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Republic of the Philippines
Cordillera Administrative Region
IFUGAO STATE UNIVERSITY
Nayon, Lamut, Ifugao 3605

OFFICE ORDER NO. 6 s. 2010

TO: ALL EMPLOYEES
This University

FROM: **SERAFIN L. NGOHAYON, PhD**
University President

SUBJECT: AMENDING THE COMPOSITION OF COMMITTEES TO OVERSEE THE INSTALLATION OF THE PERFORMANCE MANAGEMENT SYSTEM, ITS DUTIES AND FUNCTIONS AND PROCEDURE.

DATE: AUGUST 24, 2010

1. By virtue of the powers vested in me by RA 9720 and CSC MC No. 1, s. 2009, the following committees are hereby amended with their corresponding duties and functions.

a. Calibration Committee (CC):

i. Composition:

Chairperson : Camilo A. Pimentel, PhD
Vice Chair : Telesforo T. Pugong, Jr.
Members : Romana L. Alsiken, PhD
Josephine A. Guimpatan, PhD
Faith B. Basilio, EdD
Florencio D. Dimog
Ricardo L. Ildefonso, PhD
Napoleon K. Taguiling, PhD
IFSU Faculty & Employees Union
Federation President

ii. Duties and Functions:

The Committee acts as the final arbiter and determining body for the points for each output. It is the group that will manage the development and implementation of the agency performance management system including the creation of policies and guidelines for the PMS-OPES. It shall conduct its own processes for determining the points and discusses with the Measurement Development Team (MDT) the PMS-OPES Output Reference Table.

b. PMS-OPES Measurement Development Team (MDT):

i. Composition:

Chairperson : Diosdado M. Aquino, PhD
Vice Chair : Sandra Irish C. Marquez
Members : Dominga Lunag
Kenneth B. Ancheta
College Deans
Directors

ii. Duties and Functions:

The Committee acts as the technical working group for the Calibration Committee. It is the team that will manage the development of the PMS-OPES Output Reference Table before it is submitted to the Calibration Committee for review.

c. PMS-OPES Project Team/Secretariat:

i. Composition:

Chairperson : Anita L. Nam-on
Vice Chair: Ma. Louisa G. Taguiling
Members : Generose B. Sawey
Michelle J. Dulay
Sol S. Codamon

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ii. Duties and Functions:

The team acts as the liaison with the CSC, support the process and ensure that activities are on schedule, changes/agreements discussed are followed through, and milestones are achieved.

2. PROCEDURE:

- a. The Campus Directors and the Directors of various Departments shall see to it that the PMS-OPES is installed in their respective jurisdictions. They are responsible in ensuring that the process of installation is smoothly and properly adhered to.
 - b. The College Deans and Section Heads within various departments shall facilitate the process within their jurisdictions and come up with two (2) output reference tables, one for outputs in teaching and another one for outputs in non-teaching functions. These shall be submitted per Campus to the PMS-OPES Project Team/Secretariat for collation.
 - c. The PMS-OPES Project Team/Secretariat, after collating the outputs from various campuses, shall submit the same to the PMS-OPES MDT.
 - d. The MDT reviews the output to conform with guidelines on the PMS. If contradictions are observed or if there are issues which need to be resolved, the MDT should develop a scheme to resolve the issues and to come up with a uniform reference table applicable to all Colleges and Offices in all the campuses.
 - e. The output is then submitted to the Calibration Committee for final review and submission to the PMS Champion. The Calibration Committee shall include its recommendation and the next plan of action.
3. The Output Reference Table must be submitted to the PMS Champion on or before September 24, 2010.
 4. This Order takes effect immediately.

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