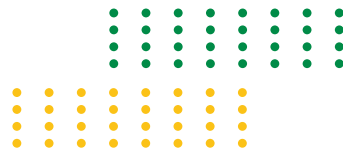


**AGUSAN DEL SUR STATE COLLEGE OF  
AGRICULTURE AND TECHNOLOGY**


Bunawan, Agusan del Sur



**STRATEGIC  
PERFORMANCE  
MANAGEMENT  
SYSTEM**



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## I. INTRODUCTION

In line with Administrative Order No. 25, CSC Memorandum Circular No. 6, s. 2012, [*Guidelines in the Establishment and Implementation of the Agency Strategic Performance Management System (SPMS)*] this agency adopts the establishment of the Strategic Performance Management System to be referred to as Agusan Del Sur State College of Agriculture and Technology – Strategic Performance Management System (ASSCAT-SPMS).

While policies and systems for employee performance evaluation have long been in place in government, it must give way to various strategic shifts such as the performance management which puts emphasis on major final outputs and outcomes, use of success indicators (measures and targets) in measuring results, and the interventions in development planning.

This was enunciated in CSC Resolution No. 1200481 and CSC MC No. 06, s. 2012 pursuant to Joint Resolution No. 4 (*Governing Principles of the Modified Compensation and Position Classification System and Base Pay Schedule of the Government*) of the Congress of the Philippines particularly item 1(d) thereof, which states that “*a performance-based incentive scheme which integrates personnel and organizational performance shall be established to reward exemplary civil servants and well performing institutions*”.

Moreover, item 4 of the same Joint Resolution No. 4 provides that “*Step increments – an employee may progress from step 1 to step 8 of the salary grade allocation of his/her position in recognition of meritorious performance based on performance management system approved by the CSC and/or through length of service, in accordance with the rules*

*and regulations promulgated jointly by the DBM and the CSC*". Likewise, item 17 (c) of the same Joint Resolution provides that personnel performance shall be linked with organizational performance in order to enhance the performance orientation of the compensation system. Thus, Section 5 of Administrative Order No. 241 provides that agencies shall institute a Performance Evaluation based on objectively measured output and performance of personnel and units.

Consequently, on December 21, 2011, Administrative Order No. 25 was issued with the end in view of developing a collaborative mechanism to establish a unified and integrated Results-Based Performance Management System (RBPMS) across all departments and agencies within the Executive Branch of Government incorporating a common set performance scorecard, and creating an accurate, accessible, and up-to-date government-wide, sectoral and organizational performance information system.

In view of this, Agusan del Sur State College of Agriculture and Technology adopts an enhanced Performance Evaluation System known as the ASSCAT Strategic Performance Management System (ASSCAT-SPMS). This system ensures the objective measurement not only on the quality of performance of its faculty and staff who are its most critical and valuable asset but also on the College's over-all performance.

ASSCAT-SPMS is an instrument which serves as a standard for better alignment of individual and organizational objectives, thereby determining, managing and measuring individual and office performances.

## II. POLICIES

The formulation and implementation of ASSCAT-SPMS shall be guided by the following policies:

- 1. Adherence to the principle of performance-based security of tenure.** Cognizant with the existing civil service law and rules specifically on the termination of service of an employee for want of performance (*poor rating and two consecutive unsatisfactory ratings*), the ASSCAT-SPMS serves as a motivation among faculty and staff to aim for a higher performance rating to remain in government service. It also provides the basis for incentives to performers and applies sanctions to employees wanting of performance.
- 2. Operates on shared commitments and objective measures of performance results.** Performance targets and standards or measures of results are planned and agreed upon by the top management, supervisors and employees.
- 3. Enhances productivity by using performance targets and standards.** Attuned to the College's goals, mandate and strategic plans and the Commission on Higher Education (CHED) performance targets.
- 4. Promotes transparency and provides mechanism for appeals and resolution of conflicts and/or disagreements** on account of the ASSCAT-SPMS implementation.
- 5. A College Strategic Performance Management System** which adheres to the Equal Employment Opportunity Principle

that there shall be no discrimination in the implementation of performance management system on account of age, gender, civil status, disability, religion, ethnicity, social status, income, class, political affiliation or other similar factors/personal circumstances which run counter to the principles of equal employment opportunity.

