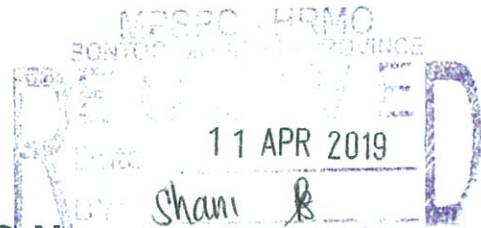




Civil Service Commission Cordillera Administrative Region



CERTIFICATION

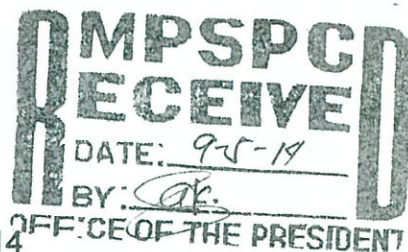
This is to certify that the **Strategic Performance Management System (SPMS)** of the **Mt. Province State Polytechnic College** has been approved on May 16, 2014. The agency SPMS has been reported as functional by the CSCFO-Mt. Province as of June 2014 and proofs of its implementation were submitted to and validated by the CSCFO-Mt. Province.

This certification is issued for all legal intents and purpose.


ATTY. MARILYN E. TALDO
Director IV 


December 11, 2018

Bawat Kawani, Lingkod Bayani



September 2, 2014

DR. REXTON F. CHAKAS
SUC President III
Mountain Province State Polytechnic College
Bontoc, Mt. Province

Dear President Chakas:

We are glad to inform you that the Mountain Province State Polytechnic College's Strategic Performance Management System (SPMS) has been assessed as functional by the CSC Mt. Province Field Office. This means that your agency has met the requirements under the Guidepost in Validating SPMS Implementation pursuant to CSC Office Memorandum No. 44, series 2013.

In view thereof, please be advised that an unannounced impact assessment or validation on the functionality of your SPMS shall be conducted by the external partners of the CSC in your Agency between September to October 2014. During the validation phase, you may be required to present documents relative thereto including, but not limited to, the following:

- Communication Materials developed/used by your Agency in disseminating the SPMS to all your staff;
- Proofs or documents that SPMS Orientation has been conducted or attended by all the officials and employees of your Agency;
- Accomplished Office Performance Commitment and Review (OPCR), Division Performance Commitment and Review (DPCR) and Individual Performance Commitment and Review (IPCR) Forms or their equivalent;
- Accomplished Performance Monitoring and Coaching Forms; and
- Accomplished Professional Development Forms

Moreover, interviews of your officials and employees shall also be conducted to consider the impact of the said SPMS on their individual, team, and organization/agency performance.

Kindly ensure that the abovementioned validation documents are readily available and the officials and employees shall be able to articulate the legal bases, features and elements, key players, performance cycle, timelines and sanctions of the SPMS.

We will highly appreciate your cooperation on this matter.

Very truly yours,


ATTY. MARILYN E. TALDO
Director IV

Cc: CSFO Mt. Province



FILE

May 16, 2014

DR. JOSEPHINE M. NGODCHO
OIC-President
Mountain Province State Polytechnic College
Bontoc, Mt. Province

CIVIL SERVICE COMMISSION
Provincial Field Office
Bontoc, Mt. Province
RECEIVED
DATE JUN 16 2014

Dear President Ngodcho:

We are glad to inform you that the CSC-CAR has approved for initial implementation the proposed Strategic Performance Management System (SPMS) of the Mountain Province State Polytechnic College that was accordingly revised to comply with the requirements of CSC Memorandum Circular No. 6, 2012.

Attached is a copy of our Regional Office Review Report and Certification of Approval of the said SPMS pursuant to CSC Office Memorandum No. 72, s. 2012, for your reference.

We look forward to a successful implementation of the SPMS of that agency.

Very truly yours,

Marilyn E. Taldo
ATTY. MARILYN E. TALDO
Director IV

Cc: CSFO-Mt. Province

BTZ 6/27/14

Agency SPMS Evaluation Guidepost

Agency Name	Mountain Province State Polytechnic College
Address	Bontoc, Mt. Province

Features	Indicators	Yes	No	Recommended Action
Key Players and Responsibilities	<ul style="list-style-type: none"> • Key players include the following: <ul style="list-style-type: none"> o SPMS Champion o Performance Management Team o Planning Office o HRM Office o Head of Office o Supervisor o Individual Employees • Functions are clearly spelled out • There is an Office Order/ Executive Order issued by the Agency Head 	* * * * * * * *		The Agency should include the Office Order issued by the University President on the Key Players of the SPMS.
Goal Aligned to Agency Mandate and Organizational Priorities and Outputs / Outcomes-Based	<ul style="list-style-type: none"> • Table of Major Final Outputs (MFOs) enumerating all products and services of the organization • Major final outputs are aligned to/address: <ul style="list-style-type: none"> o agency strategic priorities o agency mandates/vision/mission o OPIF Logframe o Philippine Development Plan o Organizational/Sectoral/ Societal Goals • Success indicators are identified for each major final output • Success Indicators are Specific, Measurable, Attainable, Realistic and Time-Bound (SMART) 	* * *		
Team approach to performance management	<ul style="list-style-type: none"> • SPMS guidelines provide for cascading of organizational unit's commitments/goals to individual staff members such that Individual work plans or commitment and rating forms are linked to the office/division/unit work plan or commitment and rating form • Guidelines provide that the average rating of 	* *		

	individual staff member should not go higher than the collective performance assessment of the office			
User-friendly Agency SPMS Forms	<ul style="list-style-type: none"> ◦ One Form for the Commitments (Target Setting) and Rating (Evaluation) for both Organization and Individuals ◦ Commitment and Rating Forms for both the organizational and individual performance are similar and easy to accomplish ◦ SPMS Forms that operationalize the four-stage Performance Management Cycle <ul style="list-style-type: none"> ◦ Performance Commitment and Rating Forms include columns for MFOs; Success Indicators (Targets + Measures); Actual Accomplishments; and Rating ◦ Commitments are agreed upon by the Management and officials/employees as indicated in the OPCR and IPCR forms ◦ Space is provided for Comments and Recommendations for Individual Employee Development ◦ Performance Monitoring and Coaching Form/Journal ◦ Performance Development Plan 	*		
Information System that Supports Monitoring and Evaluation	<ul style="list-style-type: none"> ◦ Monitoring and Evaluation mechanisms and Information System are established ◦ There is a database/ summary of targets and accomplishments which shall be the basis for verification of accomplishments 	*		
Communication Plan	<ul style="list-style-type: none"> ◦ There is a program to orient agency officials and employees on the new and revised policies on the SPMS ◦ The orientation schedules are indicated in the SPMS calendar 	*		To indicate the orientation schedules in the SPMS calendar
SPMS Cycle	<p>Four-Stage PMS Cycle are described in the Guidelines/ Manual</p> <ul style="list-style-type: none"> ◦ Performance Planning and Commitment ◦ Performance Monitoring and Coaching ◦ Performance Review and Evaluation ◦ Performance Rewarding and Development Planning 	*		
	1. Performance Planning and Commitment			
	◦ SPMS calendar shows that Officials and employees are required to submit their commitments prior to the start of the rating period	*		
	◦ SPMS calendar allots time for PMT review and recommendation of the Performance Commitments	*		

	<ul style="list-style-type: none"> SPMS calendar indicates period for Head of Agency/heads of offices approval of the Office Performance Commitment/Individual Performance Commitments 	*		
	2. Performance Monitoring and Coaching			
	<ul style="list-style-type: none"> Feedback session on the performance of the offices as well as the officials/ employees are provided in the guidelines and indicated in the SPMS Calendar 	*		
	<ul style="list-style-type: none"> Interventions are given to those behind work targets; in the Employee Feedback Form, a space is provided for recommended interventions 		*	To include the Employee Feedback Form in the Annexes
	<ul style="list-style-type: none"> There is a form or logbook to record critical incidents, schedule of coaching, and action plan 	*		
	3. Performance Review and Evaluation			
	<ul style="list-style-type: none"> Office accomplishments are assessed against the success indicators and the allotted budget against the actual expenses as indicated in the Performance Commitment and Rating Forms and provided in the guidelines 	*		
	<ul style="list-style-type: none"> Annual Agency Performance Review Conference is conducted as found in the SPMS Calendar 	*		
	<ul style="list-style-type: none"> Individual employee performance is assessed based on the commitments made at the start of the rating period 	*		
	<ul style="list-style-type: none"> Agency SPMS Rating Scale: Should fall within the range prescribed in MC 13, s. 1999 (Revised Policies on the PES) 	*		
	4. Performance Rewarding and Development Planning			
	<ul style="list-style-type: none"> There is a mechanism for discussion of assessment results by the Head of Office and supervisors with the individual employee at the end of the rating period 	*		
	<ul style="list-style-type: none"> There is a provision for the drawing up of a professional development plan to improve or correct performance of employees with Unsatisfactory or Poor performance rating 	*		
	<ul style="list-style-type: none"> Recommendations for developmental interventions are indicated in the Performance Commitment and Rating Form 	*		
	<ul style="list-style-type: none"> Provision in the guidelines on the linkage of SPMS with the Agency Human Resource Development Plan 	*		
	<ul style="list-style-type: none"> Provision in the guidelines on the tie-up of performance management system with the agency rewards and incentives (for top performing individuals, units and offices) 	*		
	<ul style="list-style-type: none"> The results of the performance evaluation are used as inputs to the Agency HR Plan and rewards and incentives 	*		
Rating Period	The Agency SPMS guidelines specify the			

	performance rating period:			
	<ul style="list-style-type: none"> • 3-Month Rating Period? • 6-Month Rating Period? • 1-Year Rating Period? 	*		
Rating Scale	• The Agency SPMS Guidelines specifies the 5 point numerical rating scale with adjectival descriptions and ranges.	*		
	• Agency SPMS Rating Scale falls within the range prescribed in MC 13, s. 1999 (Revised Policies on the PES)	*		
SPMS Calendar	<ul style="list-style-type: none"> • There is an annual calendar with activities, unit/person responsible and timeframe for each phase • There is a schedule for the SPMS orientation and SPMS pilot test 	*	*	To include the schedule of the SPMS orientation and SPMS pilot test in the SPMS calendar

CSRO/CSFO Review Report

Approved for Initial Implementation
 Disapproved
 For Revision

Reasons:
 Please see attached SPMS Evaluation Sheet.

Evaluated by:


CPS GEORGE A. WANZANO
 Printed Name and Signature of CSC Evaluator

May 12, 2014
 Date Signed

CERTIFICATION OF APPROVAL

The agency SPMS is hereby conditionally approved for initial implementation. A report of implementation of this SPMS shall be submitted to the CSRO within six months after initial implementation, which shall be the basis for final approval.


ATTY. MARILYN E. TALDO
 Director IV

Date Signed: May 16, 2014

Mountain Province State Polytechnic College
STRATEGIC PERFORMANCE MANAGEMENT SYSTEM

Pursuant to CSC Memorandum Circular No. 06, s. 2012 and CSC Resolution No. 1200481 promulgated on March 16, 2012, the Mountain Province State Polytechnic College adopts the following policies and procedures in the implementation of the Strategic Performance Management System (SPMS).

INTRODUCTION

Human resources are organization's most valuable, if not critical, asset. They are the backbone of every organization. They define and represent efficiency, effectiveness and the overall quality of service in any industry, most of all the government. Therefore, the need to establish a system that ensures not only the quality of performance of its workers but also the interrelation of accomplished outputs and outcomes which cascaded from the organization's vision and mandate or reason of existence.

While policies and systems for employees performance evaluation have long been in place in government, it must give way to various strategic shifts such as the performance management which puts emphasis on major final outputs and outcomes, use of success indicators (measures and targets) in measuring results, and the interventions in development planning.

Background

The Administrative Code of 1987 mandates the establishment of a performance evaluation system for all officers and employees in the career service to continually foster the improvement of individual employee's efficiency and organizational effectiveness. Mt. Province State Polytechnic College has been implementing the Performance Evaluation System based on the guidelines as set forth in CSC MC 13, s. 1999. However, with the government's policy shift to performance management MPSPC welcomes the new innovation.

