

OUTPUT TABLE AND POINT SYSTEM IN SUPPORT OF WORK FROM HOME ALTERNATIVE WORK ARRANGEMENTS

FUNCTION	OUTPUT	PerFORMANCE INDICATOR	POINTS	OPERATIONAL DEFINITION and evidence requirement
Teaches students on the assigned course	Actual contact/teaching hours conducted with students on the assigned subjects	Number of actual contact hours with students	1	1 point Per actual conduct of on-line class Per information as to the number of students who log in and attended the class
	Preparation prior to actual conduct of classes	Number of preparations Per subject	0.33	preparation of new lecture or review and updating of existing lecture materials with course number and title
	Preparation of e-learning portal	Number of hours spent	1	1 point Per actual conduct of on-line class Per information as to the number of students who log in and attended the class
	Preparation of quizzes and exams through google form & other other on-line tools	Number of hours spent	1	1 point Per actual conduct of on-line class Per information as to the number of students who log in and attended the class
	Checking of quizzes and updating of student records	Number of hours spent	1	1 point Per hour spent in the actual checking of quizzes and updating of student records
Student consultation	Actual consultation services to students enrolled in the faculty's assigned course	Number of actual contact hour	1	1 point Per actual contact hour Per student. The name of the student and topic of the consultation should be indicated in the accomplishment report
Attendance to webinars, meetings, conference		Number of hours	1	1 point Per actual attendance to the webinar, meeting or conference
Development of Instructional Materials (IM)				
Preparation/production/revision of IM	New Obedized course syllabus	Number of course syllabus developed	24	Per New expanded course syllabus containing the major & specific topics, objective, expected outputs, specific activities, method of evaluation & references
	Revised obedized course syllabus	Number of course syllabus revised	12	Per Revised expanded course syllabus
	Course outline Per subject	• New	4	Per New course outline consisting of 1-2 page chronological listing of topics and subtopics to be covered in class, with references
		• Revised	3	Per Revised course outline
Curriculum development/enrichment	Proposals for new degree program	Number of proposals for new degree program	30	Curriculum development of new degree program
Curriculum development/enrichment	Proposals for revision/enrichment of curricular program	Number of proposals for revision/enrichment of curricular program	15	Curriculum revision/enrichment of an existing degree program
Preparation of Test Item analysis	Prepares Test Item Analysis as required in ISO	Number of Test Item Analysis	5	Per Test Item Analysis
Preparation of Table of Specification (TOS)	Prepares Table of Specification as required	Number of TOS	3	Per TOS prepared
1 pt = 1 hr				week or 8 hrs Per day
FUNCTION	OUTPUT	PerFORMANCE INDICATOR	POINTS	OPERATIONAL DEFINITION and evidence requirement
For Administrative Staff				
ISO related documents preparation/enhancements	Quality Procedures (new)	# of pages	1	per page
	Quality Procedures (revised)	# of pages	1	per page
	RFCA/GOOI	# of pages	1	per page
	SWOT/ROAM/OTP	# of pages	1	per page
Database build-up and	Recorded encoded	Number of Records encoded	0.08	Per new record encoded in a data base system of office
	Records updated	No. of records updated	0.02	Updating of old records in a database system.
Policy and Systems Review, Enhancement and Formulation	proposal/Concept Paper	# of proposals/concept papers approved	16	Proposals of new actions to take. Paper includes discussion on the need or problem statement, objectives and possible solutions or methods for implementation
	Guidelines/criteria prepared	No. of documents prepared	2	One point is given per page of a guideline/criteria prepared. If two persons are involved in the preparation, the points will be divided by the persons who prepared the draft and the person who finalizes the same
Secretariat Work	Notice of Meeting	Number of Notice of Meeting	0.08	A document informing about a future meeting/activity/gathering
	Agenda of meeting	Number of Agenda	0.25	The list of points/issues for discussion during the meeting

	Manuals Prepared/printed	Number of manuals prepared	24	A written document that contains information and instructions how to do something usually presented in book form. It also contains policies and procedures in manual/book form. A minimum of 30 pages to be entitled to 24 points. In excess of 30 pages, 1 point is given per additional page
	Manuals revised	Number of manuals revised	6	A revision of the manual will only entitle the person 1/4 of the original points for manual preparation
	Program of activities prepared	Number of program prepared	1	A plan or schedule of activities to be followed during an event
	Invitation prepared	Number of Invitations prepared	1	A written request for someone/s presence or participation. One point is for the design of the original invitation.
