

PART I
PERFORMANCE STANDARDS FOR DELIVERY/SERVICE UNITS

TABLE OF REFERENCE

Effective FY 2018

SECTION I – OPERATION HIGHER EDUCATION PROGRAM

OO 1 Relevant and quality tertiary education ensured to achieve inclusive growth and access of poor but deserving students to quality tertiary education increased

Programs	Performance Indicators	Responsible DU	Responsible SU	Target 2018	Means of Verification
1. Higher Education Program <i>Activities/Projects:</i> 1.1. Conduct of regular classes 1.2. Syllabi enhancement 1.3. Teacher made test questions, licensure-based test questions and well-designed TOS 1.4. Accreditation of programs by AACUP and other accrediting agencies 1.5. Regular faculty evaluation 1.6. Curriculum review and revision 1.7. Assessment/Mock Board Examinations 1.8. Faculty welfare and development 1.9. Linkages with partner agencies 1.10. Career planning placement/campaign activities	OUTCOME INDICATORS: 1. Percentage of first-time licensure examination takers that pass the licensure exam	VPAA, CED	Colleges	70%	HEP Form
	2. Percentage of graduates (2 years prior) that are employed	VPAA, CED	Colleges DSSD	36%	HEP Form
	3. % passers in TESDA skills assessment	VPAA, CED	Colleges	75%	HEP Form
	OUTPUT INDICATORS: 4. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs with accreditation	VPAA, CED	Colleges Registrar QAO	74%	HEP Form
	5. Percentage of undergraduate programs with accreditation	VPAA, CED	Colleges QAO	71%	HEP Form
	6. No. of COE/COD evaluation coordinated/conducted	VPAA CED	Colleges QAO	(To be set by HDU & HSU)	HEP Form
	7. Percentage of passers in the mock board exam		Colleges	75%	HEP Form
	8. % of faculty members who submitted outcomes-based syllabi in all the assigned subjects per faculty member	CED	Colleges	100%	HEP Form
	9. % of faculty members with 4.51 above performance as rated by students and supervisors	VPAA CED	Colleges	10%	HEP Form
	10. Percentage of students retained (as per program retention policy)	VPAA CED	Colleges	70%	HEP Form
	11. No. of program reviewed & revised (upon release of CMOS)	VPAA	Colleges	50%	HEP Form
	12. No. of faculty sent/supported to pursue: a. Masters b. Doctorate	HRD DU CED			

	13.No. of approved IMs submitted for review - 1 approved IM/faculty - Target per faculty – 1 IM approved starting 2018	VPAA CED	Colleges	1 per faculty per year	HEP Form
	14.% of faculty sent/supported for SWTs a. GAD (at least 50% of the number of personnel) b. Any seminar related to field of specialization or work assignment (at least 50% of the number of personnel)	VPAA CED	Colleges/Department		
	15.No. of MOUs/MOAs signed and duly notarized	VP, CED	Colleges	2 per campus	HEP Form
	16.Percentage of participation in career placement activities among graduating students	VPAA	DSSD	90%	HEP Form

ADVANCED EDUCATION PROGRAM

OO 2 Higher education research improved

Programs	Performance Indicators	Responsible DU	Responsible SU	Target 2018	Means of Verification
2. Advanced Education Program 2.1. Professional development of faculty 2.1.1. Send faculty to pursue PhD degree program 2.1.2. Send faculty to attend SWTs 2.2. Conduct of intensify researches by faculty members 2.2.1. Implement approved researches 2.2.2. Publish Researches 2.3. Technology Packaging commercialization of faculty 2.3.1. Package technology/subject IMs for copyrighting 2.3.2. Patent research outputs 2.4. Dissemination of faculty researches 2.4.1. Disseminate research outputs to stakeholders 2.4.2. Develop flyers for extension activities 2.4.3. Implement extension projects to adopted barangays 2.5. Classroom instruction 2.5.1. Review and approve syllabi that comply with OBE and research-based requirements 2.5.2. Conduct faculty evaluation 2.5.3. Prepare IMs to be uploaded in LMS 2.5.4. Use innovative instructional strategies 2.5.5. Giving of research-based requirements per course 2.5.6. Undertake advising on students 2.5.7. Conduct SWTs related to instruction, research, and extension 2.5.8. Monitor study plans of students	OUTCOME INDICATORS: 1. Percentage of graduate school faculty engaged in research work applied in any of the following: (a) Pursuing advanced research degree programs (Ph.D.)	VPAA, CED	CAE, CODETE	14% (2/14)	AEP Form
	2. (b) Actively pursuing in the last 3 years investigative research, basic and applied scientific research, policy research, social science research	VPAA, CED	CAE, CODETE	21% (3/14)	AEP Form
	3. (c) Producing technologies for commercialization or livelihood improvement	VPAA, CED	CAE, CODETE	7% (1/14)	AEP Form
	4. (d) Whose research work resulted in an extension program	VPAA, CED	CAE, CODETE	7% (1/14)	AEP Form
	OUTPUT INDICATORS: 5. Percentage of graduate school students enrolled in research degree programs	VPAA, CED	CAE, CODETE	100%	AEP Form
	6. Percentage of accredited graduate programs	VPAA, CED	CAE, CODETE	100% (9/9)	AEP Form
	7. % of faculty members sent/supported for advanced SWTs: (a) GAD (at least 50% of the number of personnel) (b) Any seminar related to field of specialization or work assignment (at least 50% of the number of personnel)	CED		50%	AEP Form
	8. % of research published (published in the current yr./completed in the last 3 years.)	VPAA, CED	CAE, CODETE	21%	AEP Form
	9. Technology/research outputs copyrighted/patented (a) % of packaged technology developed or % of copyrighted instructional materials (book, etc.) (b) % of research outputs patented	VPAA, CED	CAE, CODETE	7%	AEP Form
	10. % of faculty members who:	VPAA, CED	CAE, CODETE	100%	AEP Form

