OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

GPd 345
1/6

I, **HONEY SOFIA V. COLIS**, OIC Director, 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 following targets in accordance with the indicated measures for the period **January-June, 2021.**

Approved:

HFrm8

HONEY SOFIA V. COLIS
OIC Director, ODHRM

Date

REMBERTO A. PATINDOL
VP for Admin. & Finance

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DATE: OCT 0 7 2021
BY:

OFFICE OF THE VICE PRESIDENT FOR PLANNING, RESOURCE GENERATION AND AUXILIARY SERVICES

Appointment/Status	Position Title	Number
Permanent	OIC Director, HRM, AO V	1
	Heads and Staff of Offices under ODHRM	16
	TOTAL	17

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

MFOs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2021)	Actual Accomplishments January-June 2021	Q¹	E²	T³	A⁴	Remarks
UMFO6: General Administration Support Service									
UMFO5. Support to Operations									
OVPAF MFO 1: ISO aligned management and administrative support services									
OVPAF MFO 2: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT									
ODHRM MFO 1: Administrative and Support Services Management									
	PI 1. Efficient & customer friendly frontline service	All ODHRM, RSPPRO & RECORDS Staff	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5	
	PI 2. Number of administrative services and financial/ administrative documents acted within time frame	LB Cano and ODHRM staff	3,000 (financial/personnel) documents acted	1587 documenrs acted	5	5	5	5	Service Record-280 Certifications-295 Contracts-667 APB/NAPB Docs-345
	PI 3. No. of linkages with external agencies maintained	ODHRM, HSVColis, J. Ando, Mdela Torre, RDBebira & ODHRM Staff	14 (CSC Ormoc, CSC Reg., DBM, PASUC Zonal Center, PASUC National, PASUC Zonal Center, OPCCB DBM, NAP, IATF, CSC Central, CHED, Ombudsman &	14 linkages with external agencies maintained	5	5	5	5	14 (CSC Ormoc, CSC Reg., DBM, PASUC Zonal Center, DBM, IATF, CSC Central, CHED, Ombudsman & GSIS)
	PI 4. No. of ad hoc committee assignments served/functions performed	ODHRM, HSVColis, J. E. Ando, M.F. Gayanilo and ODHRM Staff	RSPPRO (2 Personnel boards & 4 Committees) ODHRM (4) (APB, NAPB, PMT, PRAISE) PPRRO (PMT)	8 Board/Ad Hoc Committees: APB, NAPB, OSH, PMT, SALN Review Committee, Citizen Charter Committee, NBC 461 Committee,	5	5	5	5	2 Board (APB, NAPB) & 8 Committee (OSH, PMT, SALN Review Committee, Citizen Charter Committee, NBC 461 Committee, VSEC-AS, VASC & Student Housing Committee)
	PI 5. No. of HR activities and interventions implemented during PSC celebration	Pres. E. Tulin, R. Patindol, L.B. Cano, HSColis, JEAndo & ODHRM Staff	20 HR activities/interventions	2nd half activity					
ODHRM MFO 2: Implementation of Recruitment, Selection and Placement System									