HRD Activity Report	Activity Report prepared	Number of activity report	8	It is a report on the activities held/conducting during HRD interventions highlighting the expectations of the activities and if said expectations were met, the learnings gained, total expenditures, what needs improvements and recommendations for future activities.
	Memorandum	Number of Memoranda	8	A document issued by a higher official to a lower official with information or specific instructions for implementation
	Administrative Order	Number of Administrative Order	8	It is a directive ordering a person or group of persons to perform a certain activity or assignment in a specified time
	PMS Performance Targets	No. of Targets prepared	1	It is a document indicating combination of activities to be performed by an employee, the minimum output to produce (quantity), quality and timeliness in producing said output
	PMS Performance Reports	No. of Reports prepared	4	It is a document summarizing the performance of the individual staff concerned. It involves the summarizing of the weekly accomplishment report to head, behavioral dimensions which is gathered from evaluation by peers, clients and other data gathered from the HRMDO with regards to absences, tardiness and undertime
	Appointments/Job Order/casual Plantilla p	Number of Plantilla prepared	0.05	Appointments prepared and signed by the Appointing Authority. This applies to offices with casual/contract employees and JOs.
Expert Services				
Lectures/presentations	Slides presentation prepared	Number of slides prepared	0.17	A presentation material developed using Powerpoint which creates graphical presentation of the concepts that will be discussed by the presenter.
Resource Person services	Assistance provided	Number of Hours	1	For activities such as speakership services rendered for training/orientation as well as technical work services and consultancy services. There shall be no points awarded to resource person services where honorarium or overtime pay is received.
PMS Targets	Documents reviewed and approved	Number of documents reviewed and signed/approved	1	The individual targets of staff shall be reviewed whether the minimum points per personnel are attained. The review involves the checking of the outputs and its corresponding points in the OPES Reference Table and computing the final total target. Targets below the minimum shall be returned for revision.
Resubmitted Targets	Documents reviewed and approved	Number of documents reviewed and signed/approved	0.33	Documents returned to originating office for compliance of deficiencies noted and resubmitted which shall be allotted 1/3 points of the original points
PMS Report	Documents reviewed and approved	Number of documents reviewed and signed/approved	3	The individual rating of staff shall be reviewed whether the minimum points per personnel are attained. The review involves the checking of the outputs and its corresponding points in the OPES Reference Table and computing the final rating and the assignment of the appropriate adjectival rating using the approved rating scale
Resubmitted Ratings	Documents reviewed and approved	Number of documents reviewed and signed/approved	0.33	Documents returned to originating office for compliance of deficiencies noted and resubmitted back to the reviewing office for final review whether to ensure that the deficiencies are already complied with. The review of resubmitted docuemtns will be allotted 1/3 points of the original points
Review of Minutes of	Minutes of Meetings reviewed & signed	Number of minutes reviewed & signed	0.25	A member of a committee or body who convenes and deliberates on important matters usually put into minutes as to what was agreed during a meeting thru a minutes. Every member has to review said minutes before affixing his signature confirming as to what was agreed during the meeting
Annual Report preparation	Annual Report prepared	No. of annual reports prepared	3	This is a written summary of salient accomplishments of the Office, the information consolidated will form part of the Annual Report of the University for submission to Congress
Annual Procurement Plan	Annual Procurement Plan prepared	No. of APPs prepared	3	It is a listings of all supplies, materials and equipment needed for the year submitted to the Procurement office for the corresponding procurement after checking on the availability
PMS-OPES Management & Coordination	Weekly accomplishment report of staff validated	No. of reports validated	1	As provided for the in the system, each faculty and staff submits a weekly accomplishment to his immediate superior for consolidation at the end of the rating period. Validation of the weekly report shall be done so that the report at the end of the rating period will attach only the validated weekly report and no longer the original evidence of outputs produced

ScholarShip/Financial Assistanceship Sabbatical Support Services	Study leave/sabbatical leave contracts prepared	Number of Contracts Prepared	1	It is a document to be signed by the faculty/staff who enjoys a scholarship/study/sabbatical leave and similar benefits. One point is given per page of the document prepared
Employee records management	Employee/nominee profile/roster, plantilla, personnel service record created/maintained, updated	Number of employee records created/updated		Per employee
	- New Service Records created	New service records created	0.5	It is a new record created recording personal data, period of employment, salary, position, birth place, etc. of the employee
	- Service Records updated	Service records updated	0.17	Existing Service Record of an employee based on service/leave cards, review entries and countersigning printed copy
