

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, TONI MARC L. DARGANTES, of the Planning Office commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December 2023.


TONI MARC L. DARGANTES

Ratee

Approved:


MARCELO T. ABRERA JR.

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	Number of Successful procuremt for the University as Assistant Chairman of the BAC Secretariat	<ul style="list-style-type: none"> • 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) 	30	17	5	5	5	5.00	37 was done in the 1st and 2nd quarter
	Number of office documents reviewed and approved	Review and approve office operational documents	20	102	5	5	5	5.00	
	Number of Committee membership actively participated	Perform the duties assigned in University committees	3	5	5	5	5	5.00	
	Number of personnel supervised	Supervise Planning office personnel for office operations and attainment of targets and assigned tasks	4	5	5	4	5	4.67	
	Number of Management Information System Proposals proposed	Make the proposal for the Management Information System (MIS) of the University for DBM Funding	1	2	4	5	5	4.67	

Management Information System	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	5	4	4.67	
	Number of Conduct of Information System orientations and trainings	Train and orient end users on the newly developed SPPMIS system	1	4	4	4	5	4.33	to be done in the 3rd or 4th quarter
Planning Services	Number of Budget Proposal call conducted and facilitated	prepare and Conduct budget proposal call for projects for CY 2024	1	2	5	5	5	5.00	MOOE proposal call. CO will be done in the 3rd quarter
	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	52	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	98	5	4	5	4.67	
	Number of planning quality procedures created/updated	Facilitate the revision existing Institutional Planning quality procedures	1	1	5	4	5	4.67	
	Number of Procedural guidelines created/updated/revised	Facilitate the revision of Planning procedural guidelines	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	4	4	5	4	4.33	University wide, OVPAF, OVPASA, OVPPRGAS,
	Number of Monitoring Forms reviewed, processed and cosolidated	Consolidate the submitted monitoring forms per Vice President for report generation	10	24	4	4	5	4.33	
	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	256	5	5	5	5.00	Targets for 2024 and accomplishment for 2023

	Number of monitoring reports created	Create the Strategic plan and Risk, summary highlights reports based on the submitted monitoring forms	2	3	4	5	4	4.33	University wide, OVPAF, OVPSA, CFES, OVPPRGAS, OVPA, OVPREI
	Number of performance assessment conducted and facilitated	Prepare and facilitate the Performance Assessment of the University and consolidate the submitted output	1	1	5	5	4	4.67	
	Number of Planning Activities Conducted, Facilitated, Coordinated	Conduct of revisiting of the 2017-2027 VSU Strategic Plan	3	7	5	5	5	5.00	
	Number of Planning Workshops conducted and facilitated	Facilitate and conduct the planning workshop for the University	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	6	5	5	5	5.00	OVPAF, OVPSAS, OVPPRGAS, OP, CFES, CAFS
	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	OP and all VPs
	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	All CARs, GOOIs, NCs Addressed
	Number of Institutional/operational and development plans formulation facilitated	Facilitate the formulation of institutional/operational and development plan of the University and different offices	2	2	4	5	5	4.67	ISSP and LUDIP
Additional Output	Number of trainings as resource person for VSU	Acts as resource person for VSU sponsored trainings/orientations		4	5	5	5	5.00	

	Number of trainings as resource person for other agencies	Acts as resource person for trainings sponsored by other agencies	1	5	5	5	5.00	
Total Over-all Rating							123.33	

Average Rating (Total Over-all rating divided by 14)	4.74	
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)	0	
FINAL RATING	4.74	
ADJECTIVAL RATING		

Approved by:



DILBERTO O. FERRAREN
VP for PRGAS

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

Date: _____