Thus, the Mt. Province State Polytechnic College adopted the Strategic Performance Management System (SPMS) as a core management tool that will not only provide a scientific and verifiable basis in assessing MPSPC's organizational performance and the collective performance of individuals but gives emphasis as well to strategic alignment of MPSPC's thrusts with the day-to-day operations of the College's units, campuses and departments.

The SPMS Concept

Moving towards client satisfaction and creating a social impact, the MPSPC SPMS is a system which would meaningfully and objectively link employees' performance with that of the College's vision, mission and strategic goals. It is an instrument which would tell that the organization is ensuring the delivery of excellent public service by its high performing, competent and credible workforce.

Essentially, it is a means to professionalize the civil service and engender a meaningful sense of involvement, accountability and shared ownership.

Objectives

The core objective of the SPMS is to provide the means through which better results can be obtained from the organization, offices, and individuals by managing performance. Specifically, the objectives of the SPMS are the following:

- To concretize the linkage of MPSPC's overall performance with the College Strategic Plan and the Philippine Development Plan;
- To ensure organizational effectiveness by cascading institutional accountabilities to the various levels of the organization anchored on the establishment of scientific basis for performance targets and measures;
- To link performance management with other HR systems using one platform, that is, only one basis shall be used in performance evaluation, HR planning and interventions, reward and incentives, discipline and personnel actions;
- To improve Office and individual performance through a systematic approach via an ongoing process of establishing strategic performance objectives, measuring performance, and collecting, analyzing, reviewing, and reporting performance data; and
- To align individual and Office performance with the organization's strategic goals/vision putting premium on performance results of the organization.

Enabling Mechanisms

- Agency Strategic Plan or Office specific Logical Framework (Log frame) or goal-oriented planning
- A recruitment system that identifies competencies and other attributes required for particular jobs or functional groups;
- Job competency standards in determining the necessary Human Resource (HR) interventions to address competency gaps;
- An adequate rewards and incentive system;
- Institutionalized mentoring and coaching program;
- An ICT that supports project documentation, Knowledge management, monitoring and evaluation;
- Change management program; and
- Policy review and formulation.

Basic elements

The SPMS shall include the following basic elements:

1. **Goal Aligned to College's mandate and Organizational priorities.** Performances goals and measurement are aligned to the national development plans, agency mandate/vision/mission and strategic priorities and/or to ensure efficient use and management of inputs and work processes. These standards are integrated into the success indicators as organizational objectives are cascaded down to operational level.
2. **Outputs/Outcome-based.** The system puts premium on major final outputs that contributes to the realization of organizational mandate, mission/vision, strategic priorities, outputs and outcomes.
3. **Team-approach to performance management.** Accountabilities and individual roles in the achievement of organizational goals are clearly defined to give way to collective goal setting and performance rating. Individual's work plan or commitment and rating form is linked to the division/unit/office work plan or commitment and rating form to establish clear linkage between organizational performance and personnel performance.
4. **User-friendly.** The forms used for both the organizational and individual performance are similar and easy to accomplish. The organizational and individual major final outputs and success indicators are aligned to facilitate cascading of organizational goals to the individual staff members and the harmonization of organizational and individual performance ratings.
5. **Information System that supports Monitoring and Evaluation.** Monitoring and Evaluation mechanisms and Information System are vital component of the

SPMS in order to facilitate linkage between organizational and employee performance. The M&E and Information System will ensure generation of timely, accurate, and reliable information for both performance monitoring/tracking, accomplishment reporting, program improvement and policy decision-making.

6. **Communication Plan.** A program to orient College officials and employees on the new and revised policies on SPMS shall be implemented. This is to promote awareness and interest on the system, generate employees' appreciation for the MPSPC SPMS as a management tool for performance planning, control and improvement, and guarantee employees' internalization of their role as partners of management and co-employees in meeting organizational performance goals.

Scope

As an instrument which serves as standard for better alignment of individual and organizational objectives, this set of guidelines shall be used in determining, managing and measuring the individual and office performances with success indicators anchored in the target and measures set.

Key Players

The success of the SPMS relies on the people who are responsible for implementing it. Although all employees of an organization are important in the realization of the organizational goals, the creation of a Performance Management Team that will oversee the implementation of the SPMS will be critical to the success of the SPMS. The key players and their specific roles are described as follows:

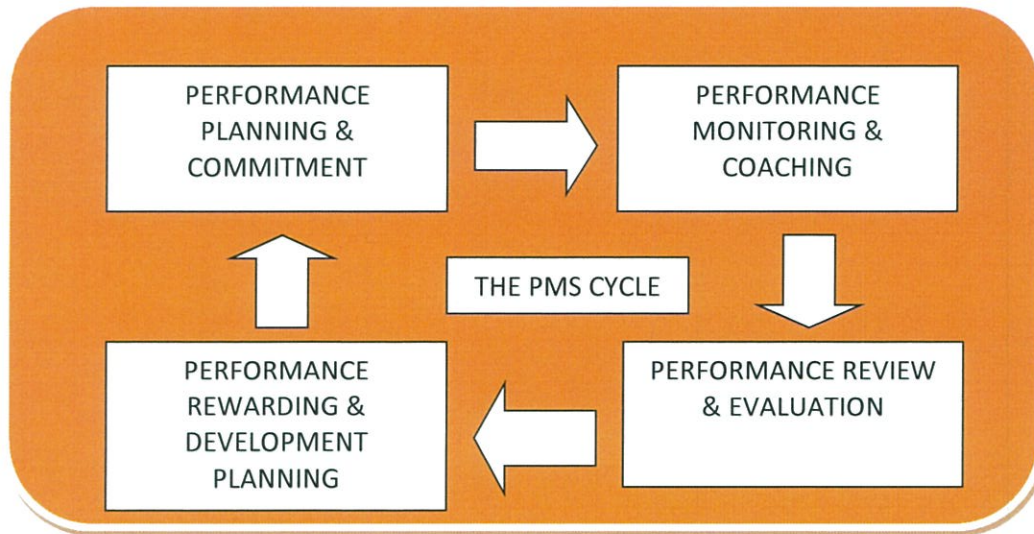
Player	Roles
The College President	<ul style="list-style-type: none"> • Champions the SPMS • Primarily responsible and accountable for the establishment and implementation of the SPMS. • Set the organization's performance goals/objectives and performance measures • Determines MPSPC's target setting period • Approves office performance commitment and rating • Assesses performance of Units and Campuses
Performance Management Team Composition: <ul style="list-style-type: none"> • Vice President for Administration as the Chairperson Members: <ul style="list-style-type: none"> • Head of Human Resource Management Office • Designated Planning Officer • Budget Officer • Accountant • Legal Officer • President of the Federated Faculty Clubs • The Designated Planning Officer shall serve as PMT Secretariat 	<ul style="list-style-type: none"> • Sets consultation meeting of all department heads for the purpose of discussing the targets set in the office performance commitment and rating form. • Ensures that Office performance targets and measures, as well as the budget are aligned with those of the agency and that work distribution of Offices/units is rationalized. • Recommends approval of the office performance commitment and rating to the College President. • Acts as appeals body and final arbiter for performance management issues of the agency. • Identifies potential top performers and provide inputs to the PRAISE Committee for grant of awards and incentives. • Adopts its own internal rules, procedures and strategies in carrying out the above responsibilities including schedule of meetings and deliberations, and delegation of authority to representatives in case of absence of its members.

Player	Roles
Planning Office	<ul style="list-style-type: none"> • Monitors submission of Office Commitment and Review Form and schedule the review/evaluation of Units/campuses/departments Commitments by the PMT before the start of a performance period. • Consolidates reviews, validates and evaluates the initial performance assessment of the unit/campus/department heads based on reported Office accomplishments against the success indicators, and the allotted budget against the actual expenses. The result of assessment shall be the basis of PMT's recommendation to the department head who shall determine the final Office rating. • Conducts an agency performance planning and review conference annually for the purpose of discussing the Office assessment for the preceding performance period and plan for the succeeding rating period with concerned department heads. This shall include participation of the Budget Officer as regards budget utilization. • Provides each unit/campus/department with the final Unit/Campus/Department Assessment to serve as basis of offices in the assessment of individual staff members.
Human Resource Management Office	<ul style="list-style-type: none"> • Monitors submission of Individual Performance commitment and Review forms by the unit/campus/department heads • Reviews the summary List of Individual Performance Rating to ensure that the average performance rating of employees is equivalent to or not higher than the Office Performance Rating as recommended by the PMT and approved by the College President. • Provides analytical data on retention, skill/competency gaps, and talent development plans that align with strategic plans. • Coordinates developmental interventions that will form part of the HR Plan.
MPSPC's head of the sectors (Vice Presidents)	<ul style="list-style-type: none"> • Assumes primary responsibility for performance management in his/her sector. • Conducts strategic planning session with the deans, department chairs and/or heads of units and agree on the outputs that should be accomplished based on the goals/objectives of the organization and submits the Office Performance Commitment and Review Form to the Planning Office. • Reviews and approves individual employee's Performance Commitment and Review Form for submission to the HRMO before the start of the performance period. • Submits a quarterly accomplishment report to the Planning Office based on the SPMS calendar. • Does initial assessment of office's performance using the approved Office Performance Commitment and Review Form. • Determines final assessment of performance level of the individual employees in his/her office based on proof of performance. • Informs employees of the final rating and identifies necessary interventions to employees based on the assessment of developmental needs. <ul style="list-style-type: none"> - Recommends and discuss a development plan with the subordinates who obtain unsatisfactory performance during the rating period not later than one (1) month after the end of the said period and prepares written notice/advice to subordinates that a succeeding unsatisfactory performance shall warrant their separation from the service. - Provides preliminary rating to subordinates showing Poor performance not earlier that the third (3rd) month of the rating period. A developmental plan shall be discussed with the concerned subordinate and issue a written notice that failure to improve their performance shall warrant their separation from the service.
Deans, department chairs, Unit heads	<ul style="list-style-type: none"> • Assumes joint responsibility with the MPSPC's heads of sectors or the vice presidents in ensuring performance objectives and targets. • Rationalizes distribution of targets/tasks. • Monitors closely the status of the performance of their subordinates and provide support and assistance through the conduct of coaching for the attainment of targets set by the campus/unit/department and individual employee.

Player	Roles
	<ul style="list-style-type: none"> Assesses individual employees' performance. Recommends developmental intervention.
Individual Employees	Act as partners of management and their co-employees in meeting organizational performance goals.

Specific Procedures

The SPMS follows the Four-Stage performance management cycle framework:



The SPMS Cycle

The SPMS shall follow the same four-stage PMS cycle that underscores the importance of performance management.

A. Performance Planning and Commitment

This is done at the start of the performance period where Vice Presidents meet with the campus deans/directors/heads of units and staff and agree on the outputs that should be accomplished by the Sector that are derived from the goals/objectives of the College.

During this stage, success indicators are determined. This shall serve as bases in the office and individual employee's preparation of their performance contract and rating form.

SUCCESS INDICATORS

Success indicators refer to the characteristics, property or attribute of achievements, accomplishments or effectiveness in the fulfillment of work plans for the year. They are performance level yardsticks consisting of performance measures and performance targets.

These shall be based on the College's strategic plan, sectoral action plans and the Annual Investment Plan. The success indicators for each MFO are found in the table of major final outputs.



Success indicators should be S-M-A-R-T which stands for:

- Specific – the indicators clearly indicate that which should be achieved and are easily understood.
- Measurable – the indicators are quantifiable or verifiable to determine whether the office/individual is meeting the objectives or not.
- Achievable – the indicators are attainable and realistic given the Office’s resources.
- Results-Oriented – the indicators focus on outputs geared towards realization of organizational outcomes.
- Time-bound – there is a time frame to achieve or complete the deliverables. It advances efficiency in delivering services.