	- e-Plantilla updated	Plantilla updated per personnel	0.17	This is a processing of updating the e-GMIS plantilla of the DBM based on changes of salary, position or status of employee or movement of personnel
	- Personnel Profile updated	Personnel Profile updated	0.08	Checking/recording position, salary, bday, TIN, and degrees earned a and school attended by the personnel
Legal documents	-Contract	Number of Contract	2	A document signed by the President and a supplier/contractor for availment of services or for purchase of goods and services which the supplier promise/commit to provide to the university. When prepared by other offices, it is submitted to ODA for review & signature. 1/2 of the original point is given for the review and signature of this legal document
	-Affidavit (p.54)	Number of affidavits	4.75	A written account or testimony by a witness in affidavit form to attest the truth of a particular thing or incident to support any action or decision needed said written testimony. 1/2 of the original is given for the review of prepared affidavit
Investigations/hearings/resolutions of complaint/grievances	Actual conduct of hearings/ investigations	Number of hours	1	One point is given per hour of the actual conduct of an investigation/hearing of any complaint or grievance. This is given to hearing officers or members and stenographer of an investigation committee that actually hears the case
	Report of Investigations prepared (p.54)	Number of Report of Investigations	10	A report detailing the findings of the committee which conducted the investigation on reports/complaints referred by the President for investigation. The report includes its recommendation for the President's guidance. This is given to the person who prepares the report.
	Grievance Settlement Report prepared	Number of Grievance Report prepared	8	A report on the hearing of grievance and actual settlement. Actual conduct of hearing/settlement shall earn 1 point per hour of hearing/settlement to the person causing such loss. This point is given to the person who prepared the report
	Formal Charge prepared	Number of Formal Charge prepared	8	A formal statement that constitutes a specification of the charges, a brief statement of the material and relevant facts, a directive to answer the charges and advice whether to elect a formal investigation or not
Case resolutions	Resolutions prepared	Number of resolutions prepared on the following:		Resolutions are signed by the University President. The same is, however, prepared by the
	a. Correction of first name due to typographical error and date of birth		3.75	Administrative/Legal Office basing on documents and evidences available and in accordance with the URACCS and existing policies of the university.
	b. Correction of surnames		7.5	Points given is dependent on the types of issues to be resolved
	c. Formal charge		10	
	d. Motion to dismiss		7.5	
	e. Motion for Reconsideration		12.5	
	f. Other kinds of motions		4.75	
	Resolutions on any case or complaint	Number of resolutions prepared	29	Any report or complaint filed shall be resolved. One resolution is given 29 points once signed & approved by the University President
	Decisions on disciplinary case prepared (p. 111)	Number of decisions prepared	29	A resolution of a disciplinary case already approved and signed by the President
Attendance to webinars, meetings, conference		Number of hours	1	1 point Per actual attendance to the webinar, meeting or conference
Accounting Books, Registries, Records, Forms & Reports				
Forms and Reports	Trial Balance	Number of Trial Balance	4	The Trial Balance shows the equality of debit and credit balances of all general ledger accounts as of a given period. It is prepared and submitted monthly, quarterly and annually. At the end of the fiscal year, the pre-closing and the post-closing trial balances shall be
	Pre-Closing Trial Balance	Number of Pre-Closing Trial Balance	4	The Pre-Closing Trial Balance shall be prepared after recording the adjusting journal entries in the General Journal and posting the same to the General Ledger. It shows the adjusted balances of all accounts as of a given
	Post Closing Trial Balance	Number of Post Closing Trial Balance	4	The Post-Closing Trial Balance shall be prepared after recording the closing journal entries in the General Journal and posting to the General Ledger. It contains a listing of all general ledger accounts that remain open
	Statement of Income and Expenses	Number of SIEs	4	The Statement of Income and Expenses shows the results of operation/ performance of the agency at the

			end of a particular period. This statement shall be prepared by the Accounting Unit from information taken
Balance Sheet	Number of Balance Sheets	8	The Balance Sheet is a formal statement which shows the financial condition of the agency as of a certain date. It includes information on the three elements of financial position - assets, liabilities and government equity. It shall be prepared from information taken directly from the year-end Post-Closing Trial Balance. The Balance Sheet shall be supported with the following schedules/statements: Schedule of Accounts Receivables (SAR), Schedule of Accounts Payable
Statement of Allotments, Obligations and Balances	Number of SAOBs	4	Although the allotments and obligations are not recorded in the books of accounts, the Statement of Allotments, Obligations and Balances (SAOB) shall be submitted to the Commission on Audit by the Budget Officer/Agency Officer concerned. This statement shall be included among the aforementioned schedules for information of
Statement of Government Equity	Number of SGEs	4	The Statement of Government Equity shows the financial transactions, which resulted to the change in Government Equity account at the end of the year.