<p>2.6. Continue to subject programs for accreditation</p> <p>2.6.1. Subject programs for AACCCUP accreditation</p> <p>2.6.2. Subject programs for COPC evaluation by CHED</p> <p>2.7. Improve Linkaging and network</p> <p>2.7.1. Develop MOUs/MOAs with various agencies</p> <p>2.7.2. Develop proposals to be submitted for external funding</p> <p>2.8. Increase enrolment in research-based programs</p> <p>2.81. Intensify student campaign efforts</p> <p>2.82. Utilize varied media for information dissemination about the program offering in the graduate school</p>	<p>a. Submitted outcome-based & research-based syllabi</p> <p>b. Actively used the MODEL for Distance Education</p> <p>c. Required research-based activities/requirements in teaching-learning</p>			25%	
	<p>% of faculty members with 4.51 and above performance as rated by students & supervisors</p>	VPAA, CED	CAE, CODETE	25%	AEP Form
	<p>13. % of programs subjected for:</p> <p>(a) AACCCUP accreditation as scheduled as per validity</p> <p>(b) COPC by CHED</p>	VPAA, CED	CAE, CODETE, QAO	100%	AEP Form
	<p>14. Partnership with other agencies:</p> <p>(a) No. of MOUs/MOAs signed and duly notarized</p> <p>(b) No. project proposals submitted for fund sourcing</p>	VPAA, CED	CAE, CODETE	1 per year	AEP Form
	<p>15. Enrolment</p> <p>(a) % of enrolled students in research-based programs</p> <p>(b) No. of enrolment campaign materials developed and distributed</p>	VPAA, CED	CAE, CODETE	100%	AEP Form
				320	

ADVANCED RESEARCH PROGRAM

OO 2 Higher education research improved

3. Research program	Performance Indicators	Performance Indicators (PMT)	Responsible DU	Responsible SU	Target	Means of Verification
3.1. Implementing innovative research proposal leading to research outputs that can be used by industry/other beneficiaries 3.1.1. Screening and enhancement of research proposals 3.1.2. Implement approved quality research proposals 3.1.3. Monitoring and evaluation 3.2. Increasing utilization of research outputs 3.2.1. Inventory, packaging and sharing of research outputs (last 3 years) for industry/other beneficiaries' utilization 3.2.2. Support commercialization and dissemination for adoption/use of registered Ums 3.2.3. Monitoring adaptors/users of research outputs 3.3. Increasing visibility of research outputs 3.3.1. Scientific paper seminar workshop for completed researches and paper publication 3.3.2. Research Paper presentation	OUTCOME INDICATORS: 1. Percentage increase in the number of RD outputs in the last 3 years utilized by the industry or by other beneficiaries		VPRDET, CED	RD, Colleges	130%	RDP Form
	OUTPUT INDICATORS: 2. Number of research outputs completed within the year		VPRDET, CED	RD, Colleges	17	RDP Form
	3. Percentage of research outputs published		VPRDET, CED	RD, Colleges	16% (6/34)	RDP Form
	4. Timeliness of submission of Work and Financial Plan for proposals reviewed to the Office of the President for approval		VPRDET, CED	RD, Colleges	(To be set by HDU and HSU)	RDP Form
	5. Timeliness of regular monitoring of new and ongoing researches to ensure completion within the timeframe		VPRDET, CED	RD, Colleges	(To be set by HDU and HSU)	RDP Form
	6. No. of registered UMs supported for commercialization of adopters/users		VPRDET, CED	RD, Colleges	(To be set by HDU and HSU)	RDP Form
	7. No. of M&E of adopters/users conducted		VPRDET, CED	RD, Colleges	(To be set by HDU and HSU)	RDP Form
	8. No. of researches presented		VPRDET, CED	RD, Colleges	(To be set by HDU and HSU)	RDP Form
	9. No. of journal issues published		VPRDET, CED	RD, Colleges	(To be set by HDU and HSU)	RDP Form
	10. No. of strategies implemented to increase citations in journals/books		VPRDET, CED	RD, Colleges	(To be set by HDU and HSU)	RDP Form
	11. No. of Specialized training/seminar conducted		VPRDET, CED	RD, Colleges	(To be set by HDU and HSU)	RDP Form

3.4. Enhancing competence/expertise of researchers 3.4.1. Identify and implement appropriate SWTs for research manpower 3.4.2. Specialized training/seminar to enhance expertise of researchers in their field of specialization 3.5. Strengthening research centers 3.5.1. Enhance existing research centers 3.5.2. Implement and monitor externally funded researches 3.5.3. Fund sourcing for research 3.6. Managing and protecting IFSU's intellectual properties	12.No. of functional research centers		VPRDET, CED	RD, Colleges	(To be set by HDU and HSU)	RDP Form
	13.No. of externally funded researches		VPRDET, CED	RD, Colleges	(To be set by HDU and HSU)	RDP Form
	14.No. of proposals submitted to other funding institutions		VPRDET, CED	RD, Colleges	(To be set by HDU and HSU)	RDP Form
	15.No. of research outputs patented/registered, copyrighted		VPRDET, CED	RD, Colleges	(To be set by HDU and HSU)	RDP Form
	16.No. of research outputs facilitated for patenting/copyrighting		VPRDET, CED	RD, Colleges	(To be set by HDU and HSU)	RDP Form
	17.Timeliness of submission of quarterly & annual reports to the DPIMT for the BAR/PBB report		VPRDET, CED	RD, Colleges	(To be set by HDU and HSU)	RDP Form