MFOs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2021)	Actual Accomplishments January-June 2021	Q[1]	E[2]	T[3]	A[4]	Remarks
	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	ODHRM, HSVColis, & OHRSPPR Staff	100% 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	100%	5	5	5	5	10 newly hired faculty, 61 reappointed faculty, 89 Parttime, 19 newly hired/promoted admin staff, 7 newly hired casual and 38 reappointed, & 22 reappointed contractual employees
	PI 7. Number of users of the system enrolled to the HRIS system and actively using/updating his/her account	ODHRM, HSVColis, & OHRSPPR Staff	700 users of the system enrolled to the HRIS system and actively using/updating his/her account	350 (70%) users of the system enrolled to the HRIS system and actively using/updating his/her account	5	4	4	4.33	350 users enrolled
	PI 8. Number of reports generated from the system	ODHRM, HSVColis, & OHRSPPR Staff	12 accession/12 separation	100% for the rating assessment of applicants for administrative positions, Prepared and submitted Report on Appointments Issued (RAI), 6 accession/6 separation reports, Cert. of Completion on Inventory of Government Human Resources System (IGHRS), and 1 PWD report to CSC within time frame	5	5	5	5	
	PI 9. Number of Merit systems compliant to Level 3 of PRIME-HRM approved by CSC	LBCano, HSVColis, & OHRSPPR Staff	2 (1 MSP for Faculty & 1 MSP for Administrative)	2 (1 MSP for Faculty & 1 MSP for Administrative)	5	5	5	5	Submitted to CSC for approval
	PI 10. Percentage of documents needed for Level 3 accreditation packaged, readily available for assessment and displayed at the HR Accreditation Center	ODHRM, HSVColis, & OHRSPPR Staff	100% documents needed for level 3 accreditation packaged, readily available for assessment and displayed at the HR Accreditation Center	50% documents needed for level 3 accreditation packaged, readily available for assessment and displayed at the HR Accreditation Center	5	4	4	4.33	
	PI 11. Number of external recognition received	ODHRM, HSVColis, & OHRSPPR Staff	1 Recognition received	For 2nd half	5	5	5	5	

MFOs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2021)	Actual Accomplishments January-June 2021	Q[1]	E[2]	T[3]	A[4]	Remarks
	PI 12. Number of faculty & administrative positions created/upgraded	ODHRM, HSVColis, & OHRSPPR Staff	30 positions created/upgraded	BOR approved Proposal on In House Promotion of Returning PhD Scholars; Submitted proposal and documentary requirements to DBM 8 for 17 Instructor I, 1 Instructor II positions, Chemist II, Computer Programmer II, Accountant II and upgrading of two SRS I to SRS II; Proposal on In House Promotion of New Accredited Professors	5	5	5	5	
ODHRM MFO 3:									
	PI 13. Number of In-house seminar workshops/ skills trainings/orientations conducted/facilitated	ODHRM, J. Ando, MLGayanilo, ODHRM Staff & VSFC-AS	30 In-house seminar workshops/ skills trainings/orientations conducted/facilitated	16 In-house seminar workshops/ skills trainings/ orientations conducted/facilitated	5	5	4	4.67	RLM, RA 9184 1st batch, RA 9184 2nd batch, LUDIP, Orientatation Newly hired, Data Privacy Act VSU main, Data Privacy Act External Campus, 9 orientation of new
	PI 14. Number of training designs prepared	ODHRM, J. Ando, MLGayanilo, & ODHRM Staff	30 training designs prepared	16 training designs prepared	5	5	5	5	
	PI 15. Number of training reports	ODHRM, J. Ando, MLGayanilo, & ODHRM Staff	30 training reports	25 training reports	5	5	4	4.67	
	PI 16. Number of proceedings prepared	ODHRM, J. Ando, MLGayanilo, & ODHRM Staff	30 proceedings prepared	15 proceedings	5	5	4	4.67	
	PI 17. Number of participants attended the seminar-workshops /trainings/ orientations	ODHRM, J. Ando, MLGayanilo, & ODHRM Staff	500 participants attended the seminar-workshops /trainings/ orientations	330 participants	5	5	5	5	
	PI 18. Number of L & D activities served as master of ceremony/facilitator	ODHRM, J. Ando, MLGayanilo, & ODHRM Staff	10 L & D activities served as master of ceremony/facilitator	7 L & D activities served as master of ceremony/facilitator	5	5	5	5	
	PI 19. Number of requests for external trainings/seminar-workshops/ attendance to conferences for a/sabbatical leave/scholarships/ fellowships facilitated	ODHRM, J. Ando, MLGayanilo, ODHRM Staff & VSFC-AS	40 requests for external trainings/seminar-workshops/attendance to conferences leave/scholarships/fellowships facilitated	219 requests for external trainings/seminar-workshops/attendance to conferences fora/ sabbatical leave/ scholarships/fellowships facilitated	5	5	5	5	83 recommendations for attendance to trainings etc., 119 Study leave related request, 17 Sabbatical request acted (Main & external Campuses)
	PI 20. Number of requests from faculty facilitated	ODHRM, J. Ando, MLGayanilo, ODHRM Staff & VSFC-AS	150 requests from faculty facilitated	138 requests from faculty facilitated	5	5	5	5	128 on going Scholars request facilitated & 10 Sabbatical Faculty request facilitated
	PI 21. Number of requests from staff facilitated	ODHRM, J. Ando, MLGayanilo, ODHRM Staff & VSFC-AS	50 requests from staff facilitated	22 requests from staff facilitated	5	5	5	5	