Statement of Cash Flow	Number of SCFs	4	The Statement of Cash Flows is a statement summarizing all the cash activities of an agency. This includes the operating, investing and financing activities of the entity and provides information on the cash receipts and cash payments during the period. The primary purpose of the Statement of Cash Flows is to give relevant information on the agency's overall cash position, liquidity and solvency. Using the Statement of Cash Flows, managers, investors and creditors could
Financial Transactions Recorded	Number of Transactions Recorded	0.01	For recording of transactions in the accounting books and registries of the CSC such as Journal Entry Voucher, General Journal, Cash Receipt Journal, Cash Journal, Check Disbursement Journal, Cash Disbursement Journal, General Ledger, Registry of Allotments and Obligations (Capital Outlay, Maintenance and Other Operating Expenses, Personal Services, Financial Expenses), Registry of Allotments and Notice of Cash Allocation, Registry of Public Infrastructure-Summary, Registry of Dormant Accounts, Registry of Accounts
Obligation Request/ Budget Utilization Request (ObR/BUR)	Number of ObR/BUR	0.25	The Allotment and Obligation Slip shall be used to record allotments received and to request for obligation charged against the allotments. It shall be prepared before processing the claim to ensure that funds are available
Order of Payment (OP)	Number of OPs	0.05	The Order of Payment shall be accomplished by the Accounting Unit by stating the nature and computation of amount due before collections shall be received by the
Petty Cash Voucher (PCV)	Number of PCVs	0.05	The Petty Cash Voucher shall be used for disbursements out of the Petty Cash Fund.
Disbursement Voucher (DV)	Number of DVs	0.25	The Disbursement Voucher shall be used by government agencies for all money claims. The number shall be indicated on the DV and on every supporting document of the claim. The supporting documents shall be listed on the face of the voucher and in case more space is
General Payroll (GP)	Number of GPs	8	The General Payroll shall be used for the payment of salaries, wages, overtime pay, honoraria and other emoluments of government officers and employees.
Itinerary of Travel (IT)	Number of ITs	0.5	The Itinerary of Travel shall be prepared by the concerned official or employee making the travel. The IT shows the details of travel such as places to be visited, date, including the amount of expenses to be incurred. It shall be prepared before the travel is made or upon
Payroll Payment Slip (PPS)	Number of PPSs	0.05	The Payroll Payment Slip shows amounts of compensation income due and paid for a pay period including the details of deductions. Per employee.
Index of Payments (IP)	Number of IPs	0.17	The Index of Payments shall be used to record payments made to each employee, supplier, and other agency
Supplies Availability Inquiry (SAI)	Number of SAIs	0.05	The Supplies Availability Inquiry shall be used to inquire the availability of supplies on stock from the Accounting
Requisition and Issue Slip (RIS)	Number of RISs	0.05	The Requisition and Issue Slip shall be used to request supplies and materials that are carried on stock.
Purchase Request (PR)	Number of PRs	0.05	The Purchase Request shall be used to request for the purchase of inventory/item not available on stock and it shall be the basis for preparing the Purchase Order.