EXTENSION PROGRAM

OO 3 Community engagement increased

4. Extension Program	Performance Indicators	Performance Indicators (PMT)	Responsible DU	Responsible SU	Target 2018	Means of Verification
4.1. Aggressive share of high-impact knowledge/ technologies 4.1.1. Preparation of training needs assessment Instruments (TNAI) and implement the same 4.2. Preparation and implementation of high-impact extension programs/projects/ activities 4.3. Establish active partnerships with the 11 MLGUs of Ifugao and other GOs/NGOs/POs 4.3.1 Identify, prepare and implement collaborative need-based extension proposals 4.3.2 4Implement collaborative extension proposals and forge partnership (MOA/MOU, etc.) 4.4. Enhance competence/expertise of extension HR 4.4.1. Identify and implement appropriate SWTs for extension manpower 4.4.2. Specialized training/seminar to enhance expertise of extension HR 4.5. Increase number of adopters 4.5.1. Showcase demo projects with high IRR 4.6. Technical Advisory Services 4.6.1. Provision of technical services	OUTCOME INDICATORS: 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities		VPRDET, CED	ET, Colleges	124	ETP Form
	OUTPUT INDICATORS 2. Number of trainees weighted by the length of training # of trainees # of days weight		VPRDET, CED	ET, Colleges	6002.8	ETP Form
	3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs		VPRDET, CED	ET, Colleges	5	ETP Form
	4. Percentage of beneficiaries who rate the training course/s and advisory services as satisfactory or higher in terms of quality and relevance		VPRDET, CED	ET, Colleges	98%	ETP Form
	5. No. of TNAI crafted and implemented with analysis		VPRDET, CED	ET, Colleges	1 per priority program	ETP Form
	6. Number of persons trained (extension services) on: a. GAD and GAD-related SWTs b. Other SWTs		VPRDET, CED	ET, Colleges	(To be set by HDU and HSU)	ETP Form
	7. No. of IEC packaged		VPRDET, CED	ET, Colleges	5	ETP Form

	8. No. of collaborative extension proposals prepared & submitted		VPRDET, CED	ET, Colleges	(To be set by HDU and HSU)	ETP Form
	9. No. of collaborative extension proposals implemented		VPRDET, CED	ET, Colleges	(To be set by HDU and HSU)	ETP Form
	a. No. of demo projects with IRR		VPRDET, CED	ET, Colleges	1 per priority program	ETP Form
	b. Number of adopters engaged in viable profitable enterprise		VPRDET, CED	ET, Colleges	51	ETP Form
	c. % of request for technical advice that are responded to within 3 days of request		VPRDET, CED	ET, Colleges	(To be set by HDU and HSU)	ETP Form
	d. Timeliness of submission of quarterly and annual reports to DPIMT for the BAR/PBB report		VPRDET, CED	ET, Colleges	(To be set by HDU and HSU)	ETP Form

SECTION II – SUPPORT TO OPERATIONS

SUPPORT TO OPERATIONS (Academic Services)	Performance Indicators	Delivery Unit	Service Unit	Target	Means of Verification
STO					
QMS	1. Timeliness of submission of QMS requirement	QMS Committee		(To be set by HDU and HSU)	STO Form
Common indicators for Academic Services units					
Academic Services units: 1. DSSD 2. Registrar 3. PE and Sports 4. Library 5. Socio-Cultural Affairs 6. IRO 7. QAO	1. % of students who rate student's services as good or better	VPAA	DSSD Registrar PE & Sports NSTP Library Socio-Cultural Affairs IRO (except QAO)	(To be set by HDU and HSU)	STO Form
	2. No. or analysis/observation and recommendations submitted (quarterly)	VPAA	DSSD Registrar PE & Sports NSTP, Library Socio-Cultural Affairs IRO QAO	(To be set by HDU and HSU)	STO Form
	3. No. of report submitted on campus visits conducted				
Unique indicators for student services units					
• DSSD	Scholarship 1. No. of students who are: a. Merit scholars b. Grantees	VPAA	DSSD	(To be set by HDU and HSU)	STO Form
	Guidance and Counseling Services 2. No. of Career placement activities conducted	VPAA	DSSD	(To be set by HDU and HSU)	STO Form
	Student Housing Services 3. No. of Students served (housing) - 100% of occupancy rate	VPAA	DSSD	(To be set by HDU and HSU)	STO Form

	Student Publication 4. Rank in Regional completion for Student Publication	VPAA	DSSD	(To be set by HDU and HSU)	STO Form
	5. No. of students trained on Campus Journalism	VPAA	DSSD	(To be set by HDU and HSU)	STO Form
	Student Organizations 6. No. of activities conducted by student organizations	VPAA	DSSD	(To be set by HDU and HSU)	STO Form
	Alumni Affairs 7. Timeliness of submission of alumni directories updated by year	VPAA	DSSD	(To be set by HDU and HSU)	STO Form
	8. No. of projects/activities coordinated	VPAA	DSSD	(To be set by HDU and HSU)	STO Form
	9. % of students traced 2016	VPAA	DSSD	(To be set by HDU and HSU)	STO Form
	10. No. of students assisted	VPAA	DSSD	(To be set by HDU and HSU)	STO Form
• International Relations Office	1. No. of collaborations with HEIs locally/abroad	VPAA	IRO	(To be set by HDU and HSU)	STO Form
	2. No. of outbound students	VPAA	IRO	(To be set by HDU and HSU)	STO Form
	3. No. of inbound students	VPAA	IRO	(To be set by HDU and HSU)	STO Form
• NSTP	1. No. Civic Actions (ROTC)	VPAA	NSTP	(To be set by HDU and HSU)	STO Form
	2. No. Outreach Activities (CWTS)	VPAA	NSTP	(To be set by HDU and HSU)	STO Form
	3. No. in-house projects maintained	VPAA	NSTP	(To be set by HDU and HSU)	STO Form