MFOs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2021)	Actual Accomplishments January-June 2021	Q[1]	E[2]	T[3]	A[4]	Remarks
	PI 22. Number of sabbatical leave facilitated	ODHRM, J. Ando, MLGayanilo, ODHRM Staff & VSFC-AS	10 sabbatical leave facilitated	7 Sabbatical contract prapred and facilitated	5	5	5	5	
	PI 23. Number of scholarships/fellowships/financial assistantships facilitated	ODHRM, J. Ando, MLGayanilo, ODHRM Staff & VSFC-AS	15 scholarships/fellowships/ financial assistantships facilitated	10 faculty contract prepared and facilitated and schedules for orientation.	5	5	5	5	7 PhD & 3 MS
	PI 24. Number of Learning and Development Policies/ Program compliant to Level 3 of PRIME-HRM submitted to CSC	LBCano, J. Ando, MLGayanilo	2 Learning and Development Policies/ Programs	Submitted updated 2 Merit system for faculty & staff to CSC for approval.	5	5	5	5	L & D Policies for Faculty L & D Policies for administrative staff
	PI 25. Percentage of documents needed for Level 3 accreditation packaged and readily available for assessment & displayed at the HR Accreditation Center	ODHRM, J. Ando, MLGayanilo, ODHRM Staff & VSFC-AS	100% documents needed for Level 3 accreditation packaged and readily available for assessment & displayed at the HR Accreditation Center	50% documents needed for level 3 accreditation packaged, readily available for assessment and displayed at the HR Accreditation Center	5	5	4	4.67	
ODHRM MFO 4:Efficient and Effective implementation of the university Performance Management and Rewards and Recognition systems, policies, processes and practices									
	PI 26. Percentage of employees monitored their submission and actually submitted their IPCRS	ODHRM, HSVColis, Mdela Torre,& OHRSPPR Staff	100% of employees monitored their submission and actually submitted their IPCRS	100% of employees monitored their submission and 98% actually submitted their IPCRS	5	5	4	4.67	
	PI 27. Number of performance evaluation summary result prepared and submitted (PMT, CSC & QAC)	ODHRM, HSVColis, Mdela Torre,& OHRSPPR Staff	3 performance evaluation summary result prepared and submitted (PMT, CSC & QAC)	2 performance evaluation summary result prepared and submitted (QAC)	5	5	5	5	
	PI 28. Number of university employees awarded after rigid screening during anniversary	ODHRM, HSVColis, Mdela Torre,& OHRSPPR Staff	20 university employees awarded after rigid screening during anniversary celebrations	91 employees awarded after rigid screening during anniversary celebrations	5	5	5	5	60 Service Awards 26 Mt. Pangasugan Awards 5 Special Awards
	PI 29. Number of employees given loyalty awardees every September and paid loyalty bonus	ODHRM, HSVColis, Mdela Torre,& OHRSPPR Staff	50 employees given loyalty awardees every September and paid loyalty bonus	For 2nd half					
	PI 30. Number of deserving employees nominated to the CSC Honors & Awards Program and nomination documents packaged and submitted to CSC	ODHRM, HSVColis, Mdela Torre,& OHRSPPR Staff	4 deserving employees nominated to the CSC Honors & Awards Program and nomination documents packaged and submitted to CSC	5 employees nominated to the CSC Honors & Awards Program and nomination documents packaged and submitted to CSC	5	5	5	5	
	PI 31. Percentage of employees identified as top ranking and given step increment based on merit	ODHRM, HSVColis, Mdela Torre,& OHRSPPR Staff	5% employees identified as top ranking and given step increment based on merit	5% employees identified as top ranking and given step increment based on merit for CY 2020	5	5	5	5	

