDOSO, Ph.D. University President		Date Reviewed		Date Reviewed		Date Approved	
Output	Success Indicator (Target + Measure)	Actual Accomplishments	Documented Information	Rating				Remarks	Signature of Immediate Supervisors for the task accomplished		
Strategic Priority	30 %			Q ¹	E ²	T ³	A ⁴				
Faculty and personnel attendance to trainings / capability building activities	Training hours attended by faculty and personnel in regional / national trainings / conferences during the rating period	90% Training hours attended by faculty and personnel in regional / national trainings / conferences during the rating period	List of Trainings / Seminar Attended of Faculty and Personnel	4	4	4	4.00				
Campus' ISO certified and identified program AACUP accredited	100% faculty and personnel participated in Quality Assurance activities	100% faculty and personnel participated in Quality Assurance activities	Minutes of Meeting; Management Review Attendance	4	4	4	4.00				
Notes about personnel's Strategic Priority accomplishments:				Sub-Total				4.00			
				Weighted Points				1.20			
Core Functions	60 %										
Core Function 1: Delivery of services in various administrative sections of the Campus	25 %										
Human Resource Management Office	100% non-teaching personnel monitored of their work targets and accomplishments during the rating period	100% non-teaching personnel monitored of their work targets and accomplishments during the rating period		4	4	4	4.00				
	100% non-teaching personnel records' updated by end of 2018	100% non-teaching personnel records' updated by end of 2018	Leave Cards, Service Record, Salary Card, 201 files	5	5	4	4.67				
Finance Services	Collection and disbursement activities efficiently and effectively implemented	Collection and disbursement activities efficiently and effectively implemented		5	5	4	4.67				
Supply & Procurement Services	30% of supplies, materials, tools and equipment listed in the 2018 APP acquired/procured in accordance with accepted standards by the end of Dec 2018; monitored and supported with documents	30% of supplies, materials, tools and equipment listed in the 2018 APP acquired/procured in accordance with accepted standards by the end of Dec 2018; monitored and supported with documents		4	4	4	4.00				
	Up-to-date recording of acquired supplies, tools, materials and equipment	Up-to-date recording of acquired supplies, tools, materials and equipment		5	5	4	4.67				
	Annual schedule of disposal of non-usable materials implemented	Annual schedule of disposal of non-usable materials implemented		3	3	3	3.00				
Planning Unit Services	Preventive Maintenance Program formulated, monitored, implemented and documented	50% Preventive Maintenance Program formulated, monitored, implemented and documented	Cleanliness Monitoring Record of Utility workers	4	4	3	3.67				
	Implementation of Strategic Plan monitored and documented	Implementation of Strategic Plan monitored and documented		4	4	3	3.67				
	Implementation of 2018 repair and maintenance plans monitored and implemented	Implementation of 2018 repair and maintenance plans monitored and implemented	Work Order forms,	4	4	3	3.67				
	Implementation of solid waste management program monitored and implemented	Implementation of solid waste management program monitored and implemented	Quarterly reports	4	4	3	3.67				
	Implementation of disaster risk reduction and safety program formulated, monitored, implemented and documented	Implementation of disaster risk reduction and safety program formulated, monitored, implemented and		4	4	3	3.67				

Services	Campus grounds and restrooms facilities	the Campus grounds and restrooms facilities	list, Comfort Room Cleaning Checklist	4	4	4	4.00		
Security Services	Installed safety and hazards measures by end of Dec 2018	Installed safety and hazards measures by end of Dec 2018		3	3	3	3.00		
Student Services Unit	100% student dormitory services implemented and monitored during the rating period	100% student dormitory services implemented and monitored during the rating period		4	4	4	4.00		