PERFORMANCE MEASURES – are performance level yardsticks computed through the units of work measurements and according to their function, the process of which is as follows:

The College shall set the performance goals/objectives and performance measures of the organization as early as November of the current year for targets and measures for the next year of the non-teaching staff and May of the current year for targets and measures for the next academic year for the faculty or teaching staff. This shall serve as basis in the campus/unit/department preparation of the Office Performance Commitment and Review (OPCR). Commitments for the year shall be reflected in a way that semestral targets/activities are strategically reflected specifically milestones for projects that would be completed in six (6) months or more so that progressive outputs are identified and rated accordingly.

The Performance Management Team (PMT) shall review Office’s OPCR for the College President’s Approval. It shall ensure that the performance targets and measures and the budget are aligned with those of the organization and that work distribution of Offices is rationalized. Should modification be necessary in the submitted OPCR, the PMT shall inform the concerned department head of the proposed changes.

Performance measures need not be many. Only those that contribute to or support the outcomes that the organization aims to achieve shall be included in the OPCR, i.e., measures which must be relevant to the organization’s strategic priorities. The performance measures shall be continuously refined and reviewed.

Performance measures shall include any one, combination of, or all of the following general categories, whichever is applicable:

Category	Definition
Effectiveness/ Quality	The extent to which actual performance compares with targeted performance. The degree to which objectives are achieved and the extent to which targeted problems are solved. In management, effectiveness relates to getting the right things done.
Efficiency	The extent to which time or resources is used for the intended task or purpose. Measures whether targets are accomplished with a minimum amount or quantity of waste, expense, or unnecessary effort. Budget to be included is the MOOE allotted for each delivery unit. MOOE is further delimited to travel, trainings/seminars, and office supplies.

Timeliness	Measures whether the deliverable was done on time based on the requirements of the law and/or clients/stakeholders. Time related performance indicators evaluate such things as project completion, deadlines, time management skills and other time-sensitive expectations.
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The OPCR shall be the basis for the Individual Performance Commitment and Review (IPCR) to be prepared by the supervisors.

TARGET SETTING

1. Major final outputs arising from the core and support functions of the Office shall be indicated as performance targets aside from the Office commitments explicitly identified under each strategic priority/ initiative.
Two forms are used for setting the targets: (1) Office Performance Contract and Review for the Office or the OPCR; and (2) Individual Performance Commitment and Review or the IPCR of every employee.
2. The targets shall take into account any or all of the following:
 - Historical data. The data shall consider past performance.
 - Benchmarking. This involves identifying and comparing the best departments or units within the College with similar functions or processes. Benchmarking may also involve recognizing existing standards based on provisions or requirements of the law.
 - Client demand. This involves a bottom-up approach where the Office sets targets based on the needs of its clients. The Office may consult with stakeholders and review the feedback on its services.
 - Linkages with national line agencies. Special programs/ projects that may be implemented through the initiative of national line agencies and downloaded for implementation by the College.
 - Top Management Instruction. The College President may set targets and give special assignments.
 - Future trend. Targets may be based from the results of the comparative analysis of the actual performance of the Office with its potential performance.
3. In setting work targets, the non-teaching staff in the campuses/units/departments shall observe the cutoff date of every 15th of December and every 15th of June for the 1st and 2nd semesters, respectively. For campus deans, the work targets will be submitted by 7th day of June for the first semester and Nov. 7 for the second semester. For the units/departments, the work targets will be submitted on the 15th of June and November for the first and second semester respectively. For the faculty or teaching staff, they shall observe the cut-off date of every 30th of June and every 30th day of November for the 1st and 2nd semester respectively.
4. SPMS Table of Performance Standard/ Measures (success indicators), determine the type and number of output the office/unit is mandated to deliver. In cases where the work outputs identified do not have corresponding measures/ standards, the office shall provide the specific performance measure or success indicators and targets. This will be subject to the evaluation of the PMT.
5. The Office shall compute the budget per program/ project by expense account to ensure that budget allocation is strategy-driven.

6. The Office shall also identify specific campus/unit/department/individuals as primarily accountable for producing a particular target output per program/project/activity.
7. Amendments to the OPCR may be allowed at any time to accommodate intervening tasks subject to the review of the PMT and approval of the College President.
8. A meeting with the College President shall be held specifically for the purpose of reviewing the OPCRs where campus deans/unit heads/department chairs shall present their respective OPCRs.
9. The approved OPCR shall serve as basis for individual performance targets and measures which shall be reviewed and approved by the campus deans/unit heads/department chairs for submission to the HR Office.

B. Performance Monitoring and Coaching

This is the phase where the raters (vice presidents, campus deans/unit heads/department chairs) monitor the work activities of employees and progress of work output. The rater is expected to address factors that either help or hinder effective work performance and design tracking tools or monitoring strategies as may be needed.

Essentially, the focus is on the critical function and strategies shift of supervisors as front runner of development planning with emphasis on the strategic role of being an enabler/coach/mentor rather than a mere evaluator.

At this stage, supervisors should fully exercise or practice this management development intervention in enhancing the potentials of every employee under them. The supervisor shall periodically check on the progress and quality of work output of the Office/Division/Individual employee.

1. **Monitoring.** The performance of Offices and every individual shall be regularly monitored at various levels: i.e., College President, Planning Office, vice presidents, campus deans/unit heads and individual, on a regular basis, but shall not be limited to the following schedule:
 - 1.1 The College President shall review the performance of the Offices at least once a year.
 - 1.2 The planning officer shall summarize and analyze the performance of the Offices every six months or at the end of each performance period.
 - 1.3 The vice presidents, campus deans/unit heads shall monitor on a regular basis the performance of the departments and employees under them. They shall meet with them to discuss performance and the progress of work. Each individual shall likewise monitor and assess his/her performance regularly.

Monitoring may be conducted through meetings, one-on-one discussion, memorandum and review of pertinent documents such as reports and communications and tracking forms to ensure timely completion and quality execution of deliverables. Monitoring is also done to avert any untoward incident or address constraints and challenges, if any.
2. **Coaching.** This is a critical function of a supervisor aimed at empowering and helping individual employees in their work assignments. Supervisors shall adopt team coaching in the management of work within the Office/Unit to help the unit become focused on a shared goal to accomplish a task or complete a deliverable.

3. **Form.** The supervisors shall maintain a journal using the Performance monitoring and coaching form to record the conduct of monitoring and coaching which shall contain the date and form of monitoring /coaching, brief statement of the purpose of the monitoring/coaching, name of persons monitored/coached as well as critical incidents noted, if any.

Both the supervisor and the supervisee shall affix their signatures in the space provided and shall submit all the accomplished forms to the HR Office after each quarter.

C. Performance Review and Evaluation

This phase aims to assess both office and individual employee's performance level based on set performance targets and measures as approved in the office and individual performance contracts (OPCR and IPCR). The rater objectively determines the gaps between the actual and desired performance.

1. Office Performance Assessment
 - 1.1 The College President shall assess and evaluate the performance of the five sectors identified namely Office of the President, GASS, Research, Extension and Higher Education Services
 - 1.2 The Vice Presidents or heads of the sectors shall initially assess the Office's performance using the OPCR
 - 1.3 The Planning Officer shall validate the accomplishments reported by offices as necessary.
 - 1.4 Various rating scales shall be used for specific set of measures, as follows:
 - Core function – These are the functions which are not found in the strategic plans but are being done by the employees to implement and deliver the mandates of the College.
 - Strategic Function- These are functions which are spelled out in the strategic plans.
 - Support Function - these are functions that provide necessary resources to enable the College to effectively perform its mandate. Such are functions not directly related to the output of the office. These functions can also be referred to as functions which support operations.

GENERAL RATING SCALE

Rating		Description
Numerical	Adjectival	
5	Outstanding	130% and above meeting the success indicators
4	Very Satisfactory	115% to 129.99% of the success indicators
3	Satisfactory	100% to 14.99% of the success indicators
2	Unsatisfactory	51% to 99.99% of the success indicators
1	Poor	Below 50.99% of the success indicators

RATING SCALE FOR EFFECTIVENESS/ QUALITY

Rating		Description
Numerical	Adjectival	
5	Outstanding	Actual output is 130% and above of target
4	Very Satisfactory	Actual output is 115% - 129.9% of target
3	Satisfactory	Actual output is 100% - 114.9% of target
2	Unsatisfactory	Actual output is 51% - 99.9% of target
1	Poor	Actual output is 50.9% and below of target

RATING SCALE FOR TIMELINESS

Rating		Description
Numerical	Adjectival	
5	Outstanding	Task completed 30% and above before the target date
4	Very Satisfactory	Task completed 15% - 29.9% before the target date
3	Satisfactory	Task completed on the target date to 14.9% before the target date
2	Unsatisfactory	Task completed 0.9% - 51% after the target date
1	Poor	Task completed by more than 51% after the target date

EFFICIENCY RATING SCALE

Rating		Description
Numerical	Adjectival	
5	Outstanding	Task completed using less than 30% and above of the budget
4	Very Satisfactory	Task completed using less than 15% - 29.9% of the budget
3	Satisfactory	Task completed using the whole budget to less than 14.9% of the budget
2	Unsatisfactory	Task completed using more than 0.9% - 51% of the budget
1	Poor	Task completed using more than 51% of the budget

1.5 Critical factors affecting the delivery of work output shall be reflected and computed/ averaged (A) in the columns provided for in the OPCR Form using the standards for Quality/Effectiveness (Q), and the above rating scales for Efficiency (E), and Timeliness (T).

1.6 In computing the final rating of the office and individual performance, the following weight allocation shall be followed:

- Core Functions –50%
- Strategic Programs – 30%

- Support Functions – 20%

RATING	
Numerical Scale	Adjectival
4.51 – 5.00	OUTSTANDING
3.51 – 4.50	VERY SATISFACTORY
2.51 – 3.50	SATISFACTORY
1.51 – 2.50	UNSATISFACTORY
1.00 – 1.50	POOR

SAMPLE COMPUTATION

50% Core Functions, 30% Strategic Programs, and 20 Support Functions		
Category	MFO	Rating
Core Function	4	$3+3+2+4 = 12/4 = 3 \times 50\% = 1.50$
Strategic Program	2	$4+4 = 8/2 = 4 \times 30\% = 1.20$
Support Function	1	$4 \times 20\% = 0.80$
Total/ Final Overall Rating		$1.50 + 1.20 + 0.80 = 3.50$
Adjectival Rating		Satisfactory

- 1.7 At the end of the rating period, the College's sector shall submit the accomplishments using the OPCR to the Planning Office for evaluation/ validation (refer to calendar).
- 1.8 The Planning Office shall return to the Offices the validated accomplishments, with the summary report per Office. An Office is given three (3) days to comment on the validated accomplishments otherwise the Planning Office shall consider it as final for submission to the College President for final assessment.
- 1.9 To assist the College President evaluate performance, the Planning Office shall consolidate, review, validate and evaluate the initial performance assessment of the sector head based on reported Office accomplishments against the success indicators, and the allotted budget against the actual expenses.
- 1.10 A performance review conference shall be conducted by the College President annually. The Planning Office shall facilitate the discussion of Office assessment with concerned sector heads. This shall include participation of the Budget Officer as regard to budget utilization. To ensure complete and comprehensive performance review, all Offices shall submit a quarterly accomplishment report to the Planning Office (refer to attached calendar).

2. Performance Assessment and Evaluation for Individual Employees

- 2.1 The immediate supervisor shall assess individual employee performance based on the commitments made at the beginning of the rating period. The supervisor shall indicate qualitative comments, observations and recommendations in the IPCR to include behavior and critical incidents that may be considered for other human resource development purposes such as promotion and other interventions. Said assessment shall be discussed with the concerned individual prior to the submission of the IPCR to the department head.
- 2.2 The department head shall make the final assessment of performance level of the individual employees in his/her Office. The final assessment shall correspond to the adjectival description of Outstanding, Very Satisfactory, Satisfactory, Unsatisfactory and Poor. The department head may adopt appropriate mechanism to assist him/her distinguish performance level of individuals such as, but not limited to, peer ranking and client satisfaction.

2.3 The average of all individual performance assessments shall not go higher than the collective performance assessment of the Office.