MFOs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2021)	Actual Accomplishments January-June 2021	Q¹	E²	T³	A⁴	Remarks
	PI 32. Number of new R & R benefits proposed, approved and availed by qualified employees	ODHRM, HSVColis, Mdela Torre,& OHRSPPR Staff	1% new R & R benefits proposed, approved and availed by qualified employees	None					R & R for Admin Staff with university awards was proposed to BOR but was referred to CSC for opinion. However, CSC commented that the intended Rest and Renewal Leave for non-teaching employees is also not under the provisions of CSC Memorandum Circular No. 41, s. 1998, as amended
	PI 33. Number of contracts of JOs processed and service cards updated	ODHRM, HSVColis, Mdela Torre,& OHRSPPR Staff	700 contracts of JOs processed and service cards updated	679 contracts of JOs processed and service cards updated	5	5	4	4.67	
	PI 34. List of Job Orders prepared & submitted to higher office	ODHRM, HSVColis, Mdela Torre,& OHRSPPR Staff	3 List of Job Orders prepared & submitted to higher office	3 lists submitted to: CSC, LUDIP/OVPPRGAS, DBM	5	5	5	5	DBM for Gratuity Pay, CSC for database updating
	PI 35. Number of evaluation of JO performance tabulated	ODHRM, HSVColis, Mdela Torre,& OHRSPPR Staff	700 evaluation of JO performance tabulated	623 evaluation	5	5	5	5	
	PI 36. Summary of the ratings and qualitative comments prepared and submitted to L & D Office for analysis and input to L & D interventions	ODHRM, HSVColis, Mdela Torre,& OHRSPPR Staff	1 Summary of the ratings and qualitative comments prepared and submitted to L & D Office for analysis and input to L & D interventions	1 Summary of the ratings and qualitative comments	5	4	4	4.33	
	PI 37. Number of performance management and rewards and recognition systems compliant to Level 3 of PRIME-HRM prepared, submitted and approved by CSC (SPMS & PRAISE)	LBCano, HSVColis, Mdela Torre, & OHRSPPR Staff	1 system (SPMS & PRAISE)	1 systems (SPMS & PRAISE)	5	5	5	5	Submitted to CSC for approval
	PI 38. Percentage of documents needed for level 3 accreditation packaged and readily available for assessment and displayed at the HR Accreditation Center	ODHRM, HSVColis, Mdela Torre,& OHRSPPR Staff	100% of documents needed for Level 3 accreditation packaged and readily available for assessment and displayed at the HR Accreditation Center	50% documents needed for Level 3 accreditation packaged, readily available for assessment and displayed at the HR Accreditation Center	5	5	4	4.67	
	PI 39. Number of entry to the DAP search for 2021 Government Best Practice Recognition submitted and defended, if required (SPMIS)	ODHRM, HSVColis, Mdela Torre,& OHRSPPR Staff	1 entry to the DAP search for 2021 Government Best Practice Recognition submitted and defended, if required (SPMIS)	None					No call from DAP yet
ODHRM MFO 5: Efficient and Effective implementation of the Payroll and Leave Benefits systems, policies, Processes and practices									
	PI 40. Percentage updating of employee leave records and balances in the HRIS	ODHRM, HSVColis, , RDBebira & OHRSPPR Staff	100% of updating of employee leave records and balances in the HRIS	50% of updating of employee leave records and balances in the HRIS	5	5	4	4.67	

