



Republic of the Philippines
IFUGAO STATE UNIVERSITY
Nayon, Lamut, Ifugao

Office of the President

OP file

Memorandum No. 68 s. 2014

TO : All Heads of Bureaus/Delivery Units
PBB 2014

FROM : 
TELESFORO T. PUGONG, JR.
Officer-in-Charge, Office of the President

SUBJECT : Revision and Re-submission of OPCR Targets for FY 2014 and
Submission of OPCR Actual Accomplishment for FY 2014

DATE : October 20, 2014

1. It was observed, after the initial review of the targets contained in your Office Performance Commitment & Review (OPCR), that most delivery units did not include all or some of the performance indicators (PIs) and targets submitted to DBM and CHED. These targets were all integrated in the Strategic Development Plan 2014-2017 of the University.
2. For some bureaus/delivery units which included the PIs from the Development Plan, the targets (figures and percentages) were not, however in accordance to the targets in the Plan. It is understood that the figures/values targeted and were placed in the Plan were the totals. The breakdowns of these totals were identified by the units/departments/colleges/campuses involved.
3. For research and extension targets, RDET has already informed the concerned officials about the breakdown of research and extension targets through the issuance of a communication with the allocation of the total targets to the different campuses and colleges which are supposed to be the targets reflected by the different campus directors and college deans/department chairs in their OPCR.
4. For instruction targets, campus directors and college deans/department chairpersons should have coordinated with the VP-Academic Affairs for the breakdown of the targets. For example, the indicator 'No. of programs amalgamated' which is 10, each campus director and college dean should know if the programs under their jurisdiction are included in the 10 targeted programs. If so, then the campus and the college should reflect in their OPCR how many programs in their jurisdiction are to be subject for amalgamation.
5. All other functions and tasks of the office identified even if they are not in the Development Plan shall be maintained incorporating the recommendations given.

Relative hereto, you are hereby advised to revise the targets to incorporate these comments and recommendations. A matrix of comments and recommendations pertaining to the OPCR-targets you have submitted is attached herewith for your action.

Re-submission of targets shall be on or before October 31, 2014. The Performance Management Team (PMT) shall review the targets and shall give you the feedback within November 3 to 10 to signal you of the preparation and submission of the actual accomplishment.

Submission of OPCR-actual accomplishment shall be on or before November 21, 2014 for the Academic Units and December 10, 2014 for the Non-Teaching delivery units.

For academic units who have already submitted their OPCR actual accomplishment for the period November 2013 to April 2014, their reports are considered but the targets indicated in the Development Plan should be strictly included in the May 2014 to October 2014.

A copy of the approved targets by goal culled out from the provisionally approved Strategic Development Plan 2014-2017 is attached herewith for your ready-reference.

Let it be known that any failure on our part will affect our qualification for the PBB which will also affect our budget.

For your commitment and compliance.