2.4 The department head shall ensure that the performance assessment of the employees is submitted to the HRMO within the prescribed time.

For purposes of assigning delivery units of faculty with designations, they will belong to the delivery unit where the faculty spends more time in.

2.5 The PMT shall serve as the appeals body and final arbiter on performance concerns. An employee who does not agree with the performance assessment received may file an appeal with the PMT through the HRMO within 10 days from receipt of the final approved IPCR from the department head. The PMT shall decide on the appeals within one month from receipt of such appeal.

Non-submission or unjustifiable delay in the submission of the OPCR/IPCR shall disqualify the sector and the staff for awards and incentives.

D. Performance Rewarding and Development Planning

In this process, the head of the sector (vice presidents) and supervisors shall discuss with the individual employee to assess the strengths, competency-related performance gaps and the opportunities to address these gaps, career paths and alternatives.

Part of the individual employee's evaluation is the competency assessment vis-a-vis the competency requirements of the job. The result of the assessment shall be discussed by the department head and supervisors with the individual employees at the end of each rating period. The discussion shall focus on the strengths, competency-related performance gaps and the opportunities to address these gaps, career paths and alternatives.

The result of the competency assessment shall be treated independently of the performance rating of the employee.

Appropriate developmental interventions shall be made available by the department head and supervisors in coordination with the HRM Office.

A professional development plan to improve or correct performance of employees with Unsatisfactory and Poor performance ratings must be outlined, including timeliness, and monitored to measure progress.

The results of the performance evaluation/ assessment shall serve as inputs to the:

- Department heads in identifying and providing the kinds of interventions needed, based on the developmental needs identified;
- HRM Office in consolidating and coordinating developmental interventions that will form part of the Human Resource Plan and the basis for rewards and incentives;
- PMT in identifying potential PRAISE Awards nominees for various awards categories; and
- PRAISE Committee in identifying top performers of the organization who qualify for rewards and incentives.

Rating Period

The College adopts a semi-annual performance evaluation period.

1.1 The College shall follow two rating periods. For the non-teaching staff, the rating period shall be January 1 to June 30 for the first semester and July 1 to December 31 for the second semester. For the faculty members, their rating period shall be June 1 to October 31 for the first semester and November 1 to March 31 for the second semester. For faculty members with designations in the academic sector, they shall follow the rating period of the faculty except for the second semester where their rating period shall extend up to May 31 of the academic year.

For faculty members with designations administrative in nature, they shall follow both rating periods; the non-teaching rating period for their administrative functions and the faculty rating period for their instruction functions. The rating of these faculty members for each semester shall be the average of their ratings in both administrative and instruction functions.

A five-point rating scale, 5 being the highest and 1 the lowest, shall also be adopted.

SPMS Rating Scale

Rating		Description
Numerical	Adjectival	
5	Outstanding	Performance represents an extraordinary level of achievement and commitment in terms of quality and time, technical skills and knowledge, ingenuity, creativity and initiative. Employees at this performance level should have demonstrated exceptional job mastery in all major areas of responsibility. Employee achievement and contributions to the organization are of marked excellence.
4	Very Satisfactory	Performance exceeded expectations. All goals, objectives and targets were achieved above the established standards.
3	Satisfactory	Performance met expectations in terms of quality of work, efficiency and timeliness. The most critical annual goals were met.
2	Unsatisfactory	Performance failed to meet expectations, and/or one or more of the most critical goals were not met.
1	Poor	Performance was consistently below expectations, and/or reasonable progress toward critical goals was not met. Significant improvement is needed in one or more important areas.

Uses of Performance Ratings

1. Security of tenure of those holding permanent appointments is not absolute but is based on performance.

Employees who obtained Unsatisfactory rating for one rating period or exhibited poor performance shall be provided appropriate developmental intervention by the department head and supervisor (Division/ unit head), in coordination with the HRM office, to address competency-related performance gaps.

If after advice and provision of developmental intervention, the employee still obtains Unsatisfactory rating in the immediately succeeding rating period or Poor

rating for the immediately succeeding rating period, he/she may be dropped from the rolls. A written notice/advice from the College President at least 3 months before the end of the rating period is required.

2. The PMT shall validate the Outstanding performance ratings and may recommend concerned employees for performance-based awards. Grant of performance-based incentives shall be based on the final ratings of employees as approved by the College President.
3. Performance ratings shall be used as basis for promotion, training and scholarship grants and other personnel actions.

Employees with Outstanding and Very Satisfactory performance ratings shall be considered for the above mentioned personnel actions and other related matters.

4. Officials and employees who shall be on official travel, approved leave of absence or training or scholarship programs and who have already met the required minimum rating period of 90 days shall submit the performance commitment and rating report before they leave the office.
For purpose of performance-based benefits, employees who are on official travel, scholarship or training within a rating period shall use their performance ratings obtained in the immediately preceding rating period.
5. Employees who are on detail or secondment to another office shall be rated in their present or actual office, copy furnished their mother office. The ratings of those who were detailed or seconded to another office during the rating period shall be consolidated in the office, either the mother (plantilla) office or present office, where the employees have spent majority of their time during the rating period.

Sanctions

Unless justified and accepted by the PMT, non-submission of the Office Performance Commitment and Review form to the PMT, and the Individual employee's Performance Commitment and Review forms to the HRM Office within the specified dates shall be a ground for:

1. Employees' disqualification for performance-based personnel actions which would require the rating for the given period such as promotion, training or scholarship grants and performance enhancement bonus, if the failure of the submission of the report form is the fault of the employees.
2. An administrative sanction for violation of reasonable office rules and regulations and simple neglect of duty for the supervisors or employees responsible for the delay or non-submission of the office and individual performance commitment and review report.
3. Failure on the part of the heads of the sectors (vice presidents), campus deans, unit heads and department chairs to comply with the required notices to their subordinates for their unsatisfactory or poor performance during a rating period shall be a ground for an administrative offense for neglect of duty.

Appeals

1. Office performance assessment as discussed in the performance review conference shall be final and not appealable. Any issue/appeal on the initial performance assessment of an Office shall be discussed and decided during the performance review conference.

2. Individual employees who feel aggrieved or dissatisfied with their final performance ratings can file an appeal with the PMT within ten (10) days from the date of receipt of notice of their final performance evaluation rating from the head of the sector (vice president), campus dean, unit heads or department chairs. An Office/unit or individual employee, however, shall not be allowed to protest the performance ratings of other office/unit or co-employees. Ratings obtained by other office/unit or employees can only be used as basis or reference for comparison in appealing one's office or individual performance rating.
3. The PMT shall decide on the appeals within one month from receipt.
4. Officials or employees who are separated from the service on the basis of Unsatisfactory or Poor performance rating can appeal their separation to the CSC or its regional office within 15 days from receipt of the order or notice of separation.

ANNEXES

A. Office Performance Commitment and Review Form

Office Performance Commitment and Review (OPCR)

I, _____, Provincial Government Department Head of LGU Ilugao, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to December, 2014.

PGDH
Date: 1-Oct-13

Approved by*													
RECOMMENDING APPROVAL		Date		Approved by									
PMT Chair				Hon. DENIS HABAWEL LCE									
MFO	PPAs/ Success Indicators Annual Target	1st sem target	2nd sem target	Allotted Budget	Work Unit/ individuals	Actual Accomplishments/	Rating				1st Sem	2nd sem	Remarks
							Q	E	T	A			
1. (organizational outcome/ sectoral goal) Core functions:													
2. (organizational outcome/ sectoral goal) Strategic functions:													
3. (organizational outcome/ sectoral goal) Support functions:													

Performance Rating

Category	Average rating	Rating	
Strategic Priority- MFO Success Indicators	() %		5 – Outstanding
			4 – Very Satisfactory
			3 – Satisfactory
			2 – Unsatisfactory
			1 – Poor
Core Functions- MFO Success Indicators	() %		
Support Functions- MFO Success Indicators	() %		
Total Overall Rating			
Final Average Rating			
Adjectival Rating			

Assessed by	Date	Final Rating by	Date
PMT		LCE	

C. TABLE OF MAJOR FINAL OUTPUTS (MFOs) to be finalized per sector

Organizational Outcome/ Sectoral Goals	Major Final Outputs	P/As	Performance Standards		
			Performance Measures	Performance Targets	

D. SPMS Calendar (non-teaching)

Activity	Submit to	Schedule												
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
1. Performance Planning and Commitment														
OPCR for review	PMT												30 th	
PMT review report	College President													15 th
College President approval of OPCR														30 th
IPCR	Vice Presidents, Unit Heads	10 th						10 th						
	HRMO	15 th						15 th						
2. Performance Monitoring and Coaching														
Monitoring by:														
• College President		Once a year												
• Planning Officer		Per semester												
• Vice Presidents		Regular basis												
• Campus Executive Deans, Unit Heads, Directors, Department Chairs		Regular basis												
• Individual staff		Regular basis												
Form	Planning Office	After end of quarter												
3. Performance Review and Feedback														
OPCR	Planning Office	15 th						15 th						
Planning Office to review, evaluate and validate OPCR against targets and return validated OPCR to vice presidents, executive deans, directors, unit heads and department chairs														
Planning Office to submit Performance assessment and facilitate performance review by the College President	PMT/ College President		25 th						25 th					
Annual Performance review	College President													15 th
IPCR	Sectors/Units/Campuses		25 th						25 th					
Department head submit IPCR	HRMO		EO mo						EO mo					
4. Performance Rewarding and Development Planning														
PMT to submit top performers list	College President			15 th										
HRMO's Office Performance Assessment	Budget Officer			15 th										

Note: In the event that the deadline falls on a non-working holiday, submission is on the next working day.

E. SPMS Calendar (teaching)

Activity	Submit to	Schedule											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1. Performance Planning and Commitment													
OPCR for review	PMT					15 th							
PMT review report	College President					30 th							
College President approval of OPCR							5 th						
IPCR	Vice Presidents, Unit Heads						15 th					15 th	
	HRMO						20 th					20 th	
2. Performance Monitoring and Coaching													
Monitoring by:													
• College President		Once a year											
• Planning Officer		Per semester											
• Vice Presidents		Regular basis											
• Campus Executive Deans, Unit Heads, Directors, Department Chairs		Regular basis											
• Individual staff		Regular basis											
Form	Planning Office	After end of quarter											
3. Performance Review and Feedback													
OPCR	Planning Office					15 th							15 th
Planning Office to review, evaluate and validate OPCR against targets and return validated OPCR to vice presidents, executive deans, directors, unit heads and department chairs													
Planning Office to submit Office Performance assessment and facilitate performance review by the College President	PMT/ College President					25 th							25 th
Annual Performance review	College President												15 th
IPCR	Sectors/Units/Campuses					25 th							25 th
Department head submit IPCR	HRMO					End of Mo.							End of Mo.
4. Performance Rewarding and Development Planning													
PMT to submit top performers list	College President					15 th							
HRMO's Office Performance Assessment	Budget Officer					15 th							

