

Republic of the Philippines
IFUGAO STATE UNIVERSITY
Lamut, Ifugao

PERFORMANCE MANAGEMENT TEAM

PROCEDURES FOR OPCR & IPCR TARGET-SETTING & REPORTING

- 1.0. Statement of Purpose
To simplify and clarify the process of target-setting for performance commitment and review of delivery and service units and individual employees, the following procedures are hereby set to guide the management and all employees of the University.
- 2.0. Terms:
 - 2.1. Category of Departments/Units
 - 2.1.1. Delivery units – are the various divisions as shown in the organizational structure (whether staff or line functions) headed by the Vice Presidents, and Campus Executive Directors). Divisions headed by the University President (i.e. Office of the President with all attached departments) is also included as one of the delivery units. The delivery units are the ones ranked for PBB purposes at the end of each year. The Delivery Unit – Office Performance Commitment and Review (DU-OPCR) shall be prepared by the head of delivery unit (HDU).
 - 2.1.2. Service units – refer to the various departments or colleges headed by the department directors or the college deans, respectively. The Service Unit – Office Performance Commitment and Review (SU-OPCR) shall be prepared by the head of service unit.
 - 2.2. Table of Reference – It refers to the set of performance indicators, kept updated and maintained to ensure alignment to agency performance indicators, that serves as a reference to guide managers and employees in setting their targets. The performance indicators reflect the expected outcomes and outputs that units and individuals produce. While it facilitates efficient performance planning, monitoring and evaluation, the supervisor and the employee may, however, set and agree for the appropriate performance indicator deemed best by them.

The OPCR

- 3.0. Target-setting Procedure for the OPCR
 - 3.1. The HDU and HSU prepare the targets for the DU-OPCR and SU-OPCR, respectively, by filling out the DU-OPCR (Annex A) and SU-OPCR form (Annex B), respectively. The performance indicators to be entered in the DU-OPCR or SU-OPCR form shall be based on the OPCR Table of Reference.
 - 3.2. DUs and SUs enter all the required indicators in accordance to section 3.1. and 3.2. The HDU or HSU shall provide additional performance indicators that shall measure the performance of their unit's functions, if necessary.
 - 3.3. Physical targets per performance indicator shall be based on the GAA published targets and the approved targets for the year.
 - 3.4. HDUs and HSUs should take all indicators in the Table of Reference that relate to the unit's functions and responsibilities and indicate the target based on the previous year's actual accomplishments. The GAA published targets must be committed by the HDUs and HSUs on their OPCR and must be achieved.
 - 3.5. The order of the indicators on the OPCR should be based on the manner they are presented in the Table of Reference for uniformity and more efficient conduct of monitoring and evaluation.

- 4.0. Submission of the OPCR
 - 4.1. OPCR target
 - 4.1.1. The HDU or HSU submits 2 copies of duly signed OPCR-target on or before set deadline.
 - 4.1.1.1. For DUs: copy 1 – unit’s copy; copy 2 – PMT/Planning office’s copy with an e-copy (PDF format);
 - 4.1.1.2. For SUs: copy 1 – unit’s copy; copy 2 – DU’s copy; E-copy is optional.
 - 4.1.2. The commitment page (page 1) should be duly signed by concerned officials.
 - 4.1.2.1. DU-OPCR – The signatories on the commitment page and the assessment pages are the HDU, the PMT Chairperson, and the University President.
 - 4.1.2.2. SU-OPCR – The signatories on the commitment and assessment pages are the HSU and the HDU.
 - 4.1.3. Assessment of OPCR target
 - 4.1.3.1. DU OPCR target – The PMT is tasked to assess the OPCR targets in accordance to set standards. The Planning Office, as PMT secretariat, shall conduct initial assessment for recommendation to the PMT and approval by the University President.
 - 4.1.3.2. SU OPCR target – The OPCR targets of SUs are assessed by the concerned HDU.
 - 4.2. OPCR accomplishment
 - 4.2.1. Submission of DU and SU OPCR accomplishment reports is quarterly, every 2nd Friday and 1st Friday, respectively, of the month following each quarter.
 - 4.2.1.1. For DUs: Submission shall be made through the Planning Office. Reporting is done quarterly while assessment, annually. The assessment at the end of the year shall be done initially by the Planning office and the PMT and final assessment and rating by the University President. It is the responsibility of the Planning Office to return within 15 days OPCR that do not meet set standards and transmit within 5 days PMT-assessed OPCR after PMT Chairperson signs on the OPCR.
 - 4.2.1.2. For SUs: Submission shall be made directly to the HDU for assessment and preparation of the DU-OPCR. The HDU is responsible in assessing the performance of the Service Unit based on set targets.
 - 4.2.2. Reporting OPCR actual accomplishments
 - 4.2.2.1. Reporting may be done in any of the following options:
 - 4.2.2.1.1. The e-copy (PDF format) file of the OPCR target shall be used to enter accomplishments;
 - 4.2.2.1.2. The e-copy (PDF format) file of the OPCR target shall be printed and entries may be hand-written. The report shall be submitted with the e-file in PDF format.
 - 4.2.3. Assessment of OPCR actual accomplishments
 - 4.2.3.1. For DUs: Assessment shall be done following this procedure:
 - 4.2.3.1.1. The Planning office makes the initial assessment;
 - 4.2.3.1.2. The PMT reviews and checks the result of the initial assessment; and
 - 4.2.3.1.3. Final assessment and rating shall be done by the University President.
 - 4.2.3.1.4. The ranking of delivery units shall be prepared by the Planning office and transmits the same to the HRD Office for Performance Rewarding.
 - 4.2.3.2. For SUs: Assessment shall be done by the HDU. The HDU transmits the assessed OPCR of the SUs to the HRD Office.

