# OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, HONEY SOFIA V. COLIS, OIC-Head, Office of the Director for Human Resource Management 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 1-December 31, 2021.

Approved:

**HONEY SOFIA V. COLIS**
OIC-Director, ODHRM

Date

**DANEIL LESLIE S. TAN**
Vice President for Admin & Finance

| Appointment/Status | Position Title | Number |
|---|---|---|
| OIC Director/Regular | Admin. Officer V | 1 |
| OIC Head/Regular | Edu. Program Specialist | 1 |
| In-Charge/Regular | Admin. Officer III | 1 |
| In-Charge/Regular | Admin. Officer II | 1 |
| | Total | 4 |

Rating Equivalents:
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair
1 - Poor

| MFOs/PAPs | Success Indicators | Persons Responsible | Target (July 1- December 2021) | Actual Accomplishments | Rating | | | | Remarks |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | $Q^1$ | $E^2$ | $T^3$ | $A^4$ | |
| **Office of the Head of Recruitment, Selection, Placement and Personnel Records (OHRSPPR)** | | | | | | | | | |
| **UMFO 5: Support to Operations (STO)** | | | | | | | | | |
| **VPAF STO 1: ISO aligned procedures and documents** | | | | | | | | | |
| **ODHRM STO 1: ISO aligned procedures and documents** | | | | | | | | | |
| | PI 1. Percentage of ISO aligned procedures and documents | OHRSPPR Staff | 100% | 100% (2 Quality Procedures revised) | 5 | 5 | 5 | 5 | |
| **UMFO6: General Administrative and Support Services (GASS)** | | | | | | | | | |
| **VPAF GASS 1: Administrative and Support Services Management** | | | | | | | | | |
| **ODHRM GASS 1: Administrative and Support Services Management** | | | | | | | | | |
| | PI 2. Efficient & customer friendly frontline service | OHRSPPR Staff | Zero percent complaint from clients served | Zero percent complaint from clients served | 5 | 5 | 5 | 5 | |
| | PI 3. Number of administrative services and financial/ administrative documents acted within time frame | OHRSPPR Staff | 3,000 | 3,489 documents: JO contract =1,221 PT faculty contracts =213 Service Record =523 Cert of Employment =610 APB res. =554 NAPB res. =368 | 5 | 5 | 5 | 5 | |

| MFOs/PAPs | Success Indicators | Persons Responsible | Target (July 1- December 2021) | Actual Accomplishments | Rating Q¹ | E² | T³ | A⁴ | Remarks |
|---|---|---|---|---|---|---|---|---|---|
| | PI 4. Number of linkages with external agencies maintained | OHRSPPR Staff | 14 | 14 (CSC Ormoc, CSC Reg., CSC Central, DBM 8, DBM-OPCCB, PASUC National, PASUC Zonal Center, Local IATF, CHED 8, CHED National, Ombudsman Visayas, GSIS Maasin, GSIS Central, CPOWLI) | 5 | 5 | 5 | 5 | |
| | PI 5. Number of ad hoc committee assignments served/ functions performed | OHRSPPR Staff | 2 personnel boards, | 6 Board/Ad Hoc Committees: APB, NAPB, OSH, Citizen Charter Committee, Local NBC 461 Committee, GAD | 5 | 5 | 5 | 5 | |
| **VPAF GASS 2: Human Resource Management and Development** | | | | | | | | | |
| **ODHRM MFO 5: Effective and efficient implementation of the Recruitment, Selection and Placement System and** | | | | | | | | | |
| | PI 6. Percentage of screening and evaluation of applicants to vacant positions processed in accordance with the Merit System and appointment of selected employees processed and approved without invalidation by CSC | OHRSPPR Staff | 100% | 100% 282 appts & 78 Report on Appt. Issued (RAI) were approved without invalidation | 5 | 5 | 4 | 4.67 | |
| | PI 7. Number of users of the system enrolled to the HRIS system and actively using/updating his/her account | OHRSPPR Staff | 700 | 899 (Regular & Casual=711; JO=188) | 5 | 5 | 5 | 5 | |
| | PI 8. Number of reports generated from the system | OHRSPPR Staff | 100% | 100% 185 each Job posts, rating assessment, appointment | 5 | 5 | 4 | 4.67 | |
| | PI 9. Number of Merit systems compliant to level 3 of PRIME-HRM approved by CSC | OHRSPPR Staff | 2 (1 MSP for Faculty & 1 MSP for Administrative) | 2 (1 MSP for Faculty & 1 MSP for Administrative) submitted to CSC | 5 | 5 | 5 | 5 | |
| | PI 10. Percentage of documents needed for level 3 accreditation packaged, readily available for assessment and displayed at the HR Accreditation Center | OHRSPPR Staff | 100% | N/A Still awaiting for the revised PRIME-HRM Level 3 Assessment Tool from CSC Central Office | | | | 0 | |
| | PI 11. Number of external recognition received | OHRSPPR Staff | 1 | N/A Still awaiting for the revised PRIME-HRM Level 3 Assessment Tool from CSC Central Office | | | | 0 | |