							Sub-Total	3.88	
Core Function 2:	20 %								
Human Resource and Organizational Development	50% non-teaching personnel mentored / coached by the end of 2018	50% non-teaching personnel mentored / coached by the end of 2018		4	4	4	4.00		
	100% CSC policies and OTHER governing laws implemented, monitored and documented	100% CSC policies and OTHER governing laws implemented, monitored and documented		4	4	4	4.00		
Clientele Satisfaction	75% of clients rated delivery of service of personnel as Very Satisfactory by end of Dec 2018	75% of clients rated delivery of service of personnel as Very Satisfactory by end of Dec 2018		4	4	4	4.00		
							Sub-Total	4.00	
Core Function 3:	15 %								
Upgrading physical plant and facilities for instruction, extension and production	3 facilities upgraded/improved by end of December 2018	3 facilities upgraded/improved by end of December 2018		4	4	3	3.67		
Acquisition of supplies, materials, tools and equipment to support instruction, research and extension	30% of supplies, materials, tools and equipment listed in the 2018 APP acquired/procured in accordance with accepted standards by the end of Dec 2018; monitored and supported with documents	30% of supplies, materials, tools and equipment listed in the 2018 APP acquired/procured in accordance with accepted standards by the end of Dec 2018; monitored and supported with documents		4	4	3	3.67		
Resource Generation	2 facilities generating income from rentals being maintained for the entire rating period	3 facilities generating income from rentals being maintained for the entire rating period		4	4	4	4.00		
Notes about personnel's Core Function accomplishments:							Sub-Total	3.78	
							Weighted Points	2.34	
Support Function	10 %								
Number of Documents submitted	100% personnel prepared and submitted the following documents: IPCR, DTR, SALN, PPMP, IPCR, Liquidation of Travels & CAs, Leave forms, Maintenance Checklist, etc.	100% personnel prepared and submitted the following documents: IPCR, DTR, SALN, PPMP, IPCR, Liquidation of Travels & CAs, Leave forms, Maintenance Checklist, etc.	IPCR, DTR, SALN, PPMP, Leave Forms, Maintenance Records	4	4	4	4.00		
Number of reports submitted	Well-prepared and accurate reports submitted 100% by personnel concerned on time	Well-prepared and accurate reports submitted 100% by personnel concerned on time	Urgent Monthly reports	4	4	4	4.00		
Attendance to University-wide and college/campus activities	Personnel attended 100% official activities of the University and Campus such as: In-House Training, Charter Day, Palaro, General Assemblies, Campus urgent meetings, Flag raising and lowering and other official activities	Personnel attended 100% official activities of the University and Campus such as: In-House Training, Charter Day, Palaro, General Assemblies, Campus urgent meetings, Flag raising and lowering and other official activities	Attendance sheet of the different University activities; Flag Ceremonies attendance	5	5	4	4.67		
Overall comments and recommendation for development purposes:							Sub-Total	4.22	Unit Rating
							Weighted Points	0.42	Division Rating
							Total Points as an individual	3.96	OVERALL DPCR RATING
							INDIVIDUAL ADJECTIVAL RATING	VS	OVERALL ADJECTIVAL RATING
									2.70 S
Legend Q = Quality; E = Efficiency; T = Timeliness; A = Average (0/None/Blank) Very Poor/VP; (1.0-1.5) Poor/P; (1.51-2.5) Unsatisfactory/US; (2.51-3.50) Satisfactory/S; (3.51-4.50) Very Satisfactory/VS; (4.51-5.00) Outstanding/O									
I hereby certify that the ratings I received was discussed with me and I am amenable to the scores I received.			I hereby certify that the ratings I personally discussed with the ratee this rating and he/she has agreed with the scores given to him/her.			Noted		COPIES OF THIS FORM	
MA. RIZALYN S. BUGAOISAN		RICARDO T. SEVERO, JR., Ph.D.		MARILYN D. CARDOSO, Ph.D.				HRMO	
Administrative Officer (V) Ratee		Officer-in-Charge / Immediate Supervisor		University President				Main Office/ Assignment	
Date		Date		Date					