MFOs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2021)	Actual Accomplishments January-June 2021	Rating Q[1]	E[2]	T[3]	A[4]	Remarks
	PI 41. Number of terminal leave benefits prepared, finalized and submitted for release of funds/processing for payment of terminal leave pay	ODHRM, HSVColis, , RDBebira & OHRSPPR Staff	10 terminal leave benefits prepared, finalized and submitted for release of funds/processing for payment of terminal leave pay	18 of terminal leave benefits prepared, finalized and submitted for release of funds/processed for payment of terminal leave pay	5	5	5	5	
	PI 42. Number of monthly Report of Absences and Under-time prepared and submitted to CSC	ODHRM, HSVColis, , RDBebira & OHRSPPR Staff	12 monthly Report of Absences and Under-time prepared and submitted to CSC	None					Not applicable due to stoppage of the use of biometric system as prevention against COVID in the workplace
	PI 43. Percentage of proportionate vacation pay of faculty on teacher's leave computed and processed for payment	ODHRM, HSVColis, , RDBebira & OHRSPPR Staff	100% of proportionate vacation pay of faculty on teacher's leave computed and processed for payment	None					Not applicable due to no summer classes as a result of the change in academic calendar 2020-2021. Instead, grant of Service Credit for faculty on Teachers' Leave is implemented as approved by UADCO.
	PI 44. Percentage of approved requests for grant of service credits with complete supporting papers processed and encoded in the Edats	ODHRM, HSVColis, , RDBebira & OHRSPPR Staff	100% approved requests for grant of service credits with complete supporting papers processed and encoded in the Edats	50% approved requests for grant of service credits with complete supporting papers processed and encoded in the eDATS	5	5	4	4.67	
	PI 45. Percentage of approved request for faculty on their leave status for the semester encoded in the eDATS for proper adjustment of leave status in the system	ODHRM, HSVColis, , RDBebira & OHRSPPR Staff	100% approved request for faculty on their leave status for the semester encoded in the eDATS for proper adjustment of leave status in the system	50% approved request for faculty on their leave status for the semester encoded in the eDATS for proper adjustment of leave status in the system	5	5	5	5	
	PI 46. Number of semi-monthly payroll and LDDAP for all regular, casual and contractual employees prepared and processed within prescribed period	ODHRM, HSVColis, , RDBebira & OHRSPPR Staff	24 semi-monthly payroll and LDDAP for all regular, casual and contractual employees prepared and processed within prescribed period	12 semi-monthly payroll	5	5	5	5	852-VSU regular employees, 156-VSU casual/ contractual employees, 24 PCC employees
	PI 47. Number of monthly payroll for RATA and honorarium of entitled officials prepared and released for processing	ODHRM, HSVColis, , RDBebira & OHRSPPR Staff	12 monthly payroll for RATA and honorarium of entitled officials prepared and released for processing	6 (50%) monthly payroll for RATA and honorarium of entitled officials prepared and released for processing	5	5	5	5	
	PI 48. Number of special payroll prepared (mid-year bonus, year-end bonus, CNA, loyalty bonus, clothing allowance, PIB, Step Increment based on merit, SRI)	ODHRM, HSVColis, , RDBebira & OHRSPPR Staff	7 special payroll prepared (mid-year bonus, year-end bonus, CNA, loyalty bonus, clothing allowance, PIB, Step Increment based on merit, SRI)	42 payroll of salary of scholars 1 payroll for stipend of scholars	5	5	5	5	
	PI 49. Percentage compliance to request for special payroll served	ODHRM, HSVColis, , RDBebira & OHRSPPR Staff	100% compliance to request for special payroll served	100% compliance to request for special payroll served	5	5	5	5	