F. Summary List of Individual Performance Ratings (Sample)

Office of the Provincial Agriculturist Performance assessment: Very Satisfactory

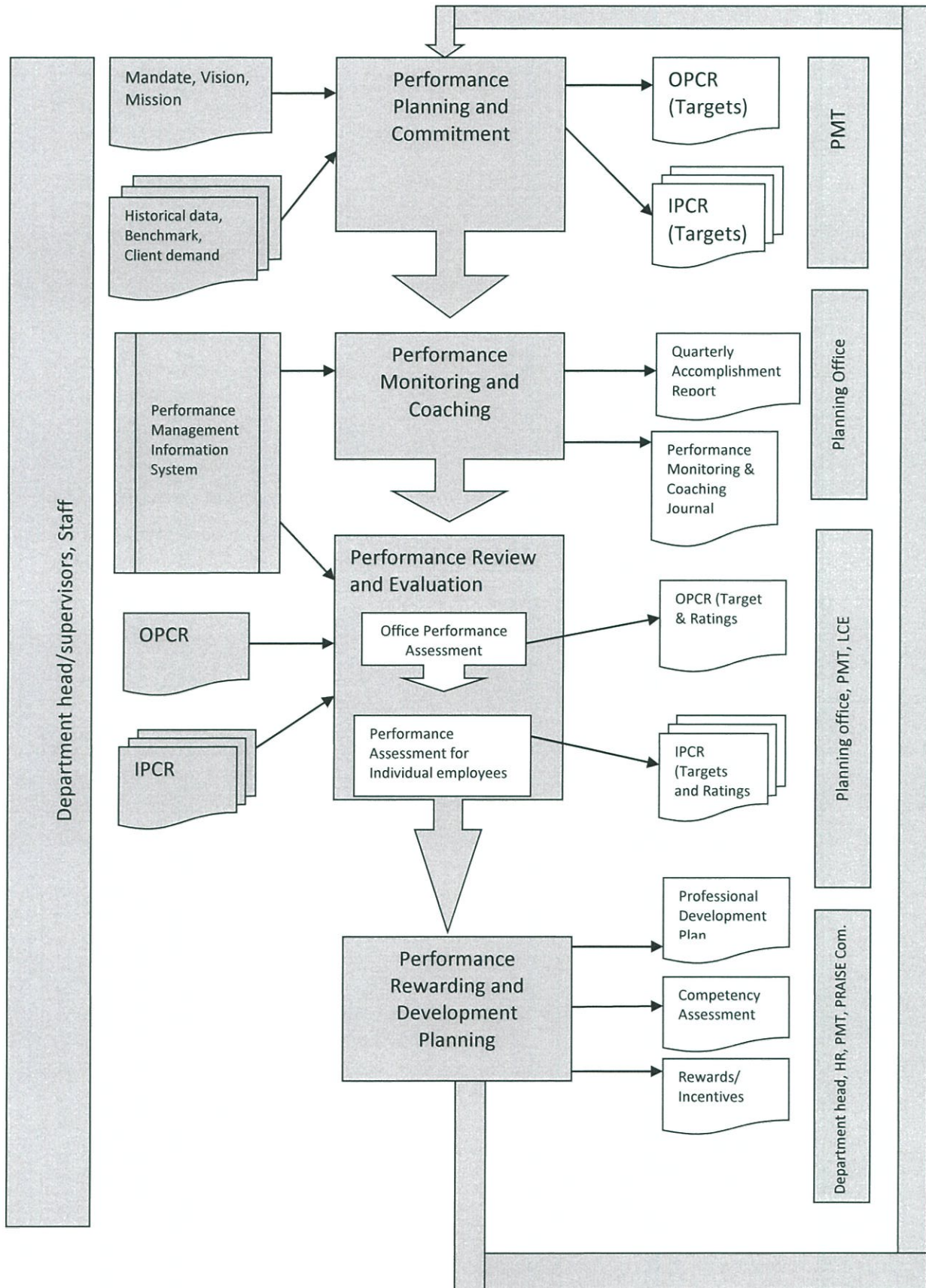
Technical Division	Rating	
	Numerical	Adjectival
Division Rating	4	Very Satisfactory
Employee 1	4	Very Satisfactory
Employee 2	5	Outstanding
Employee 3	3	Satisfactory
Employee 4	4	Very Satisfactory
Employee 5	4	Very Satisfactory
No. of employees = 5 Average ratings of staff	20/5 = 4	Very Satisfactory

Agricultural Engineering Division	Rating	
	Numerical	Adjectival
Division Rating	3	Satisfactory
Employee 1	3	Satisfactory
Employee 2	4	Very Satisfactory
Employee 3	2	Unsatisfactory
Employee 4	3	Satisfactory
No. of employees = 5 Average ratings of staff	12/4 = 3	Satisfactory

Administrative Services Division	Rating	
	Numerical	Adjectival
Division Rating	5	Outstanding
Employee 1	5	Outstanding
Employee 2	4	Very Satisfactory
Employee 3	5	Outstanding
Employee 4	4	Very Satisfactory
No. of employees = 5 Average ratings of staff	18/4 = 4.5	Outstanding

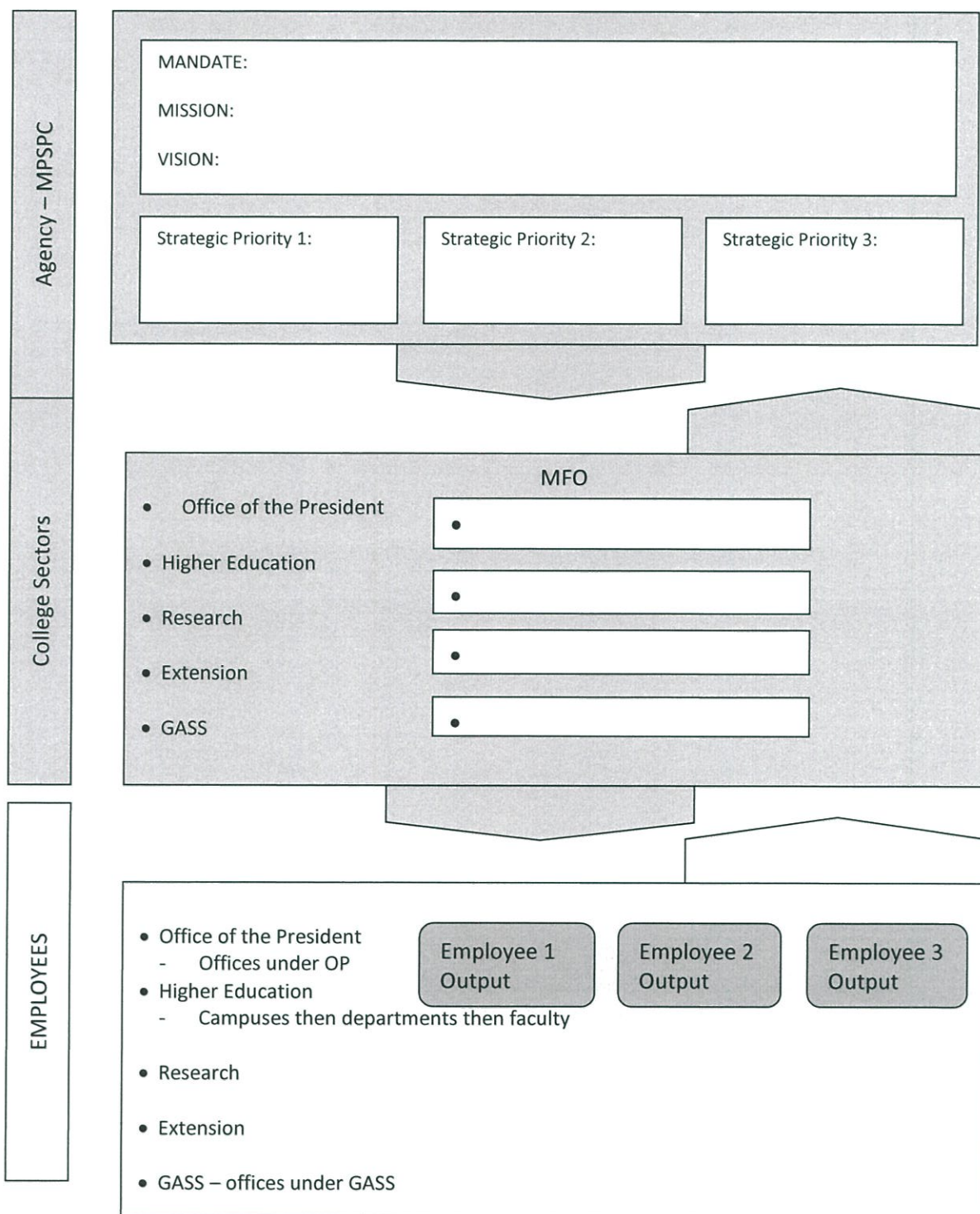
Summary: Technical Division 4 Very Satisfactory
 Agricultural Engineering Division 3 Satisfactory
 Administrative Services Division 5 Outstanding
 Average 12/3 = 4 Very Satisfactory

G. PMS Process Flowchart



H. Performance Planning and Commitment

(Illustration showing cascading of College mandates/strategic priorities to sectors, campuses, units, departments and individual Commitments)



I. Performance Monitoring and Coaching Journal

	1 st	RECORDED
	2 nd	
	3 rd	
	4 th	

Name of Division _____
 Division Chief _____
 Number of Personnel in the Division _____

Activity	Mechanism/s			Remarks	
	Meeting		Memo		Others (Pls specify)
	One-in-one	Group			
Monitoring					
Coaching					

Please indicate the date in the appropriate box when the monitoring was conducted

Conducted by:	Date:	Noted by:	Date:
Immediate supervisor		Department Head	

J. Performance Monitoring and Coaching
 (Illustration showing a Sample Tracking Tool for Monitoring Targets)

Sector/Office: _____

Major Final Output	Tasks	Assigned Employee	Period/ Duration	Task Status				Remarks
				Week 1	Week 2	Week 3	Week 4	
1.	1.							
	2.							
	3.							
2.	1.							
	2.							
	3.							
	4.							
3.	1.							
	2.							
	3.							
	4.							

K. Performance Rewarding and Development
 (Professional Development Plan Template)

Professional Development Plan

Date:

Target date	
Review date	
Achieved date	

Aim	
Objective	

Task	Next step
Comments	



Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

TABLE OF MAJOR FINAL OUTPUTS
GENERAL ADMINISTRATIVE SUPPORT SERVICES SECTOR (GASS)

ADMINISTRATIVE DIVISION

RECORDS UNIT

Organizational Outcome/ Sectoral Goal	Major Final Outputs	P/As	PERFORMANCE STANDARDS		
			Performance Measures	Performance Targets	Success Indicators
Ensure sound resource management and systematic delivery of support services	Records management services	Systematic filing and retrieval of college records and communications	records/communications filed and acted upon according to existing standards.	- college records/communications systematically filed	- college records/communications systematically filed and acted upon according to standards.
		Review of records management manual	records management manual reviewed	records management manual	records management manual approved by BOT
		Ensuring the proper storage of inactive files and disposition of obsolete and valueless records/ documents	- properly stored inactive files and disposed records according to standards	- inactive files stored and valueless documents/records disposed	- all inactive files/records are properly stored and valueless records/documents are disposed according to standards.
		recording/reproduction /routing of incoming and outgoing communications	- communications recorded upon receipt and dispatch	- all communications recorded	all communications recorded upon receipt and dispatch
		- preparation of unit annual budget and Procurement Planning & Management Program	- annual budget/procurement plan prepared according to workplan.	- one annual budget/procurement plan prepared	- unit annual budget/procurement plan prepared within the deadline

Prepared by : CARMEN A. NGAMILOT
 Administrative Officer III



**Republic of the Philippines
MOUNTAIN PROVINCE STATE POLYTECHNIC COLLEGE
Bontoc, Mountain Province**

**MAJOR FINAL OUTPUTS
GENERAL ADMINISTRATIVE SUPPORT SERVICES (GASS)**

ADMINISTRATIVE DIVISION

Supply and Property Management Unit

Organizational Outcome/ Sectoral Goals	Major Final Outputs	P/As	Performance Standards		
			Performance Targets	Performance Measures	Success Indicator (Measures + Targets)
Responsible, morally uprights, and excellent procurement and used of supplies, Materials and Equip-ments	Provide Effective and Efficient Supply and Property Management System	Preparation of APP 1. Call for the preparation of PPMP (SPMO)	Submitted PPMP's	75% of all units submitted their PPMP's	Compiled PPMP's submitted to BAC secretariat
		2. Consolidation of PPMP's into an APP. (BAC secretariat)	Consolidated PPMP's into APP	1 APP for fund 164 1 APP for fund 101	Approved APP for Implementation
		Procurement Process 1. Preparation, Numbering and processing of Purchased Request (SPMO)	Purchase Request prepared on time based on approved APP	75% of the requested SME's listed in the APP were processed	Purchased request submitted for approval
		2. Check Availability of Supplies for approved PR at the DBM depot. (SPMO)	Requested Supplies pass thru DBM depot for supply inquiry.	90% of purchased request were referred to DBM depot for availability of stocks	SME's are purchased at DBM
		3. Preparation of required	Complete procurement	All SME's not available at the	

Organizational Outcome/ Sectoral Goals	Major Final Outputs	P/As	Performance Standards		
			Performance Targets	Performance Measures	Success Indicator (Measures + Targets)
		documents if procured at DBM Depot (SPMO)	documents prepared	DBM depot were prepared with CP and Bid documents.	
		4. Preparation of circular proposals/bid documents (For supplies not available at the DBM depot) (BAC/SPMO)	Prepared Circular proposals and bidding documents	95% successful bidding	Circular proposal and bidding Documents submitted for approval
		5. Bidding process (BAC/TWG/Secretariat)	Approved circular proposals and bidding documents were processed smoothly	100% delivered SME's were received	Purchased Order and Notice of Award
		6. Receiving of delivered SME's. (SPMO)	Awarded contracts must be delivered on time	100% delivered SME's were inspected and accepted	SME's available when needed
		7. Inspection and acceptance of delivered SME's (SPMO/inspection team)	Delivered SME's were inspected and accepted according to quantity and specifications	85% of requested supplies are used properly by the end-user	Inspection and acceptance report submitted
		Property Management			
		1. Request and Issuance of SME's (SPMO)	SME's are issued to employees who really need it.	100% of SME's have updated Stock card and Property card	Program-based requisition Output-based distribution of SME's (RIS and ARE)
		2. Posting, carding and maintaining and updating SME stock and property card (SPMO)	Updated Property and Stock card	All actions are based on approved policies	Immediate identification of balances using Stock and property cards as reference
		3. Record keeping (SPMO)			Updated records available
			Approved policies for	Documents of Disposal conducted	Improve internal controls (Supplier, cost, quality of procured materials, prompt delivery, etc.)