| MFOs/PAPs | Success Indicators | Persons Responsible | Target (July 1-December 2021) | Actual Accomplishments | Rating | | | | Remarks |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | Q[1] | E[2] | T[3] | A[4] | |
| | PI 12. Number of faculty & administrative positions created/upgraded | OHRSPPR Staff | 30 | 18 (17 Instructor I, 1 Instructor II) DBM disallowed the requested 5 admin positions per existing SUC Staffing Standard Guidelines | 5 | 4 | 5 | 4.67 | |
| **Other Accomplishments** | | | | | | | | | |
| | Number of faculty appointed for permanency | OHRSPPR Staff | | 11 faculty members and 1 admin staff appointed for permanency | 5 | 5 | 5 | 5 | Main=4 faculty,1 admin Isabel=1 Villaba=1 Tolosa=4 Alangalang=1 |
| | | | | Sub-Total | | | | 54 | |
| | | | | Ave | | | | 4.91 | |
| **Office of the Head of Learning Development and Human Resource Accreditation (OHLDHRA)** | | | | | | | | | |
| **UMFO 5: Support to Operations (STO)** | | | | | | | | | |
| **VPAF STO 1: ISO aligned procedures and documents** | | | | | | | | | |
| **ODHRM STO 1: ISO aligned procedures and documents** | | | | | | | | | |
| | PI 1. Percentage of ISO aligned procedures and documents | OHLDHRA Staff | 100% | 100% (6 Quality Procedures revised) | 5 | 5 | 5 | 5 | |
| **UMFO 6: General Administration and Support Services** | | | | | | | | | |
| **VPAF GASS 1: Administrative & Support Services Management** | | | | | | | | | |
| **ODHRM GASS 1: Administrative and Support Services** | | | | | | | | | |
| | PI 2. Efficient & customer friendly frontline service | OHLDHRA Staff | Zero percent complaint from clients served | Zero percent complaint from clients served | 5 | 5 | 5 | 5 | |
| | PI 3. Number of L&D services and documents acted within time frame | OHLDHRA Staff | 100% documents acted | 100% documents acted (4803) | 5 | 5 | 5 | 5 | |
| | PI 4. Number of linkages with external agencies maintained | OHLDHRA Staff | 4 | 4 (CSC Ormoc, CSC Reg., DBM, & CHED-IAS) | 5 | 5 | 5 | 5 | |
| | PI 5. Number of ad hoc committee assignments served/functions performed | OHLDHRA Staff | 2 Scholarship Committees | 2 Scholarship Committees | 5 | 5 | 5 | 5 | |