- 5.0. Submission of Supporting Evidences for the OPCR
 - 5.1. Every submission of quarterly accomplishment report should be supported by evidences. Properly labeled and filled-out ready-to-use forms should be submitted as attachments (ANNEX C- Forms as Attachments to the OPCR).
 - 5.2. For items or indicators that has no appropriate ready-form, the unit may submit a summarized format with details of important information. The document should be signed by the personnel who prepared it and certified true and correct by the highest official of the unit.

The IPCR

- 6.0. Target-setting Procedure for the IPCR
 - 6.1. All employees of the University should submit their IPCR, permanent and non-permanent.
 - 6.1.1. Permanent employees shall submit their annual target using the IPCR form on or before the 2nd Friday of January each year.
 - 6.1.2. Employees on contract of service shall also submit their target within the first week upon hiring with a coverage depending on his/her contract (i.e. 3 months, 6 months).
 - 6.2. The performance indicators to be entered in the IPCR form shall be based on the IPCR Table of Reference guided by the following:
 - 6.2.1. Functions of the personnel as indicated in his/her Position Description Form or Term of References for designees;
 - 6.2.2. Designated officials of the University should refer to the Table of Reference Part II.
 - 6.2.3. All employees, except those with University-wide designations, should refer to the Part III of the Table of Reference.
 - 6.3. Employees should enter all the required indicators in accordance to section 6.2. The employees should provide additional PIs that will measure performance of their functions. It should be set by and between the employee and the immediate supervisor.
 - 6.4. The order of the indicators on the IPCR should be based on the manner they are presented in the Table of Reference for uniformity and efficiency in monitoring and evaluation.

7.0. Submission of the IPCR

- 7.1. IPCR target
 - 7.1.1. Employee shall submit 4 hard copies with an e-copy (PDF format) of duly signed IPCR-target on or before set deadline (copy 1 – employee’s copy; copy 2 –SU’s copy, copy 3 – SU’s copy, and copy 4 - HRD’s copy) to the Head of Service Unit.
 - 7.1.2. The HSU is responsible in transmitting the duly signed IPCR target of the employees (DU and HRD-Main Campus’ copies) to the HDU with the e-copy.
 - 7.1.3. The HDU is responsible in transmitting the duly signed IPCR target of the employees (HRD-Main Campus’ copy) to the HRD Office at the Main Campus with the e-copy.
 - 7.1.4. The commitment page (page 1) should be duly signed by concerned officials. Signatories are the following:
 - 7.1.4.1. Employees’ IPCR (faculty and staff) - The signatories on the commitment page and the assessment pages are the employee as ratee, his/her immediate supervisor (section head or program chairperson, and the HSU).

(Example: IPCR of a faculty member – signatories are the program chairperson as immediate supervisor and the dean as HSU.)

- 7.1.4.2. HSU's IPCR (department directors/college deans) – The signatories are the HHSU as employee or ratee; and the HDU as immediate supervisor.
- 7.1.4.3. HDU's IPCR (VPs, CEDs, other assigned HDUs) – The signatories are the HDU as employee or ratee; and the University President as immediate supervisor.

- 7.2. IPCR accomplishment report – Submission of IPCR accomplishment reports is semi-annually, every 3rd Friday of the month following each semi-annual period.
 - 7.2.1. The employee submits the duly assessed and signed IPCR actual accomplishment report to the HSU. Reporting of actual accomplishment may be done in any of these options:
 - 7.2.1.1. The e-copy file (PDF format) of the IPCR target shall be where entries of actual accomplishments (semi-annually) be made.
 - 7.2.1.2. The e-copy file (PDF format) of the target may be printed and the entries of actual accomplishments be entered through hand writing.

8.0. Submission of Supporting Evidences for the IPCR reports

- 8.1. Every submission of semi-annual accomplishment report should be supported by evidences. **The enhanced MPOR form (ANNEX D)** should be utilized properly as supporting evidences with only the necessary attachments to support claims.

9.0. Rating Scale for Assessing Actual Accomplishments

Rating	Quantity		Timeliness
	Target could exceed 100%	Target expressed in terms of % that cannot exceed 100%	Days or hours
5	Achieved the target by 130% and above	96% to 100%	Three or more days before the deadline
4	Achieved the target by 115-129%	91 to 95%	One - two days before the deadline
3	Achieved the target by 100-114%	86 to 90%	On deadline or due date
2	Performance below target by 51-99%	81 to 85%	One – two days after the deadline
1	Performance below target by 50% and below	Below 80%	Three or more days after the deadline

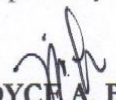
10.0. Updating of the University SPMS Manual

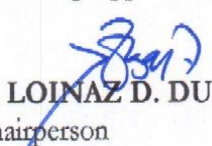
The University SPMS Manual should therefore be updated in accordance to these guidelines and procedures. Any issuance contrary to the above procedures should be rescinded.


Prepared by:

Recommending Approval by:

Approved:


JOYCE A. BODAH
 PMT Secretariat


ENGR. LOINAZ D. DULAWAN
 PMT Chairperson


SERAFIN L. NCOHAYON, Ph.D.
 University President