Organizational Outcome/ Sectoral Goals	Major Final Outputs	P/As	Performance Standards		
			Performance Targets	Performance Measures	Success Indicator (Measures + Targets)
		<p>4. Fine-tuning of Internal Policies on procurement, requisition, issuance record keeping of supplies, materials and equipments (SPMO)</p> <p>5. Continuous inventory and identification of serviceable and unserviceable properties (SPMO)</p> <p>6. Conduct regular Disposal and Appraisal of Government Properties (SPMO/disposal committee)</p> <p>7. Security and Maintenance</p> <p>Report Preparation A. Annual Reports a.1 Inventory/Screening Report a.2 Fully Depreciated Equipment Under 10,000.00</p>	<p>implementation</p> <p>Full inventory and identification of serviceable and unserviceable properties</p> <p>Documents required for the conduct of disposal were prepared and implemented</p> <p>- Approved policy - Responsibility for Maintenance - Documented Maintenance - Acquired Warranties - Secured SME's - Accomplished Insurance</p> <p>Timely submission of required reports</p>	<p>1 disposal of unserviceable equipments per year</p> <p>Prepared Documents</p> <p>All required reports submitted</p>	<p>Overstocking of unserviceable equipments are minimized</p> <p>Secured and Well maintained SME's</p> <p>No memo received in relation to none submission of reports</p> <p>Approved manual</p>

Organizational Outcome/ Sectoral Goals	Major Final Outputs	P/As	Performance Standards		
			Performance Targets	Performance Measures	Success Indicator (Measures + Targets)
		Report a.3 Physical Inventory of Property Reports B. Monthly Reports C. Special Reports Preparation of MPSPC Supply and Property Management Manual	Prepared SPM Manual	1 SPM manual submitted	

Prepared by:

ELPECIO B. MARRERO JR.
 Administrative Officer V



Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

TABLE OF MAJOR FINAL OUTPUTS
GENERAL ADMINISTRATIVE SUPPORT SERVICES SECTOR (GASS)

ADMINISTRATIVE DIVISION
GENERAL SERVICES OFFICE (GSO)

ORGANIZATIONAL OUTCOME/ SECTORAL GOAL	MAJOR FINAL OUTPUTS	P/As	PERFORMANCE STANDARDS		
			PERFORMANCE MEASURES (Quality)	PERFORMANCE TARGETS (Quantity)	SUCCESS INDICATORS (Measures + Targets)
Ensure sound resource management and systematic delivery of support services	Accountable custodianship of MPSPC properties		- established property accountability, classified properties, property protected	- no. of properties accounted, classified and protected	100% of properties accounted, classified and protected
		newly acquired properties' inspection, receipt and issuance	- properties inspected, receipted and issued	- all newly acquired properties	- 100% of newly acquired properties subjected to inspection, properly receipted and issued to end users
		establishment and maintenance of property records	- established and updated records	- all property records	- 100% of property records established and properly updated annually
		facilitate the conduct of actual physical inventory of all properties of the College	- all physical plant and facilities of the college are properly accounted to ensure optimum care, utilization and custody	- 98% verification of physical existence of properties and monitoring of proper use and evaluation and assessment of property status	- 100% completion of verification of the physical existence of all properties and submission of appropriate reports to authorities for evaluation and appropriate action w/ 100% acceptability.
		reconciliation of property records with accounting records	- consistency and accuracy of property records	- 97% consistent and accurate property records	- 100% reconciliation of consistent and accurate property records with accounting

ORGANIZATIONAL OUTCOME/ SECTORAL GOAL	MAJOR FINAL OUTPUTS	P/As	PERFORMANCE STANDARDS		
			PERFORMANCE MEASURES (Quality)	PERFORMANCE TARGETS (Quantity)	SUCCESS INDICATORS (Measures + Targets)
	Public facilities service	maintenance of cleanliness & orderliness in all physical plant & facilities	- cleanliness & orderliness in college buildings & surroundings including restrooms	- 100% cleanliness & orderliness in all premises of the college and surroundings	- sustained sanitation and cleanliness that is conducive to work and learning
		repair and maintenance of physical plant and facilities	- rehabilitation of furnitures and fixtures, plumbing of water pipe lines, maintenance of electrical wirings and busted bulbs & other machineries	- optimum utilization	- optimum utilization of all college properties
		manpower development & human resource empowerment	relevant trainings needed	- personnel needing trainings	100% of identified personnel needing trainings attended the relevant trainings
		implementation of audit findings	compliance to audit findings' recommendations	- 100% compliance to audit findings' recommendations	- 100% strict and timely compliance to audit findings' recommendations
		Preparation of the ff: office budget	- office budget prepared and approved	1 office budget	- 1 doable & realistic office budget submitted on or before deadline
		work plans and programs	- doable and comprehensive work plans and programs	1 work plans and programs	1 doable and comprehensive work plans and programs submitted on or before deadline
		PPMP	- accurate and realistics supply/equipment plan	- 1 supply/equipment procurement plan	- 1 accurate and realistic supply/equipment procurement plan submitted on or before deadline
		property and supply management	- proper disposition , periodic inventory & accurate report of properties	- semi-annually accurate report on disposition & accurate & reliable inventory report	- semi annually accurate report on disposition & inventory of equipment and supplies used in the office

ORGANIZATIONAL OUTCOME/ SECTORAL GOAL	MAJOR FINAL OUTPUTS	P/As	PERFORMANCE STANDARDS		
			PERFORMANCE MEASURES (Quality)	PERFORMANCE TARGETS (Quantity)	SUCCESS INDICATORS (Measures + Targets)
	Procurement & provision of needed supplies/materials & equipment	participation as BAC member/secretariat/TWG	- active participation in BAC meetings & concerns	- 100% attendance to BAC meetings	- 100% active participation & attendance to all BAC meetings, concerns & endeavors

Prepared by : JASON A. OMAWENG
General Services Office



Republic of the Philippines
Mountain Province State Polytechnic College
Research and Development Unit
 Bontoc, Mountain Province



DISTRIBUTION OF 2016 TARGETS

Quantity Indicator	TARGETS				
	2016	1 ST	2 ND	3 RD	4 TH
No. of Training Days Provided	141	42	28	29	42
No. of Technical Advisories undertaken	41	10	10	10	11
No. of People Trained	3593	1,078	719	719	1,078
Quality Indicator					
% of Trainees who rate the Training Course satisfactory or Better	100%	100%			
Timelines Indicator					
% of Request for Training Respondent to within 3 day of request	100%	100%			

Republic of the Philippines
Cordillera Administrative Region
Commission on Higher Education
Mountain Province State Polytechnic College

OFFICE OF THE DIRECTOR FOR RESEARCH & DEVELOPMENT

TABLE OF MAJOR FINAL OUTPUT

Organizational Outcome/ Sectorial Goal	Major Final Outputs	P/As	Performance Standards		
			Performance Measures (Quality)	Performance Targets	Success Indicator (Measures + Targets)
Needs-based researches	1. Research and Development Services	<p>Research and Development on Education; Health, Sanitation, nutrition and Food and Nutrition; Environment and Natural Resources; Livelihood and entrepreneurships; Peace and Order; Information Technology; Nursery Establishment and Development; and Good Governance (EHELPING) Program</p> <p>a. Approval, conduct, presentation and publication, copyrighting and patenting of R&D proposals</p>	<ul style="list-style-type: none"> • Appropriate and accurate Research Program on EHELPING advocated, implemented and disseminated • Approved R&D proposals aligned to R&D program conducted, presented (local, regional, national and international), published (refereed and non-refereed journals), Copyrighted and patented. 	<ul style="list-style-type: none"> • No. of Research projects • Number of proposals 	<ul style="list-style-type: none"> • No. of appropriate and accurate research projects on Education; Health, Sanitation, Nutrition and Food; Environment and Natural Resources; Livelihood and Entrepreneurships; Peace and Order; Information Technology; Nursery Establishment and Development; and Good Governance (EHELPING) advocated, implemented and disseminated • Number of proposal approved R&D proposals aligned to R&D program conducted, presented (local, regional, national and international), published (refereed and non-refereed journals), Copyrighted and patented.
	2. General supervision and administration	a. Planning sessions	<ul style="list-style-type: none"> • Attainable/doable plans and activities • Information/updates disseminated through meetings 	<ul style="list-style-type: none"> • No. of work and action plans (institutional, campus, and department) • 100% information/ updates disseminated 	<ul style="list-style-type: none"> * Attainable No. of R & D work and action plans (institutional, campus, and department) •Reports submitted on time

		b. R & D Manual Review	<ul style="list-style-type: none"> • R&D manual aligned to provincial/regional agenda * Internal system/policies & procedures aligned to R&D manual 	<ul style="list-style-type: none"> • Number of R&D reviews conducted • Needed policies and procedures addressed 	<ul style="list-style-type: none"> • No. of R&D reviews conducted with R&D manual updated and aligned to provincial/regional agenda and submitted for BOT approval
		c. Monitoring & Evaluation	<ul style="list-style-type: none"> • Accurate and complete Assessment reports prepared and submitted 	<ul style="list-style-type: none"> • Number of M&E assessment reports 	<ul style="list-style-type: none"> • Number of Accurate and complete M&E assessment reports prepared and submitted on or before set deadlines
		d. Personnel development	<ul style="list-style-type: none"> • Capability building conducted with Researchers' competencies enhanced 	<ul style="list-style-type: none"> • Number of capability buildings and number of researchers trained 	<ul style="list-style-type: none"> • Number of capability buildings and number of researchers trained with enhanced competencies
		e. Resource generation	<ul style="list-style-type: none"> • Availability of fund for researches through linkages 	<ul style="list-style-type: none"> • Number of externally funded researches 	<ul style="list-style-type: none"> • Increased number of externally funded researches through linkages
		f. Compliance requirement to	<ul style="list-style-type: none"> * Standards for APR, SUC Leveling and Normative Financing met 	<ul style="list-style-type: none"> • 100% compliance to requirements 	<ul style="list-style-type: none"> • 100% compliance to the required standards for APR, SUC leveling, Normative Financing submitted on time
		g. Preparation of R&D Annual Procurement Plan	<ul style="list-style-type: none"> * Complete and accurate R&D Annual Procurement Plan 	<ul style="list-style-type: none"> • annually 	<ul style="list-style-type: none"> • Complete and accurate annual R&D procurement plan prepared and submitted on or before deadline