Purchase Order (PO)	Number of POs	0.05	The Purchase Order shall be used to support purchase of equipment, supplies and materials, etc.

Acknowledgement Receipt of Equipment (ARE)	Number of AREs	0.5	The Acknowledgement Receipt for Equipment shall be used to acknowledge the receipt of property and equipment for official use from the Property Officer. Prepared by the property custodian and signed by the
Report of Collection and Deposits (RCD)	Number of Transactions Recorded	0.02	The Report of Collections and Deposits shall be prepared by the Cashiers/Collecting Officers to report all collections received and deposits made. The report lists all the ORs issued in numerical sequence, including the cancelled ones. The report shall be the basis in preparing the JEV for recording in the Cash Receipt Journal/Cash Journal,
Report of Checks Issued (RCI)	Number of Transactions Recorded	0.02	The Report of Checks Issued shall be prepared by the Cashiers/ Disbursing Officers to report checks actually received by the payor or authorized representatives during the period, including cancelled ones. Separate RCI shall be prepared for MDS and commercial checks released. The report shall be the basis in preparing and recording the JEV in the Check Disbursements Journal. It
Report of Disbursements (RD)	Number of Transactions Recorded	0.02	The Report of Disbursements shall be prepared by the Regular/Special Disbursing Officers to support liquidations of their cash advances. The report shall be certified as to correctness by the Disbursing Officer and forwarded to the Accounting Unit for preparation of the
Petty Cash Replenishment Report (PCRR)	Number of Transactions Recorded	4	The Petty Cash Replenishment Report shall be prepared by the Petty Cash Custodian to report all disbursements made out of his/her Petty Cash Fund.
Liquidation Report (LR) (LR)	Number of LRs		The Liquidation Report shall be prepared by the concerned employees/officers to liquidate cash advances for travel or for other purposes except those cash advances granted to Regular/Special Disbursing Officers.
	a. cash advance	4	
	b. travel	1	
Inspection and Acceptance Report (IAR)	Number of IARs	0.08	The Inspection and Acceptance Report shall be used to acknowledge the receipt of supplies and equipment purchased and inspection made thereof. Points shall be
Report of Accountability for Accountable Forms (RAAF)	Number of RAAFs	1	The Report of Accountability for Accountable Forms shall be prepared by the Accountable Officer to report on the movement and status of accountable forms in his possession. The accountable forms include those with or
Revised Monthly Trust Receipts Collection Report	Number of RMTRCRs	2	Summary of Trust Receipts collections inclusive of exam and non-exam related collections. Including copies of deposit slip and deposit to CO accounts.
Projections of Receipts and Expenditures	Number of Reports	4	Projections of receipts under the CSC Fiscal Autonomy (Trust) Receipts Fund and CSC Training Fund. Submitted annually by ERPO, OFAM, and the CSCROs to the Commission. (Refer to CSC OM 123, s. 2002)
Statement of Government Equity	Number of Reports	4	A financial report showing the status of Government Equity per fund
Monthly Summary of Transactions	Number of Reports	4	A detailed summary of transactions as reflected in the special journals (CkDJ, CDJ, CRJ) and the General
Bank Reconciliation Statement	Number of Reports	4	A financial report showing the reconciled cash balance per bank and book for CSCRO current account.
Annual Info Return of Creditable Income Taxes Withheld (Expanded)/ Income Payments Exempt from Withholding Taxes	Number of Returns	5	This return is filed by every withholding agent/payor who is either an individual, estate, trust, partnership, corporation, government agency, instrumentality, government-owned and controlled corporation, local government unit and other juridical entity required to deduct and withhold taxes on income payments subject to Expanded Withholding Taxes, or making income payments not subject to withholding tax but subject to income tax. Submitted to BIR.
Annual Information Return of Income Tax withheld on Compensation and Final Withholding Taxes	Number of Returns	3.5	This return is filed by every employer or withholding agent/payor who is either an individual, estate, trust, partnership, corporation, government agency and instrumentality, government-owned and controlled corporation, local government unit and other juridical entity required to deduct and withhold taxes on compensation paid to employees and on other income payments subject to Final Withholding Taxes. Submitted
Budget Proposal	Number of budget proposals	24	Prepared budget proposals for the succeeding year, by all offices, submitted annually.