	4. % rate in RAATI	VPAA	NSTP	(To be set by HDU and HSU)	STO Form
• PE & Sports	1. Rank in Regional Competition	VPAA	PE & SPORTS	(To be set by HDU and HSU)	STO Form
	2. No. of organized varsity athletes	VPAA	PE & SPORTS	(To be set by HDU and HSU)	STO Form
	3. No. of athletes in National Competition				
	4. No. of Extra-curricular sports activities/program conducted	VPAA	PE & SPORTS	(To be set by HDU and HSU)	STO Form
• Registrar	1. Timeliness of actions towards frontline services (enrolment, grading sheet, OTRs, certificates issuance, authentication, etc.)	VPAA	Registrar	(To be set by HDU and HSU)	STO Form
	2. Timeliness of submission of reports on the following: (a) Quarterly and annual report required for the preparation of the Budget Accountability Report (BAR) to the DPIMT	VPAA	Registrar	(To be set by HDU and HSU)	STO Form
	(b) Sex-disaggregated data on the following:	VPAA	Registrar	(To be set by HDU and HSU)	STO Form
	• Enrolment data			One month after the last day of late enrolment	STO Form
	• Graduates			One month after the graduation day	STO Form
	• Drop-outs			One months after the semester	STO Form
• Socio-Cultural	1. No. of musical, literary and performing arts performances in the school	VPAA	Socio-Cultural	(To be set by HDU and HSU)	STO Form
	2. No. of musical, literary and performing arts performances outside	VPAA	Socio-Cultural	(To be set by HDU and HSU)	STO Form

	3. Rank in Competitions: a. Regional	VPAA	Socio-Cultural	(To be set by HDU and HSU)	STO Form
• QAO	1. Timeliness of coordination with campuses/colleges on accreditation/program evaluation (QAO to set the deadline)	VPAA	QAO	(To be set by HDU and HSU)	STO Form
	2. Rating from internal accreditors (Note: Assessment should be done by the internal accreditors based on the documents presented. QAO to prepare a monitoring and evaluation report to be filled out by internal accreditors)	VPAA	QAO	(To be set by HDU and HSU)	STO Form
	3. No. of meetings by campus to conduct orientation on accreditation instrument				
	4. Timeliness of release of accreditation manual				

SECTION III – GENERAL ADMINISTRATION AND SUPPORT SERVICES

General Administration and Support Services (GASS)	Performance Indicators	Responsible DU	Responsible SU	Target 2018	Means of Verification
1. Office of the President 1.1. Office of the President and Office of the University/Board Secretary		OP	OP & OUBS	(To be set by HDU and HSU)	GASS Form
<ul style="list-style-type: none"> • Efficient management of administrative procedures to assist the University President and the Governing Board 	1. Accuracy in assessing concerns and documents (completed staff work) for the President’s immediate action	EA & OP	OUBS	(To be set by HDU and HSU)	GASS Form
	2. Timeliness of release of instructions/communications from the president to IFSU officials/employees	OP	EA	(To be set by HDU and HSU)	GASS Form
	3. Timeliness in sending notice of meetings to <ul style="list-style-type: none"> a. BOR members b. ADCO members c. Academic Council members 	OP	OUBS	(To be set by HDU and HSU)	GASS Form
	4. Timeliness of transmitting packaged agenda folders for BOR, ADCO and ACADCO meeting	OP	OUBS	(To be set by HDU and HSU)	GASS Form
	5. Timeliness of submitting the following for approval/signature <ul style="list-style-type: none"> a. Excerpts of resolutions b. Matrix of actions c. Referendum 	OP	OUBS	(To be set by HDU and HSU)	GASS Form
	6. Timeliness of distribution/dissemination of the ff. <ul style="list-style-type: none"> a. Minutes of previous meetings b. Policy guidelines 	OP	OUBS	(To be set by HDU and HSU)	GASS Form
	7. Performance in facilitating the BOR meeting based on result of post meeting survey rating of BOR members	OP	OUBS	(To be set by HDU and HSU)	GASS Form
1.2. Infrastructure and Site Development		OP	DISD	(To be set by HDU and HSU)	GASS Form
<ul style="list-style-type: none"> • Construction of infrastructure 	1. Timeliness of project completion of all bided projects (per approved calendar timeframe), (specify all projects bided)	OP	DISD	(To be set by HDU and HSU)	GASS Form