| MFOs/PAPs | Success Indicators | Persons Responsible | Target (July 1-December 2021) | Actual Accomplishments | Rating | | | | Remarks |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | Q[1] | E[2] | T[3] | A[4] | |
| **VPAF GASS 2: Human Resource Management and Development** | | | | | | | | | |
| **ODHRM MFO 5: Efficient and effective implementation of the University L&D systems and processes** | | | | | | | | | |
| | PI 6. No. of HR activities and interventions implemented during PSC celebration | OHLDHRA Staff | 20 | 20 | 5 | 5 | 5 | 5 | |
| | PI 7. Number of training reports | OHLDHRA Staff | 30 | 35 trainings conducted/ organized with reports prepared | 5 | 5 | 4 | 4.67 | |
| | PI 8. Number of proceedings prepared | OHLDHRA Staff | 30 | 30 | 5 | 5 | 4 | 4.67 | |
| | PI 9. Number of participants attended the seminar-workshops /trainings/ orientations | OHLDHRA Staff | 500 | 1796 | 5 | 5 | 5 | 5 | |
| | PI 10. Number of L & D activities served as master of ceremony/facilitator | OHLDHRA Staff | 10 | 12 | 5 | 5 | 5 | 5 | |
| | PI 11. Number of requests for external trainings/seminar-workshops/attendance to conferences fora/sabbatical leave/scholarships/fellowships | OHLDHRA Staff | 400 | 447 | 5 | 5 | 5 | 5 | |
| | PI 12. Number of requests from faculty facilitated (reinstatement, extension, salary, stipend, book allowance, bonuses, etc.) | OHLDHRA Staff | 150 | 156 (through calls, emails and walk-ins) | 5 | 5 | 5 | 5 | |
| | PI 13. Number of VSU Scholars monitored | OHLDHRA Staff | 50 | 133 (18 new, 60 on-going, 55 reinstated but not finished yet) | 5 | 5 | 5 | 5 | |
| | PI 14. Number of sabbatical leave for faculty facilitated | OHLDHRA Staff | 10 | 13 | 5 | 5 | 5 | 5 | |

| MFOs/PAPs | Success Indicators | Persons Responsible | Target (July 1-December 2021) | Actual Accomplishments | Q¹ | E² | T³ | A⁴ | Remarks |
|---|---|---|---|---|---|---|---|---|---|
| | PI 15. Number of scholarships/ fellowships/financial assistantships facilitated | OHLDHRA Staff | 15 | 18 | 5 | 5 | 5 | 5 | |
| | PI 16. Number of Learning and Development Policies/ Program compliant to level 3 of PRIME-HRM submitted to CSC | OHLDHRA Staff | 2 | 2 updated Merit system for faculty & staff for CSC approval. | 5 | 5 | 5 | 5 | |
| | PI 17. Percentage of documents needed for level 3 accreditation packaged and readily available for assessment & displayed at the HR Accreditation Center | OHLDHRA Staff | 100% | N/A Still awaiting for the revised PRIME-HRM Level 3 Assessment Tool from CSC Central Office | | | | | |
| | PI 18. Number of new HR systems/innovations introduced and implemented | OHLDHRA Staff | 1 | 1 (Study Leave Module) | 5 | 5 | 5 | 5 | |
| | | | | Sub-Total | | | | 84.3 | |
| | | | | Ave | | | | 4.96 | |

**Office of the Head of Performance Management and Rewards and Recognition (OHPMRR)**

**UMFO 5: Support to Operations (STO)**

**VPAF STO 1: ISO aligned procedures and documents**

**ODHRM STO 1: ISO aligned procedures and documents**

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | PI 1. Percentage of ISO aligned procedures and documents | OHLDHRA Staff | 100% | 100% (2 Quality Procedures revised) | 5 | 5 | 5 | 5 | |

**UMFO 6: General Administration and Support Services**

**VPAF GASS 1: Administrative & Support Services Management**

**ODHRM GASS 1: Administrative and Support Services**

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | PI 2. Efficient & customer friendly frontline service | OHPMRR Staff | Zero percent complaint from clients served | Zero percent complaint from clients served | 5 | 5 | 5 | 5 | |
| | PI 3. No. of linkages with external agencies maintained | OHPMRR Staff | 2 | 2 (CSC Region & Ombudsman) | 5 | 5 | 5 | 5 | |
| | PI 4. No. of ad hoc committee assignments served/functions performed | OHPMRR Staff | 2 | 2 (PMT& PRAISE-SIAC) | 5 | 5 | 5 | 5 | |

**VPAF GASS 2: Human Resource Management and Development**

**ODHRM MFO 5: Efficient and effective implementation of the University Performance Management and Rewards and Recognition systems, policies, processes and practices**

