



16 August 2018

**MEMORANDUM NO. 309**

Series of 2018

**T O: Administrative Unit Heads and Staff** (OVPAF, OVPRGEA, PRPEO, Cash, Budget, Accounting, ODF, ODAHRD, SPPMO, and Offices/Units under OP)

**R E: Target Setting Workshop**

Performance Planning and Commitment is the first stage in the operationalization of VSU's Strategic Performance Management System. This is the stage where (a) planning/performance contracting sessions are conducted by revisiting existing strategic plans, and (b) university priorities for the year are identified and cascaded down to the different units as basis for preparing unit/office targets for the incoming rating period. The Major Final Outputs (MFOs) that contribute to the attainment of the university's mission/vision under its core functions of instruction, research, and extension shall then be indicated in the OPCR of the unit concerned as its performance targets for the said rating period.

Since VSU's performance management is strategic, it is mandatory that the individual targets of employees are aligned to that of the targets of their units. Cascading of the unit targets to its employees where the tasks and functions of subordinates are translated into his/her IPCR targets should be done during the target setting season.

In order to ensure that individual targets are the results of cascading the unit targets to its members, **a target setting workshop among the heads and staff of administrative units mentioned above shall be conducted on August 21-22, 2018 at the Convention Center.**

Since August 21, 2018 is declared as holiday, participants would be granted CTO for their attendance. A certification from ODAHRD indicating the names of participants entitled to CTO and the number of hours of their attendance shall serve as base in the grant of said CTO.

For strict compliance.

  
for: **EDGARDO E. TULIN**  
President *enc 8/16/18*