Prepared by:

LINDA I. GUINABANG AND ANNABELLE B. DE VERA

SPMS Participants

Oct 16-17, 2013, Mount Data Hotel

Sinto, Bauko, Mountain Province

Republic of the Philippines
Cordillera Administrative Region
Commission on Higher Education
Mountain Province State Polytechnic College

ACADEMIC SECTOR

TABLE OF MAJOR FINAL OUTPUT

Organizational Outcome/ Sector Goal	Major Final Outputs	P/As	Performance Standards		
			Performance Measures (Quality)	Performance Targets	Success Indicator (Measures + Targets)
Produce locally and globally competitive graduates	<ul style="list-style-type: none"> Curriculum and Instruction Services 	<ul style="list-style-type: none"> Curricular review and development Instructional material development Full-time equivalent faculty and highest degree Full-time equivalent students Graduates per program Performance in licensure examinations 	<ul style="list-style-type: none"> Implementation of curricula Reviewed and revised curricula based on CMOs Appropriate instructional materials developed, produced and used Faculty teaching load assigned per degree Students enrolled in a semester Weighted graduates per program Licensure passers per program 	<ul style="list-style-type: none"> Number of curricula Number of harmonized curricula number of instructional materials Number of faculty Number of full-time enrolled students Percent graduates Percent passers 	<ul style="list-style-type: none"> Number of curricula implemented Number of harmonized curricula reviewed and revised based on CMOs Number of appropriate instructional materials developed and used Number of faculty with highest degree and full teaching load assigned per degree Number of full-time enrolled students in a semester Percent weighted graduates per program Percent of licensure passers per program

Organizational Outcome/ Sector Goal	Major Final Outputs	P/As	Performance Standards		
			Performance Measures (Quality)	Performance Targets	Success Indicator (Measures + Targets)
	<ul style="list-style-type: none"> Accreditation Services 	<ul style="list-style-type: none"> Program accreditation External Accreditation 	<ul style="list-style-type: none"> Degree programs accredited by AACCU and by levels of accreditation Invited accreditors 	<ul style="list-style-type: none"> Number of degree programs Number of accreditors 	<ul style="list-style-type: none"> Number of degree programs accredited by AACCU and levels of accreditation Number of accreditors invited
	<ul style="list-style-type: none"> Faculty and Staff Development 	<ul style="list-style-type: none"> Continuing Education Program for Faculty and Staff Employees Union Organization and Accreditation 	<ul style="list-style-type: none"> Faculty and staff with graduate studies finished in line with specialization Faculty and staff attended trainings/seminars and increased and improved competencies Employees union organized and accredited 	<ul style="list-style-type: none"> Number of faculty and staff Number of faculty and staff 100% organized and accredited employees union 	<ul style="list-style-type: none"> Number of faculty and staff with graduate studies finished in line with specialization Number of faculty and staff attended trainings/ seminars and increased and improved competencies 100% organized and accredited employees union
	<ul style="list-style-type: none"> Student Development and Organizational Services 	<ul style="list-style-type: none"> Student Organization accreditation Student-Assistants Program Review and Revision of Student Manual Student Leadership Trainings/Seminars Student Safety Program Social and Community Involvement Programs 	<ul style="list-style-type: none"> Student organizations accredited based on standards Student-assistants selected and placed based on set criteria Reviewed and revised Student Manual Student leadership enhanced Student safety coverage, awareness and skills enhanced Students involved in social and community affairs 	<ul style="list-style-type: none"> Number of student organizations Number of student assistants As required Number of student leaders Number of students/organizations 	<ul style="list-style-type: none"> Number of student organizations accredited based on standards Number of student assistants selected and placed based on set criteria Reviewed and revised Student Manual as required Number of students Number of student leaders with enhanced leadership capabilities Number of students with safety coverage and enhanced safety awareness and skills Number of students

Organizational Outcome/ Sector Goal	Major Final Outputs	P/As	Performance Standards		
			Performance Measures (Quality)	Performance Targets	Success Indicator (Measures + Targets)
		<ul style="list-style-type: none"> Recognition and Awards Program 	<ul style="list-style-type: none"> Students and student organizations recognized and awarded 		<ul style="list-style-type: none"> involved in social and community affairs Number of students and student organizations recognized and awarded
	<ul style="list-style-type: none"> Registration/Admission Services 	<ul style="list-style-type: none"> Registration of Students Client Frontline Services Installation and maintenance of a computerized enrolment system Management of Academic Records Review and Revisions of Registrar's Manual of Operations 	<ul style="list-style-type: none"> Students enrolled/admitted based on admission policies Frontline services extended based on Citizens Charter standards Computerized enrolment system installed and maintained Academic records organized and secured Manual of Operations reviewed and revised 	<ul style="list-style-type: none"> Number of students 100% of clients All campuses 100% of academic records As required 	<ul style="list-style-type: none"> Number of students enrolled/admitted based on admission policies 100% of clients extended frontline services based on Citizens Charter standards All campuses with computerized enrolment system installed and maintained 100% of academic records organized and secured Manual of Operations reviewed and revised as required
	<ul style="list-style-type: none"> Library Services 	<ul style="list-style-type: none"> Technical Services Readers Services Installation and Maintenance of Library Automation System Policy Review and Updating Preparation of Library Annual Procurement Plan 	<ul style="list-style-type: none"> Library technical services undertaken Frontline services extended based on Citizens Charter standards Library Operations Manual reviewed and updated Complete and accurate library procurement plan prepared and submitted 	<ul style="list-style-type: none"> All technical services 100% of clients As required Annual 	<ul style="list-style-type: none"> All library technical services undertaken based on existing policies 100% of clients extended frontline services based on Citizens Charter standards Library Operations Manual reviewed and updated as required Complete and accurate annual library procurement plan prepared and submitted on or before deadlines

Organizational Outcome/ Sector Goal	Major Final Outputs	P/As	Performance Standards		
			Performance Measures (Quality)	Performance Targets	Success Indicator (Measures + Targets)
	<ul style="list-style-type: none"> Guidance and Counseling Services 	<ul style="list-style-type: none"> Guidance and Counseling Preparation of Guidance and Counseling Annual Procurement Plan 	<ul style="list-style-type: none"> Appropriate services rendered Complete and accurate Guidance and Counseling Annual Procurement Plan prepared and submitted 	<ul style="list-style-type: none"> 100% of clients Annual 	<ul style="list-style-type: none"> 100% of clients provided with appropriate guidance and counseling services based on standards Complete and accurate Guidance and Counseling Annual Procurement Plan submitted on or before deadlines
	<ul style="list-style-type: none"> Medical and Dental Services 	<ul style="list-style-type: none"> Preparation of Medical and Dental Services Annual Procurement Plan 	<ul style="list-style-type: none"> Complete and accurate Medical and Dental Services Annual Procurement Plan prepared and submitted 	<ul style="list-style-type: none"> Annual 	<ul style="list-style-type: none"> Complete and accurate Guidance and Counseling Annual Procurement Plan submitted on or before deadlines
	<ul style="list-style-type: none"> Sports Development 	<ul style="list-style-type: none"> Preparation of Sports Development Annual Procurement Plan Production of Sports/Athletic Manual of Operations Athletic Meet and Other Sports League Competition Varsity Scholarship Program Referees, Trainers and Coaches Accreditation Sports Clinic 	<ul style="list-style-type: none"> Implemented, enhanced and standardized sports facilities and equipment Conceptualized and produced sports / athletic manual Active participation in athletic meets and other sports competition Qualified Varsity players provided scholarship Referees, trainers and coaches accredited based on standards Appropriate sports clinic conducted Membership to sports organizations established 	<ul style="list-style-type: none"> 100% implemented and enhanced facilities 100% conceptualized and produced sports / athletic manual Number of athletic competitions Number of varsity players Number referees, trainers and coaches Number of sports clinics 	<ul style="list-style-type: none"> 100% implemented and enhanced facilities based on standards 100% conceptualized and produced sports / athletic manual Number of athletic competitions with active participation Number of qualified varsity players provided scholarships Number of referees, trainers and coaches accredited based on standards Number of appropriate sports clinic conducted

Organizational Outcome/ Sector Goal	Major Final Outputs	P/As	Performance Standards		
			Performance Measures (Quality)	Performance Targets	Success Indicator (Measures + Targets)
		<ul style="list-style-type: none"> Affiliation with Accredited Sports Organization 		<ul style="list-style-type: none"> Number of sports organizations 	<ul style="list-style-type: none"> Number of sports organizations with established membership
	<ul style="list-style-type: none"> Institutional Linkage and Marketing Services 	<ul style="list-style-type: none"> Career Guidance and Enrollment Campaign Competitive Scholarship Program Linkage with GOs, NGOs, POs, and other institutions (local, national and international) Publication of Researches 	<ul style="list-style-type: none"> Institutions visited and increased level of enrollment Merit scholars enrolled Established linkages with GOs, NGOs, POs, and other institutions Research outputs published <ul style="list-style-type: none"> In refereed international journals In other international journals In refereed national journals In other national journals In institutional journals 	<ul style="list-style-type: none"> Number institution and percent increase in enrollment Number of scholars Number of institutions Number of research outputs 	<ul style="list-style-type: none"> Number of institutions visited and percent increase in level of enrollment Number of merit scholars enrolled Number of GOs, NGOs, POs, and other institutions with established linkages Number of research outputs published <ul style="list-style-type: none"> In refereed international journals In other international journals In refereed national journals In other national journals In institutional journals

Submitted by:

For the Academic Sector:

JOSEPHINE M. NGODCHO
Vice President for Academic Affairs

**Republic of the Philippines
Cordillera Administrative Region
Commission on Higher Education
Mountain Province State Polytechnic College**

OFFICE OF THE PRESIDENT

TABLE OF MAJOR FINAL OUTPUT

Organizational Outcome/ Sectoral Goals	Major Final Outputs	P/As	Performance Standards		
			Performance Measures (Quality)	Performance Targets	Success Indicator (Measures + Targets)
Advocate sound resource management and systematic delivery of services	Transparent governance	Documentation and dissemination of governing board actions, policies and guidelines as discussed by the Governing Board and College Councils	Governing board and College councils actions, policies and guidelines properly documented and disseminated	100% of GB and College councils actions, policies and guidelines	100% of GB and College councils actions, policies and guidelines properly documented and disseminated within 5 days after the meetings
		1.1 Preparation of agenda of meetings	Agenda prepared with minimal changes	No. of Agenda Prepared at least 5 days before the meeting	No. of Agenda prepared with CSW at least 5 days before the meeting
		1.2 Dissemination of the notice of meeting with the agenda	Notice of meetings disseminated	Timeliness of notice of meetings	Notice of meetings disseminated 5 days before the meeting
		1.3 Preparation of minutes of meetings	Minutes of meetings prepared	No. of minutes of meetings prepared within 5 days after the meeting	No. of minutes prepared within 5 days after the meeting
		1.4 Dissemination of minutes of meetings	GB actions, policies and guidelines disseminated	Quarterly Publication of The Board Secretary newsletter	Quarterly publication of The Board Secretary newsletter which contains GB actions, policies and guidelines
		Minutes, policies and documents issued to interested parties	Within 5 minutes	Minutes, policies and documents issued to interested parties within 5 minutes	