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | PI 5. Percentage of employees monitored their submission and actually submitted IPCRS | OHPMRR Staff | 100% | 100% of employees monitored their submission and 98% submitted IPCRs | 5 | 5 | 5 | 5 | |

| MFOs/PAPs | Success Indicators | Persons Responsible | Target (July 1-December 2021) | Actual Accomplishments | Q[1] | E[2] | T[3] | A[4] | Remarks |
|---|---|---|---|---|---|---|---|---|---|
| | PI 6. Number of performance evaluation summary result prepared and submitted (PMT, CSC & ODQA) | OHPMRR Staff | 3 | 3 (PMT, CSC & ODQA) | 5 | 5 | 5 | 5 | |
| | PI 7. Number of evaluation of JO performance tabulated | OHPMRR Staff | 700 | 1156 | 5 | 5 | 5 | 5 | |
| | PI 8. Summary of the ratings and qualitative comments prepared and submitted to L & D Office for analysis and input to L & D interventions | OHPMRR Staff | 1 | 1 | 5 | 5 | 5 | 5 | |
| | PI 9. Number of university employees awarded after rigid screening during anniversary celebrations | OHPMRR Staff | 20 | 24 employees awarded (12 service awards, 7 Mt. Pangasugan Awards, 5 Special awards) | 5 | 5 | 5 | 5 | |
| | PI 10. Number of employees given loyalty award every September and paid loyalty bonus | OHPMRR Staff | 50 | 76 | 5 | 5 | 5 | 5 | |
| | PI 11. Number of deserving employees nominated to the CSC Honors & Awards Program and nomination documents packaged and submitted to CSC | OHPMRR Staff | 4 | 5 Regional CSC PAG-ASA Awardees | 5 | 5 | 5 | 5 | |
| | PI 12. Percentage of employees identified as top ranking and given step increment based on merit | OHPMRR Staff | 5% | 5% | 5 | 5 | 5 | 5 | |
| | PI 13. Number of new R & R benefits proposed, approved and availed by qualified employees | OHPMRR Staff | 1 | 1 R&R on Sabbatical Leave for admin staff proposed to BOR but CSC opined proposal is not feasible | 5 | 5 | 5 | 5 | |
| | PI 14. Number of performance management and rewards and recognition systems compliant to level 3 of PRIME-HRM prepared, submitted and approved by CSC (SPMS & PRAISE) | OHPMRR Staff | 2 | 2 PM & RR systems submitted, but no CSC comment received yet. | 5 | 5 | 5 | 5 | |
| | PI 15. Percentage of documents needed for level 3 accreditation packaged and readily available for assessment and displayed at the HR Accreditation Center | OHPMRR Staff | 100% | N/A Still waiting for the CSC assessment tool for level 3 PRIME-HRM | | | | | |
| **ODHRM MFO 6: Innovations & new Best Practices Development Services** | | | | | | | | | |

| MFOs/PAPs | Success Indicators | Persons Responsible | Target (July 1-December 2021) | Actual Accomplishments | Q¹ | E² | T³ | A⁴ | Remarks |
|---|---|---|---|---|---|---|---|---|---|
| | PI 16. Number of entry to the DAP search for 2021 Government Best Practice Recognition submitted and defended, if required (SPMIS) | OHPMRR Staff | 1 entry | N/A (receipt of call for submission of entry was after deadline) | | | | | |
| | | | | Sub-Total | | | | 70 | |
| | | | | Ave | | | | 5 | |

**Office of the Head of Payroll and Leave Benefits (OHPLB)**

**UMFO 6: General Administration and Support Services**

**VPAF GASS 1: Administrative & Support Services Management**

**ODHRM GASS 1: Administrative and Support Services**

| MFOs/PAPs | Success Indicators | Persons Responsible | Target (July 1-December 2021) | Actual Accomplishments | Q¹ | E² | T³ | A⁴ | Remarks |
|---|---|---|---|---|---|---|---|---|---|
| | PI 1. Efficient & customer friendly frontline service | OHPLB Staff | Zero percent complaint from clients served | One query/complaint served/processed & resolved | 5 | 5 | 5 | 5 | |
| | PI 2. Number of administrative services and financial/ administrative documents acted within time frame | OHPLB Staff | 60 | 92 Cert LWOP | 5 | 5 | 5 | 5 | |
| | PI 3. No. of linkages with external agencies maintained | OHPLB Staff | 14 | 14 (CSC Ormoc, CSC Reg, CSC Central, DBM Reg., DBM-OPBCB,PASUC Zonal , PASUC National,   NAP, Local IATF, CHED Reg., Ombudsman, GSIS Maasin, GSIS Central, LBP Baybay) | 5 | 5 | 5 | 5 | |