MFOs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2021)	Actual Accomplishments January-June 2021	Q¹	E²	T³	A⁴	Remarks
	PI 50. Percentage processing of applications for loan with GSIS as alternate AAO	ODHRM, HSVColis, , RDBebira & OHRSPPR Staff	100% processing of applications for loan with GSIS as alternate AAO	100% processing of applications for loan with GSIS as alternate AAO	5	5	5	5	
	PI 51. Percentage operationalization of Payroll System Module of the HRIS	ODHRM, HSVColis, , RDBebira & OHRSPPR Staff	100% of operationalization of Payroll System Module of the HRIS	50% of full operationalization of Payroll System Module of the HRIS	5	4	5	4.67	
	PI 52. Percentage of documents needed for Level 3 accreditation packaged and readily available for assessment and displayed at HR Accreditation Center	ODHRM, HSVColis, , RDBebira & OHRSPPR Staff	100% of documents needed for Level 3 accreditation packaged and readily available for assessment and displayed at HR Accreditation Center	100% compliance to request for special payroll served	5	5	5	5	Documents requested forwarded to QAC ready for AACCUP accreditation
ODHRM MFO 11: Innovations & new Best Practices Development Services	PI 53. Number of new HR systems/innovations introduced and implemented	LBCano, ODHRM	I new HR system/innovation	I new HR systems/innovations implemented (RSP for Faculty and Staff Module)	5	5	5	5	Competency based Learning Needs Assessment of Existing Employees
	PI 54. Number of best practices introduced and implemented	ODHRM	2 best practices	3 best practices introduced and implemented	5	5	5	5	Conduct of interview, skills test and assessment through virtual mode
	PI 55. Number of modules of the HRIS fully operationalized	ODHRM	6 modules of the HRIS 100% operationalized	5 modules of the HRIS 100% operationalized	5	5	5	5	RSP (adm & faculty), eDATS, PDS, Payroll System
	PI 56. Number of external agencies benchmarking on VSU's HR processes and practices	ODHRM	1 external agency benchmarking on VSU's HR processes and practices	N/A					This was not implemented due to COVID-19 Pandemic
	PI 57. Number of entry to the DAP search for 2021 Government Best Practice Recognition submitted and defended, if required	ODHRM, HSVColis, & OHRSPPR Staff	1 entry to the DAP search for 2021 Government Best Practice Recognition submitted and defended, if required	N/A					Dependent on the schedule of DAP calling for submission of entry
Additional activities not previously identified in the OPCR target.	PI 58. Percentage of monthly payroll and preparation pay for part-time instructors prepared and processed within the prescribed period	HSVColis, RDBibera & FGDidal	100% of monthly payroll and preparation pay for part-time instructors prepared and processed within the prescribed period	50% of monthly payroll and preparation pay for part-time instructors prepared and processed within the prescribed period	5	5	5	5	
	PI 59. Number of monthly payroll for Salary and Stipend for all VSU Scholars prepared and processed within the prescribed period	HSVColis, RDBibera & MMLao	24 monthly payroll for Salary and Stipend for VSU Scholars prepared and processed within the prescribed period	12 monthly payroll for salary & stipend of 42 scholars	5	5	5	5	
	PI 60. Number of payroll for book allowance of all VSU Scholars prepared and processed within the prescribed period	HSVColis, RDBibera & MMLao	2 payroll for book allowance of VSU Scholars prepared and processed within the prescribed period	1 payroll for book allowance	5	5	5	5	
	PI 61. No. of Payslips prepared/generated and released	RDBibera, MMLao, FGDidal, & Records Office	7,000 Payslips generated, prepared and printed	3,888 Payslips generated, prepared and printed 426 Payslips for Part-time instructors	5	5	5	5	

MFOs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2021)	Actual Accomplishments January-June 2021	Q[1]	E[2]	T[3]	A[4]	Remarks
	PI 62. Pecentage 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	HSVColis, MMLao, MSantiago	100% of PACS prepared, reviewed and released	100% of PACS prepared, reviewed and released	5	5	5	5	
	PI 63. Number of Notice of Step Increment (NOSI) and Notice of Salary Adjustment (NOSA) prepared and released	HSVColis, RDBibera & FGDidal	NOSI=130, NOSA=738	NOSI=68, NOSA=749	5	5	5	5	
	PI 64. Percentage of processed leave request	HSVColis, RDBebira, FGDidal	100% of leave request by faculty & Administrative staff processed and posted to leave card	100% of leave request by faculty & Administrative staff processed and posted to leave card	5	5	5	5	
		Total Over-all Rating						275	
		Average Rating						4.91	
		Adjectival Rating						O	

Received by:

DILBERTO O. FERRAREN
Planning Office
Date: OCT 0 7 2021

Calibrated by:

REMBERTO A. PATINDOL
Chairman, PMT
Date: _____

Recommending approval:

REMBERTO A. PATINDOL
VP for Admin & Finance

Approved by:

EDGARDO E. TULIN
University President
Date: OCT 0 6 2021

1- Quality

2 - Efficiency

3 - Timeliness

4 - Average