<ul style="list-style-type: none"> Submission of required reports/plan to oversight agencies 	2. Timeliness of submission of APP to oversight agency	Procurement Office		(To be set by HDU and HSU)	GASS Form
	3. Timeliness of submission of APCPI to oversight agency	Procurement Office		(To be set by HDU and HSU)	GASS Form
	4. Timeliness of submission of land use plan per NEDA's deadline/or as instructed by the university president	OP	DISD	(To be set by HDU and HSU)	GASS Form
	5. Timeliness of submission of the TRIP per NEDA's deadline	Procurement Office		(To be set by HDU and HSU)	GASS Form
	6. Timeliness of submission of APP to update the transparency seal	Procurement Office		(To be set by HDU and HSU)	GASS Form
<ul style="list-style-type: none"> PhilGEPS posting 	7. Maintain/update posting of bids and awarded contracts in the PhilGEPS	OP	DISD	(To be set by HDU and HSU)	GASS Form
1.3. DPIMT		OP	DPIMT	(To be set by HDU and HSU)	GASS Form
<ul style="list-style-type: none"> Planning, monitoring and evaluation of University PAPs 	1. Updating of the university's Transparency Seal per IATF Memo Circular	OP	DPIMT	(To be set by HDU and HSU)	GASS Form
	2. Quarterly submission of Budget Accountability Report (BAR) through DBM's unified reporting system	OP	DPIMT	(To be set by HDU and HSU)	GASS Form
	3. Submission of Form A & A1 (Accomplishment Report for PBB evaluation) on deadline per IATF-Memo Circular	OP	DPIMT	(To be set by HDU and HSU)	GASS Form
	4. Submission of Annual Action Plan / Strategic Plan (45 days after end of the planning activities)	OP	DPIMT	(To be set by HDU and HSU)	GASS Form
	5. Submission of Annual Report on due date (1 st draft, 45 days after end of the year)	OP	DPIMT	(To be set by HDU and HSU)	GASS Form
	6. Submission of OPCR report ranking of DUs on due date (per deadline of submission of Form 1.0 by the HRD)	OP	DPIMT	(To be set by HDU and HSU)	GASS Form

<ul style="list-style-type: none"> Production of Publication and University information materials/media 	7. Production and distribution of the Footprints Publication quarterly (end of month ff. each qtr.)	OP	DPIMT	(To be set by HDU and HSU)	GASS Form
	8. Updating & maintenance of information materials a. Flyers b. IFSU Profile flyer c. Website information pages d. Other media	OP	DPIMT	(To be set by HDU and HSU)	GASS Form
<ul style="list-style-type: none"> Manage MIS & internet connectivity 	9. Completion of MIS modules on due date per approved proposal	OP	DPIMT	(To be set by HDU and HSU)	GASS Form
	10. % of facts and figures (University Profile) updated per NEDA's deadline (March 15 yearly)	OP	DPIMT	(To be set by HDU and HSU)	GASS Form
	11. No. of proposals/recommendations submitted to upgrade/improve internet connectivity in the University	OP	DPIMT	(To be set by HDU and HSU)	GASS Form
					GASS Form
1.4. Income Generating Projects		OP	IGP	(To be set by HDU and HSU)	GASS Form
<ul style="list-style-type: none"> Efficient management of IGPs 	1. Percentage in increase of income	OP	IGP	(To be set by HDU and HSU)	GASS Form
	2. No. of project proposals/letter of intent submitted	OP	IGP	(To be set by HDU and HSU)	GASS Form
	3. No. of new IGP established	OP	IGP	(To be set by HDU and HSU)	GASS Form
	4. No. of projects evaluated and enhanced	OP	IGP	(To be set by HDU and HSU)	GASS Form
	5. No. of new business partner (w/ moa)	OP	IGP	(To be set by HDU and HSU)	GASS Form
	6. No. of IFSU lots leased	OP	IGP	(To be set by HDU and HSU)	GASS Form

	7. No. of IGP personnel trained	OP	IGP	(To be set by HDU and HSU)	GASS Form
	8. No. of policy/guidelines revised or formulated	OP	IGP	(To be set by HDU and HSU)	GASS Form
	9. No. of supervisory/monitoring activities conducted: a. Meetings conducted b. Campus visits	OP	IGP	(To be set by HDU and HSU)	GASS Form
	10.No. of people employed thru IGPs: a. Students accommodated as student assistants	OP	IGP	(To be set by HDU and HSU)	GASS Form
	b. Community people	OP	IGP	(To be set by HDU and HSU)	GASS Form
	11.No. of students, student researches/ OIPs/OJT's accommodated in IGP projects	OP	IGP	(To be set by HDU and HSU)	GASS Form
	12.No. of projects utilized for: a. Instruction b. Extension services	OP	IGP	(To be set by HDU and HSU)	GASS Form
1.5. Internal Control Unit		OP	IAS	(To be set by HDU and HSU)	GASS Form
• Internal auditing	1. No. of recommendations submitted for consideration in relation to implementation of auditing rules and policies	OP	IAS	(To be set by HDU and HSU)	GASS Form
	2. Zero AOM	OP	IAS	(To be set by HDU and HSU)	GASS Form
	12. Comply with at least 30% of the prior year's audit recommendations	OP	IAS	(To be set by HDU and HSU)	GASS Form
1.6. Gender and Development				(To be set by HDU and HSU)	GASS Form
• GAD planning and reporting	1. Timeliness of submission of GAD plan on due date to oversight agency	OP	GAD	(To be set by HDU and HSU)	GASS Form