**VPAF GASS 2: Human Resource Management and Development**

**ODHRM MFO 5: Efficient and Effective Implementation of the Payroll and Leave Benefits Systems, Policies and**

| MFOs/PAPs | Success Indicators | Persons Responsible | Target (July 1-December 2021) | Actual Accomplishments | Q¹ | E² | T³ | A⁴ | Remarks |
|---|---|---|---|---|---|---|---|---|---|
| | PI.4 Number of employees given loyalty awards every September and paid loyalty bonus | OHPLB Staff | 50 | 76 | 5 | 5 | 5 | 5 | |
| | PI 5. Percentage of employees identified as top ranking and given step increment based on merit | OHPLB Staff | 5% | 5% | 5 | 5 | 5 | 5 | |
| | PI 6. Percentage updating of employee leave records and balances in the HRIS | OHPLB Staff | 100% | 70% | 5 | 5 | 4 | 4.67 | |
| | PI 7. Number of terminal leave benefits prepared, finalized and submitted for release of funds/processing for payment of terminal leave pay | OHPLB Staff | 10 | 36 | 5 | 5 | 5 | 5 | |

| MFOs/PAPs | Success Indicators | Persons Responsible | Target (July 1- December 2021) | Actual Accomplishments | Rating | | | | Remarks |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | $Q^1$ | $E^2$ | $T^3$ | $A^4$ | |
| | PI 8. Number of Monthly Report of Absences and Under-time prepared and submitted to CSC | OHPLB Staff | 12 | NA | | | | | |
| | PI 9.Percentage of proportionate vacation pay of faculty on teacher's leave computed and processed for payment | OHPLB Staff | 100% | 100% | 5 | 5 | 5 | 5 | |
| | PI 10. Percentage of approved requests for grant of service credits with complete supporting papers processed and encoded in the eDATS | OHPLB Staff | 100% | 80% | 4 | 4 | 4 | 4 | |
| | PI 11. Percentage of approved request/recommendation for faculty on their leave status for the semester encoded in the eDATS for proper adjustment of leave status in the system | OHPLB Staff | 100% | 100% | 4 | 4 | 4 | 4 | |
| | PI 12. Number of semi-monthly payroll and LDDAP for all regular, casual and contractual employees and PCC employees prepared and processed within prescribed period | OHPLB Staff | 24 | 24 Semi-monthly payroll and LDDAP (731-reg. Employees 67-casua/contractual employees, 8-PCC employees) | 5 | 5 | 5 | 5 | |
| | PI 13. Percentage of monthly payroll and preparation pay for part-time instructors prepared and processed within the prescribed period | OHPLB Staff | 100% | 100% | 5 | 5 | 5 | 5 | |
| | PI 14.Number of monthly payroll for salary and stipend for all VSU Scholars prepared and processed within the prescribed period | OHPLB Staff | 24 | 12-salary of scholars 12-stipend of scholars | 5 | 5 | 5 | 5 | |
| | PI 15.  Number of payroll for book allowance of all VSU Scholars prepared and processed within the prescribed period | OHPLB Staff | 2 | 2 | 5 | 5 | 5 | 5 | |
| | PI 16. Number of monthly payroll for RATA and honorarium of entitled officials prepared and released for processing | OHPLB Staff | 12 | 96-RATA | 5 | 5 | 5 | 5 | |