Organizational Outcome/ Sectoral Goals	Major Final Outputs	P/As	Performance Standards		
			Performance Measures (Quality)	Performance Targets	Success Indicator (Measures + Targets)
	Planning Services	<p>Conduct of annual planning workshops</p> <p>1. Preparation of completed staff work for the annual planning workshop</p> <p>2. Consolidation of plans</p> <p>Assessment of plans vis-à-vis accomplishments</p> <p>Secretariat services to the PMT</p>	<ul style="list-style-type: none"> • Timely and active involvement of stakeholders in the preparation of plans as well as targets • Completed staff work for the annual planning workshop • College plans on file • Accomplishment reports submitted vis-à-vis plans • Complete secretariat functions provided to the PMT 	<p>100% stakeholders</p> <p>100% logistics needed</p> <p>100%</p> <p>Accomplishment reports submitted</p> <p>100% of PMT meetings</p>	<p>100% timely and active participation of stakeholders in the preparation of plans and targets</p> <p>100% logistics needed prepared through CSW for the annual planning workshop</p> <p>100% of college plans consolidated and on file</p> <p>100% of accomplishment reports submitted are according to plans</p> <p>100% of PMT meetings provided with complete secretariat functions</p>
Sustainable Resource Generation	Production Services	Assessment of existing income generating projects	<ul style="list-style-type: none"> • Existing income generating projects assessed 	100% IGP	100% existing income generating projects assessed and reports prepared within one week and submitted to concerned offices
		<p>Preparation of feasibility studies of new income generating projects</p> <p>Implementation of feasible income generating projects</p>	<ul style="list-style-type: none"> • Complete and accurate feasibility study prepared and submitted to appropriate offices • Feasible IGP implemented 	<p>No. of feasibility studies prepared</p> <p>No. of Feasible IGPs</p>	<p>No. of complete and accurate feasibility studies prepared and submitted to appropriate offices</p> <p>No. of Feasible IGPs implemented</p>
		Monitoring of the implementation of income generating projects	<ul style="list-style-type: none"> • Milestones of IGP projects monitored and appropriate actions initiated 	100% of IGP milestones	100% of IGP milestones being implemented monitored and appropriate actions initiated

Organizational Outcome/ Sectoral Goals	Major Final Outputs	P/As	Performance Standards		
			Performance Measures (Quality)	Performance Targets	Success Indicator (Measures + Targets)
Campus Development	Site Engineering Services	Construction of Buildings, repair and maintenance of existing buildings, road improvement	Buildings and roads constructed, repaired, and maintained based on plans and specifications	No. of buildings and roads	No. of buildings and roads constructed, repaired and maintained based on plans and specifications
		1.1. Preparation of program of work	Program of work prepared based on standards	Timely preparation of the program of work	No. of program of work prepared on time and based on standards
		1.2. Bidding of the construction	Construction bidded based on bidding schedules	Efficient bidding of construction	No. of efficient bidding done based on bidding schedules
		1.3. Supervision of the construction	Construction/repair supervised based on program of works	Effective supervision of construction/repair	Supervision of construction/repair effectively done based on program of works
		1.4. Inspection of the finished building	Finished work inspected and accepted	Timely inspection of finished work	Finished work inspected accepted on time
Improve Systems and Procedures	Responsive services frontline	Management of communications and other documents	Communications and other documents managed based on standards	100% of communications and other documents	100% of communications and other documents managed based on standards
		1.1 Receiving of all communication and other documents addressed to the OP and/or for OP action	Incoming communications and documents properly received and acted upon	100% of incoming communications and documents	100% of incoming communications and documents properly received and acted upon
		1.2 Releasing of Outgoing Communications	Outgoing communications properly routed	100% outgoing communications	100% outgoing communications properly routed
		1.3 Filing of Communications and other documents	Systematic and proper filing of communication and other documents	100% communications and other documents	100% communications and other documents systematically filed
		Visitors/clients reception	Visitors/clients properly attended to	100% visitors/clients	100% visitors/clients properly attended to
		Linkages with regional, national	Linkages established	No. of linkages forged	No. of linkages forged with

Organizational Outcome/ Sectoral Goals	Major Final Outputs	P/As	Performance Standards		
			Performance Measures (Quality)	Performance Targets	Success Indicator (Measures + Targets)
		and international agencies			regional, national and international agencies
	Gender and Development Services	<p>Preparation and Implementation of GAD Program for MPSPC</p> <ul style="list-style-type: none"> Preparation of GAD Orientation Training Design for Faculty, Staff, Students and other Stakeholders Preparation of Gender Sensitivity Training Design for Faculty, Staff, Students and other Stakeholders Implementation of GAD Orientation Training Design Implementation of Gender Sensitivity Training 	<p>GAD program for MPSPC prepared and approved and implemented</p> <ul style="list-style-type: none"> GAD Orientation Training Design for Faculty, Staff, Students and other Stakeholders prepared & approved Gender Sensitivity Training Design for Faculty, Staff, Students and other Stakeholders prepared & approved Faculty, Staff, Students and other Stakeholders effectively oriented on GAD Effective Gender Sensitivity Training Conducted for Faculty, Staff, Students and other Stakeholders 	<p>No. of program prepared</p> <ul style="list-style-type: none"> No. of Training Design No. of Training Design No. of Faculty, Staff, Students and other Stakeholders No. of Faculty, Staff, Students and other Stakeholders 	<p>1 GAD Program for MPSPC prepared and approved.</p> <ul style="list-style-type: none"> 1 GAD Orientation Training Design for Faculty, Staff, Students and other Stakeholders prepared & approved 1 Gender Sensitivity Training Design for Faculty, Staff, Students and other Stakeholders prepared & approved No. Faculty, Staff, Students and other Stakeholders Effectively oriented on GAD No. of Faculty, Staff, Students and other Stakeholders effectively trained on Gender Sensitivity
	Management Information System Services	<p>Maintain a database on relevant information</p> <p>Collect data from all units</p> <p>Preparation of reports to oversight agencies</p>	<p>Information available and accessible for all users</p> <p>Accurate and timely data collected</p> <p>Accurate data contained in reports</p>	<p>Timeliness of information available and accessible to all users</p> <p>100% Data collected</p> <p>No. of reports prepared and submitted</p>	<p>Timeliness of information available and accessible to all users</p> <p>100% accurate data collected on time</p> <p>No. of accurate reports prepared and submitted on or before deadlines</p>

Organizational Outcome/ Sectoral Goals	Major Final Outputs	P/As	Performance Standards		
			Performance Measures (Quality)	Performance Targets	Success Indicator (Measures + Targets)
		Maintenance of the College website	<ul style="list-style-type: none"> Updated information published in the website whenever available 	<ul style="list-style-type: none"> 100% of available information 	100% of available information Published and updated in the College website regularly
	Legal Services	Provide legal services	Appropriate Legal services provided to individual staff and work units of the College	100% of needed Legal services	100% of needed and appropriate legal services provided to individual staff and work units of the College



Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

TABLE OF MAJOR FINAL OUTPUTS
GENERAL ADMINISTRATIVE SUPPORT SERVICES SECTOR (GASS)

ADMINISTRATIVE DIVISION

HUMAN RESOURCE MANAGEMENT UNIT

ORGANIZATIONAL OUTCOME/ SECTORAL GOAL	MAJOR FINAL OUTPUTS	P/As	PERFORMANCE STANDARDS		
			PERFORMANCE MEASURES (Quality)	PERFORMANCE TARGETS (Quantity)	SUCCESS INDICATORS (Measures + Targets)
Ensure sound resource management and systematic delivery of support services	Responsive human resource services	Recruitment, Selection and Placement <ul style="list-style-type: none"> - Publication of Vacancies - Pre-assessment - FSB/PSB Meetings - Submission/posting of assessment results - Preparation/submission of required documents 	Appointments issued in accordance with approved agency guidelines and CSC rules with complete supporting documents prepared /submitted/filed accordingly	No. of appointment issued & supporting documents prepared & submitted	- All appointments issued with the corresponding supporting documents prepared and submitted according to approved agency guidelines & CSC rules
		Provision of support services for personnel welfare	> Required documents for the payment of personnel salaries, step increments, benefits, rewards, and incentives are regularly prepared and submitted on time > Prompt action on the ff: -application for Leaves/CDO/CTO - certifications requested - service contracts - GSIS/PHIC/PAG-IBIG regmts.	No. of documents prepared & personnel served No. of documents prepared & personnel served	All required documents relative to payments of personnel salaries, benefits, rewards and incentives which are due for the period are accomplished on time All personnel requests are acted upon accordingly

ORGANIZATIONAL OUTCOME/ SECTORAL GOAL	MAJOR FINAL OUTPUTS	P/As	PERFORMANCE STANDARDS		
			PERFORMANCE MEASURES (Quality)	PERFORMANCE TARGETS (Quantity)	SUCCESS INDICATORS (Measures + Targets)
Ensure sound resource management and systematic delivery of support services	Responsive Human Resource services	Capability Building > Facilitate/conduct/ coordinate /refer	> Functional personnel mechanisms (respective concerns) are properly and promptly acted upon > Needed trainings are conducted and attended by concerned personnel	No. of functional committees and concerns acted upon (FSB/PSB/GC/PC/ FTDC/PMT) No. of trainings conducted and number of personnel trained	All Personnel Mechanisms are functional All concerns are properly addressed by the concerned committee All trainings identified for the period are conducted and attended by concerned personnel
		Preparation and putting in place lacking systems, and programs	> Prepared the ff: - HR Management System - Performance Management - HR Training Program for Teaching & Non-Teaching	No. of systems/programs developed/updated	Identified priority programs/ systems are prepared/ updated accordingly
		Review and updating of existing systems/ programs	> Updated Merit System for Teaching and Non-Teaching > Systematized admin forms	> One each > All forms being used	Update Merit System for Teaching & Non-Teaching Personnel
		Monitoring and Evaluation of the implementation of HR Systems/Programs	> Sustained implementation of new / updated HR systems /programs	No. of functional programs/ systems	All HR programs/systems are sustained and regularly updated

FINANCE DIVISION

Organizational Outcome/ Sectoral Goal	Major Final Outputs	P/As	PERFORMANCE STANDARDS		
			Performance Measures	Performance Targets	Success Indicators
Ensure sound resource management and systematic delivery of support services	Finance management services	Budget proposal preparation	Budget proposals submitted according to DBM guidelines and submitted within the prescribed period of time	the required budget proposal prepared	budget propososal submitted according to DBM guidelines and within the prescribed period of time
		Obligation of claims	obligation of claims in accordance to COA and DBM rules and regulations	processed within one hour upon receipt of claims with complete documents	allotments released for the period was obligated
		Budget reports submission	mandated reports submitted to oversight agencies within the prescribed time	100% of reports submitted within the prescribed due date	100% of mandated reports are submitted within the prescribed due time
		financial accountability reports	monthly, quarterly, and annual financial reports submitted	100% of financial reports submitted on or before due date	100% of financial reports submitted on or before the due date
		Updates of ledgers	Updated ledgers monthly	100% of all ledgers are updated	100% of all ledgers updated monthly

		Disbursement vouchers preparation and processing	Processed DVs are in accordance with Accounting and Auditing rules and regulations.	All DVs processed are in accordance with Accounting Rules and Regulations	Minimal Audit Observations
		Regular monitoring of settlement of disallowances and liquidation of cash advances	disallowances and cash advances are settled/liquidated	All disallowances and cash advances are settled/liquidated	Reduction of unsettled and unliquidated disallowances and cash advances
		Student Services- Respond to student queries and request	queries and request are attended immediately	All queries and request are attended	All queries and request are attended immediately
		Collection and Remittance of School and Other Fees	Assessed Fees are collected and remitted intact	All assessed fees are collected and remitted	All assessed fees are collected and remitted intact
		Preparation of Checks and Advice of Checks Issued and Cancelled	On time preparation of Checks and Advice of Checks Issued and Cancelled	Preparation of Checks for all approved claims	Preparation of Checks for all approved claims on time
	Centralized records management services	systematic filing, retrieval, storage of college records and communications	Records/communications filed and acted upon according existing standards.	100% of college records/communications systematically filed	100% of college records/communications systematically filed and acted upon according to standards.

		review of records management manual	records management manual reviewed		records management manual endorsed for approval by BOT
	Accountable Custodianship of MPSPC Properties	<p>1. Establishment and maintenance of property Records</p> <p>2. Register properties of the College such as buildings, motor vehicles</p>	<ul style="list-style-type: none"> Established and updated records Registered properties of the college 	<ul style="list-style-type: none"> All Property Records 100% timely registration of properties 	<ul style="list-style-type: none"> 100% of property records established and properly updated annually All properties are 100% registered

Prepared by : NORMA W. AKILITH
Budget Officer