	2. Timeliness of submission of GAD accomplishment report to oversight agency	OP	GAD	(To be set by HDU and HSU)	GASS Form
	3. Timeliness of submission of GAD PB, GAD AR and other reports to the PCW and DBM thru the Gender Mainstreaming Monitoring System as scheduled	OP	GAD	(To be set by HDU and HSU)	GASS Form
	4. Timeliness Submission of reports of GAD programs	OP	GAD	(To be set by HDU and HSU)	GASS Form
• Partnership with stakeholders	5. Timeliness of submission of partnership reports with stakeholders	OP	GAD	(To be set by HDU and HSU)	GASS Form
• Mainstreaming GAD in University PPAs	6. % of faculty and staff who attended GAD SWT	OP	GAD	(To be set by HDU and HSU)	GASS Form
	7. No. of GAD researches: a. Published b. presented	OP	GAD	(To be set by HDU and HSU)	GASS Form
	8. No. of GAD IEC package and distributed to stakeholders	OP	GAD	(To be set by HDU and HSU)	GASS Form
1.7. NBC 461 Zonal Center – CAR					
• Submission of plan/reports	1. Timeliness of submission of regular agency plan/report	OP	NBC Zonal Center	(To be set by HDU and HSU)	GASS Form
• Review and evaluation of CCE and QCE documents	2. Timeliness of review/evaluation of CCE documents	OP	NBC Zonal Center	(To be set by HDU and HSU)	GASS Form
	3. Timeliness of review/evaluation of QCE documents	OP	NBC Zonal Center	(To be set by HDU and HSU)	GASS Form
	4. Timeliness of encoding CCE/QCE results	OP	NBC Zonal Center	(To be set by HDU and HSU)	GASS Form
	5. Timeliness of release of NBC 461- first draft print out	OP	NBC Zonal Center	(To be set by HDU and HSU)	GASS Form
	6. Timeliness of release of NBC 461- final print out	OP	NBC Zonal Center	(To be set by HDU and HSU)	GASS Form

	7. Timeliness of release of rectified result	OP	NBC Zonal Center	(To be set by HDU and HSU)	GASS Form
	8. Timeliness of release of individual print out	OP	NBC Zonal Center	(To be set by HDU and HSU)	GASS Form
2. Administration and Finance					
2.1 Administrative Services	To be set by the Chief Administrative Officer (CAO)	VP-AF	DAS	(To be set by HDU and HSU)	GASS Form
2.1.1 Administrative unit		VP-AF	DAS	(To be set by HDU and HSU)	GASS Form
<ul style="list-style-type: none"> On-going land disputes involving IFSU pending in court and other government agencies to be settled, secured and protected. 		VP-AF	DAS	(To be set by HDU and HSU)	GASS Form
<ul style="list-style-type: none"> Implement policies, rules and regulations, office orders coming from the University, Civil Service Commission, Commission on Higher Education, DBM, and other laws governing the University on Administrative functions 		VP-AF	DAS	(To be set by HDU and HSU)	GASS Form
<ul style="list-style-type: none"> Assist the University officials to plan and coordinate administrative functions 		VP-AF	DAS	(To be set by HDU and HSU)	GASS Form
<ul style="list-style-type: none"> Complaints and reports on the services of the administrative services acted upon 		VP-AF	DAS	(To be set by HDU and HSU)	GASS Form
<ul style="list-style-type: none"> Review, comment and assign incoming and outgoing communications that needed action to the different section of the department 		VP-AF	DAS	(To be set by HDU and HSU)	GASS Form
<ul style="list-style-type: none"> Review and approve reports, plans, activities etc. that concerns administrative functions 		VP-AF	DAS	(To be set by HDU and HSU)	GASS Form

<ul style="list-style-type: none"> Submission of accurate reports, data or information requested/required by other agencies/offices 		VP-AF	DAS	(To be set by HDU and HSU)	GASS Form
<ul style="list-style-type: none"> Completion of tasks in committee/task groups assigned through a memo or approved request in support to university/campus or another office or college' activity 		VP-AF	DAS	(To be set by HDU and HSU)	GASS Form
2.1.2 Records Services		VP-AF	DAS	(To be set by HDU and HSU)	GASS Form
<ul style="list-style-type: none"> Digitization/Archiving of Records 	Timeliness of digitizing of records/files (1960-70's)	VP-AF	DAS	(To be set by HDU and HSU)	GASS Form
<ul style="list-style-type: none"> Review, comment and assign incoming and outgoing communications that needed action to the different section of the department 	100% of assign incoming and outgoing communications reviewed and commended	VP-AF	DAS	(To be set by HDU and HSU)	GASS Form
<ul style="list-style-type: none"> Incoming and outgoing documents scanned and stored in the Computer for ready reference 	100% of incoming and outgoing communications scanned and stored in the computer for ready reference	VP-AF	DAS	(To be set by HDU and HSU)	GASS Form
<ul style="list-style-type: none"> All documents are properly received and recorded 	100% documents are properly received and recorded	VP-AF	DAS	(To be set by HDU and HSU)	GASS Form
<ul style="list-style-type: none"> Documents ensured of security and confidentiality of records 	100% of documents ensured of security and confidentiality of records	VP-AF	DAS	(To be set by HDU and HSU)	GASS Form
<ul style="list-style-type: none"> Requests for access of documents properly acted upon with accuracy and up-to-date records 	100% of requests documents properly acted	VP-AF	DAS	(To be set by HDU and HSU)	GASS Form
2.1.3 Human Resource Management Services		VP-AF	DAS	(To be set by HDU and HSU)	GASS Form
<ul style="list-style-type: none"> Compliance with the Enhanced PRIME-HRM requirements under maturity level II in all the 4 HRM areas (RSP, L & D, PM, R &R) 	% of compliance to the Enhanced Prime HRM	VP-AF	DAS	(To be set by HDU and HSU)	GASS Form
<ul style="list-style-type: none"> Recruitment, selection and placement 	% of appointments issued validated by CSC	VP-AF	DAS	(To be set by HDU and HSU)	GASS Form
<ul style="list-style-type: none"> Updating of MSPP 	Timeliness of updating of MSPP	VP-AF	DAS	(To be set by HDU and HSU)	GASS Form