| MFOs/PAPs | Success Indicators | Persons Responsible | Target (July 1-December 2021) | Actual Accomplishments | Rating | | | | Remarks |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | Q[1] | E[2] | T[3] | A[4] | |
| | PI 17. Number of special payroll prepared for regular and casual employees (mid-year bonus, year-end bonus, CNA, loyalty bonus, clothing allowance, PIB, Step Increment based on merit) | OHPLB Staff | 7 | 10 special payrolls: Clothing allowance-30 Step Increment merit - 10 Salary Differential - 67 Terminal leave benefits -39 Overload pay-33 Mid-year bonus-27 YE bonus/cash gift-37 PEI-30 CNA-32 SRI-30 7884 - Payslips for regular, casual and contractual 1039- Payslips for Part-time faculty | 5 | 5 | 5 | 5 | |
| | PI 18. Number of Payslips prepared/generated and released | OHPLB Staff | 7,000 | 7884 - Payslips for regular, casual and contractual 1039- Payslips for Part-time faculty | 5 | 5 | 5 | 5 | |
| | PI 19. Percentage compliance to request for special payroll served | OHPLB Staff | 100% | 100% | 5 | 5 | 5 | 5 | |
| | PI 20. Percentage of PACS for ATM loading for Salaries of regular, casual/contractual employees and scholars, RATA & Honorarium, Midyear bonus, Year End, Stipend/ Book allowance for scholars, Clothing allowance, terminal leave, PEI, Christmass bonus and other benefits. prepared, reviewed and released | OHPLB Staff | 100% | 100% | 5 | 5 | 5 | 5 | |
| | PI 21. Number of Notice of Step Increment (NOSI) and Notice of Salary Adjustment (NOSA) prepared and released | OHPLB Staff | NOSI=130 | NOSI=208 | 5 | 5 | 5 | 5 | |
| | PI 22. Percentage processing of applications for loan with GSIS | OHPLB Staff | NOSA=738 | NOSA=749 | 5 | 5 | 5 | 5 | |

| MFOs/PAPs | Success Indicators | Persons Responsible | Target (July 1-December 2021) | Actual Accomplishments | Q[1] | E[2] | T[3] | A[4] | Remarks |
|---|---|---|---|---|---|---|---|---|---|
| | PI 23. Percentage operationalization of Payroll System Module of the HRIS | OHPLB Staff | 100% | 70%<br><br>Not fully operational yet due to:<br>Suspension of use of biometrics<br>Need test run with Acct Office (while in tandem with the old system to ensure continued processing of payroll) | 5 | 4 | 4 | 4.33 | |
| | PI 24. Percentage of documents needed for level 3 accreditation packaged and readily available for assessment and displayed at HR Accreditation Center | OHPLB Staff | 100% | N/A<br>Still awaiting for the revised PRIME-HRM Level 3 Assessment Tool from CSC Central Office | | | | | |
| **ODHRM MFO 11:  Innovations & new Best Practices Development Services** | | | | | | | | | |
| | PI 25. Number of modules of the HRIS fully operationalized | OHPLB Staff | 2 | 2<br>(Daily Attendance & Leave Application) | 5 | 5 | 5 | 5 | |
| | PI 26. Number of external agencies benchmarking on VSU's HR processes and practices | OHPLB Staff | 1 | None due to pandemic | | | | | |
| **Other Accomplishments** | | | | | | | | | |
| | Number of policy drafted/formulated | ODHRM Staff | | 3<br>VSU Mental Health Program,<br>In-House Promotion of Returning PhD Scholarship,<br>In-House Promotion of Newly Accredited Professors<br>(waiting of DBM-OPCCB opinion) | 5 | 5 | 5 | 5 | |
| | | | Sub-Total | | | | | 117 | |
| | | | Ave | | | | | 4.88 | |
| | | | Total Over-all Rating | | | | | 325 | |
| | | | Average Rating | | | | | 4.94 | |
| | | | Adjectival Rating | | | | | O | |

| MFOs/PAPs | Success Indicators | Persons Responsible | Target (July 1-December 2021) | Actual Accomplishments | Rating | | | | Remarks |
|-----------|-------------------|--------------------|-----------------------------|------------------------|--------|--|--|--|---------|
| | | | | | Q[1] | E[2] | T[3] | A[4] | |

Received by:

**DILBERTO O. FERRAREN**

Planning Office
Date: _____ 2/17/22

Calibrated by:

**DANIEL LESLIE S. TAN**

Chairman, PMT
Date: _____ 2/14/22

Recommending approval:

**DANIEL LESLIE S. TAN**

VP for Admin & Finance
Date: _____ 2/14/22

Approved by:

**EDGARDO E. TULIN**

University President
Date: _____ 2/16/22

1- Quality

2 - Efficiency

3 - Timeliness

4 - Average