



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

ifsu2009@yahoo.com

Tel/Fax: 0783051351

MEMORANDUM No. 68 - 2012

TO : All Vice Presidents, Campus Directors, Deans and Directors
This University

FROM : SERAFIN E. NGOHAYON, Ph.D.
University President

SUBJECT : Timeline in the planning and setting for CY 2013-2014

DATE : December 17, 2012

In the advent of the Results-Based Performance Management System (RBPMS) and the Performance-Based Bonus (PBB) initiated by our national government bureaucracy, it becomes necessary to enhance our performance target setting scheme to meet the need of time. The considerable increase in our CY 2013 budget comes with equally considerable accountabilities. Thus, we need to adjust our performance targets to justify the utilization of the increase. We intend to prepare a draft of our Organizational Performance Indicator Framework (OPIF) for CY 2013 based on the projected budget early next year. The OPIF shall contain the performance targets and related activities of the different units as determined and submitted. It shall likewise serve as basis in the funding considerations and evaluations. To prepare ourselves for the incoming year, this timeline is provided to serve as the basis for our activities related to planning and setting of performance targets.

The timeline for the planning and setting of targets are as follows;

1. January 2-11, 2013 – Orientation/consultation meeting and preparation of Office Performance Commitment Review (OPCR) to be spearheaded by respective VPs with heads of bureaus under their area of jurisdiction. Outputs shall be submitted to the University President for action. (Option to have this activity anytime this December 2012)
2. January 12-17, 2013 – Orientation and preparation of Individual Performance Commitment Review (IPCR) to be spearheaded by heads of bureau (Deans/Directors). Outputs shall be reviewed and approved by respective head of bureaus and officially transmitted to the Human Resource Management director for further review, evaluation and appropriate action.
3. January 18-30, 2013 – PMT evaluation period. Inappropriately prepared IPCR shall be returned to the respective head of bureau through the respective vice president for refinement and resubmission to the PMT
4. February 1-15, 2013 - Submission to the University President for further review and action.
5. February 16-28, 2013 – Collation of outputs, editing and finalization

Let it be understood that the respective vice presidents are given the leeway and authority to design their own strategies for the successful implementation of this timeline. Please find attached suggestions for your references.

For your guidance and commitment.