• Crafting of competency framework	At least Organizational competency crafted	VP-AF	DAS	(To be set by HDU and HSU)	GASS Form
• Learning and Development	Timeliness of submission of GAD-SWT report attended by faculty and staff on GAD and GAD-related SWTs (quarterly on OPCR deadline) Note: with information on the budget/actual expenses incurred on the SWTs	VP-AF	DAS	(To be set by HDU and HSU)	GASS Form
	% of faculty and staff who attended SWTs related to their field of specialization or work assignment: (a) Faculty members (b) Non-teaching personnel	VP-AF	DAS	(To be set by HDU and HSU)	GASS Form
• Proposed PRAISE revision endorsement by ADCO and approval by BOT	Revised PRAISE approved by BOT	VP-AF	DAS	(To be set by HDU and HSU)	GASS Form
• PRAISE implementation	No. of employee awardees	VP-AF	DAS	(To be set by HDU and HSU)	GASS Form
• Online profiling system	100% of computers with internet connection and other HRD staff can access on the system data	VP-AF	DAS	(To be set by HDU and HSU)	GASS Form
	Timeliness of submission of sex-disaggregated data on the following: • Faculty Profile • Staff Profile	VP-AF	DAS	(To be set by HDU and HSU)	GASS Form
• Updating and posting of Citizen's Charter	Timeliness of updating Citizen's Charter	VP-AF	DAS	(To be set by HDU and HSU)	GASS Form
• Submission of Summary reports on teaching and non-teaching personnel who attended SWT: a) international b) national/regional c) institutional/local as set by the unit head	Summary report submitted 2 weeks after deadline of submission of DTRs.	VP-AF	DAS	(To be set by HDU and HSU)	GASS Form
• Conduct of Learning Needs Analysis (LNA) of employees conducted	% of employees whose LNA was conducted	VP-AF	DAS	(To be set by HDU and HSU)	GASS Form
• Updating of PSIPOP	PSIPOP Completely updated with no error	VP-AF	DAS	(To be set by HDU and HSU)	GASS Form

• Updating of database	Database updated on schedule	VP-AF	DAS	(To be set by HDU and HSU)	GASS Form
• Conduct/coordination of institutional events	Coordination and conduct of activities done as scheduled	VP-AF	DAS	(To be set by HDU and HSU)	GASS Form
• Monitoring of submission and evaluation of operations - IPCR - Citizen's Charter - PDS - SALN	Submission and evaluation of operation monitored on schedule Timeliness of submission of Form 1.0 to the IATF on deadline	VP-AF	DAS	(To be set by HDU and HSU)	GASS Form
2.1.4 Supply Management services		VP-AF	DAS	(To be set by HDU and HSU)	GASS Form
• Record incoming and outgoing documents	100% of incoming & outgoing documents received and recorded	VP-AF	DAS	(To be set by HDU and HSU)	GASS Form
• File documents	100% of documents filed	VP-AF	DAS	(To be set by HDU and HSU)	GASS Form
• Procurement documents prepared	100% of procurement documents prepared	VP-AF	DAS	(To be set by HDU and HSU)	GASS Form
• Acceptance of procured materials/equipment	100% of supplies, materials and equipments conformed with specifications and quantity are accepted	VP-AF	DAS	(To be set by HDU and HSU)	GASS Form
• Issuance of supplies and equipment to requesting office/personnel or Notification given	100% of available supplies and equipment issued to requesting office	VP-AF	DAS	(To be set by HDU and HSU)	GASS Form
• Procurement record maintained and updated	100% procurement records are maintained and updated	VP-AF	DAS	(To be set by HDU and HSU)	GASS Form
• Property Acknowledgement Receipt (PAR)	100% of PAR filed	VP-AF	DAS	(To be set by HDU and HSU)	GASS Form
• Inventory custodial slip (ICS)	100% of ICS filed	VP-AF	DAS	(To be set by HDU and HSU)	GASS Form

<ul style="list-style-type: none"> Property/Stock cards 	100% of property stock cards are updated	VP-AF	DAS	(To be set by HDU and HSU)	GASS Form
<ul style="list-style-type: none"> Insurance of properties 		VP-AF	DAS	(To be set by HDU and HSU)	GASS Form
<ul style="list-style-type: none"> Unserviceable Property disposed of per applicable prevailing rules and regulations within set deadline 	100% of accurate reports, data or information requested/required by other agencies/offices are submitted	VP-AF	DAS	(To be set by HDU and HSU)	GASS Form
<ul style="list-style-type: none"> Submission of accurate reports, data or information requested/required by other agencies/offices 		VP-AF	DAS	(To be set by HDU and HSU)	GASS Form
2.1.5 Health Services (Clinic)		VP-AF	DAS	(To be set by HDU and HSU)	GASS Form
Medical-Dental services	% of students served by medical-dental services	VP-AF	DAS	(To be set by HDU and HSU)	GASS Form
<ul style="list-style-type: none"> Assessment of clients during provision/conduct of dental service 	% of clients (students/employees/community people) who rate services as good, better or best	VP-AF	DAS	(To be set by HDU and HSU)	GASS Form
<ul style="list-style-type: none"> attending/assisting to clients and /or referring them for further evaluation and management. 	No. of clients attended/assisted to and /or referred for further evaluation and management.	VP-AF	DAS	(To be set by HDU and HSU)	GASS Form
<ul style="list-style-type: none"> Recording/ filing of students'/clients' records for continuity of care and for future reference 	Timeliness of submission of summary of clients' profile with sex-disaggregated data (annually, attachment to OPCR annual report)	VP-AF	DAS	(To be set by HDU and HSU)	GASS Form
<ul style="list-style-type: none"> referring of cases to the nearest clinic/hospital for further management 	Timeliness of assisting/referring cases to the nearest clinic/hospital for further management (Clinic head to set timeliness scale)	VP-AF	DAS	(To be set by HDU and HSU)	GASS Form
<ul style="list-style-type: none"> At least 1 procedure/process flow chart of client information in place 		VP-AF	DAS	(To be set by HDU and HSU)	GASS Form
<ul style="list-style-type: none"> Planning, monitoring and implementation/conduct of related activities in the area of operation 	% of planned PAPs/approved proposals implemented	VP-AF	DAS	(To be set by HDU and HSU)	GASS Form
<ul style="list-style-type: none"> Implementation of programs with partner agencies/individuals 	No. of new program/project/activity implemented with partners	VP-AF	DAS	(To be set by HDU and HSU)	GASS Form

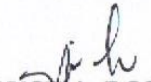
2.2. General Services					GASS Form
<ul style="list-style-type: none"> • Modernization • Acquisition of vehicles and machineries • Submission of proposals to funding agency/ies 	To be set by the Director for General Services	VP-AF	GSO	(To be set by HDU and HSU)	GASS Form
<ul style="list-style-type: none"> • Retooling/training • Subject personnel to different training and competency certifications 		VP-AF	GSO	(To be set by HDU and HSU)	GASS Form
<ul style="list-style-type: none"> • Development of IRRs • Crafting IRRs 				(To be set by HDU and HSU)	GASS Form
<ul style="list-style-type: none"> • Office automation • Acquisition of software 		VP-AF	GSO	(To be set by HDU and HSU)	GASS Form
2.3 Finance Services					GASS Form
<ul style="list-style-type: none"> • Budgeting 	1. Budget Utilization Rate- GF	VP-AF	Finance	(To be set by HDU and HSU)	GASS Form
	2. Budget Disbursement Rate-GF	VP-AF	Finance	(To be set by HDU and HSU)	GASS Form
	3. Budget Utilization Rate- STF	VP-AF	Finance	(To be set by HDU and HSU)	GASS Form
	4. Budget Disbursement Rate-STF	VP-AF	Finance	(To be set by HDU and HSU)	GASS Form
<ul style="list-style-type: none"> • Reports Submission 	5. Timeliness of submission of Aging of Cash Advances	VP-AF	Finance	(To be set by HDU and HSU)	GASS Form
	6. Timeliness of submission of FARS	VP-AF	Finance	(To be set by HDU and HSU)	GASS Form
	7. Timeliness of submission of Annual Financial Report	VP-AF	Finance	(To be set by HDU and HSU)	GASS Form
	8. Timeliness of submission to BAC of Finance APP for 2018	VP-AF	Finance	(To be set by HDU and HSU)	GASS Form

• Compliance to Requirements	9. Timeliness of Posting of Annual Budget to Website	VP-AF	Finance	(To be set by HDU and HSU)	GASS Form
	10. Timeliness of Posting of FARS to Website	VP-AF	Finance	(To be set by HDU and HSU)	GASS Form
	11. Submission of FARS to update the transparency seal	VP-AF	Finance	(To be set by HDU and HSU)	GASS Form
	12. No. of Budget Planning conducted	VP-AF	Finance	(To be set by HDU and HSU)	GASS Form
	13. Timeliness of submission of OSBP generated 2018 Budget Proposal to DBM	VP-AF	Finance	(To be set by HDU and HSU)	GASS Form
	14. Timeliness of submission of 2018 budget documents to House of Representatives	VP-AF	Finance	(To be set by HDU and HSU)	GASS Form
	15. Timeliness of submission of 2018 budget documents to House of Senate	VP-AF	Finance	(To be set by HDU and HSU)	GASS Form
	16. Timeliness of presentation of 2018 budget proposal-STF to BOR	VP-AF	Finance	(To be set by HDU and HSU)	GASS Form
	17. Timeliness of payment of salaries	VP-AF	Finance	(To be set by HDU and HSU)	GASS Form
	18. No. of financial monitoring conducted in the campuses	VP-AF	Finance	(To be set by HDU and HSU)	GASS Form
	19. Timeliness of release SAOB to all concerned (quarterly)	VP-AF	Finance	(To be set by HDU and HSU)	GASS Form

GASS: Common Functions for DUs/SUs

Program	Performance Indicators (Planning Workshop/Previous PI per OPCR 2017)	Responsible DU	Responsible SU	Target 2018	Means of Verification
Planning, monitoring and evaluation of unit's PAPs	1. No. of planning, monitoring and related activities proposed/conducted/ implemented in the area of operation	All DUs	All SUs	One per quarter	GASS Form
Financial Management	2. Budget Utilization Rate - obligation	All DUs	All SUs	86-90% of allotted budget	GASS Form
	3. Budget Utilization Rate - disbursement	All DUs	All SUs	86-90% of obligated amount	GASS Form
Manpower Development	4. No. of faculty/staff who attended SWT on GAD/GAD-related and/or any SWT related to field of specialization of faculty/staff	All DUs	All SUs	86-90% of faculty and staff	GASS Form


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