### **III. GENERAL OBJECTIVES**

The ASSCAT-SPMS laid down the following objectives:

- 1.** Concretizes the linkage of the College's performance with the Philippine Development Plan, the Agency Strategic Plan, and the Organization Performance Indicator Framework.
- 2.** Continuously fosters improvements of employee's performance and organization's effectiveness by cascading institutional accountability as to the various levels anchored on the establishment of rational and factual targets and measures.
- 3.** Links performance management with other Human Resource Systems and ensures adherence to the principle of performance-based tenure and incentive system.

### **IV. SCOPE AND COVERAGE**

The ASSCAT-SPMS applies to the whole College system. The provision therein shall cover all first and second level employees in the career service. It may also apply to employees in the non-career service whenever appropriate.



## V. DEFINITION OF TERMS

Terms	Definition
Core Functions	These are the functions performed by the Office/division/individuals which are inherent in its mandates.
Divisions	Refers to Colleges, Center, Offices, or Units
Efficiency	The extent to which time or resources is used for the intended task or purpose. Measures whether targets are accomplished with a minimum amount or quantity of waste, expense, or unnecessary effort.
Immediate Supervisors	Refers to the Deans, Directors and Unit Heads
Major Final Outputs (MFOs)	Are goods and services that ASSCAT is mandated to deliver to its customers/stakeholders. These MFOs contribute to the attainment of the College's vision, mission and strategic goals.
Non-Technical Staff A	Clerical staff, and etc.
Non-Technical Staff B	Refers to drivers, janitors, and etc.
Office Heads	Refers to the Vice President for Academic Affairs, Vice President for Administration and Finance, Vice President for Research, Innovation, Development, and Extension, and other Office Heads under the Office of the

Terms	Definition
	President as reflected in the Organizational Structure.
Performance Measures	Refer to the Quality, Efficiency and Timeliness categories. In setting performance measures, the same need not be many.
Quality	The extent to which actual performance compares with the targeted performance. The degree to which objectives are achieved and the extent to which targeted problems are solved. In management, effectiveness relates to getting the right things done.
Ratee	Refers to the employee or division to be assessed
Rater	Refers to the Office Heads and Immediate Supervisors
Strategic Functions	These are the functions which are aligned to ASSCAT Vision, Mission and Strategic Priorities.
Success Indicators	Are performance level yardsticks consisting of performance measures and performance targets. This shall serve as the bases in the office and employee's preparation of their performance commitment and rating form.

<b>Terms</b>	<b>Definition</b>
Support Functions	These are the functions performed by the Office/divisions/individuals that provide necessary resources to enable them to effectively perform its mandate and functions.
Timeliness	Measures whether the deliverables were done on time based on the requirements of the law and/or clients/stakeholders. Time-related performance indicators evaluate such things as project completion deadlines, time management skills and other time-sensitive expectations.

## **VI. RATING PERIOD**

Performance evaluation is done semi-annually. However, if there is a need for a shorter or a longer period, the minimum appraisal period is at least ninety (90) calendar days or three (3) months while the maximum is no longer than one (1) calendar year.

The rating period of employees involved are as follows:

<b>Rating Period</b>		<b>Employee</b>
1 <sup>st</sup> Rating Period	January to June	Staff and Faculty with designation
2 <sup>nd</sup> Rating Period	July to December	
1 <sup>st</sup> Rating Period	1 <sup>st</sup> Semester of the Academic Year	Faculty with no designation

Rating Period		Employee
2 <sup>nd</sup> Rating Period	2 <sup>nd</sup> Semester of the Academic Year	

## VII. KEY PLAYERS AND RESPONSIBILITIES

The success of the SPMS lies in the persons who are responsible for its implementation. The Key Players of this System and their functions are as follows:

### A. SPMS Champion (College President)

- Primary responsible and accountable for the establishment and implementation of the SPMS.
- Sets the College's performance goals/objectives and performance measures.
- Determines the target setting period.
- Assesses the performance of the Offices of the Office Heads.
- Approves the Office Performance Commitment and Rating (OPCR) reports of the Vice Presidents.
- Signs all IPCRs of faculty and staff

### B. Performance Management Team (PMT)

**Chairperson:** Vice President for Administration and Finance

**Co-chairperson:** Vice-President for Academic Affairs

**Members:**

- a. Chief Administrative Officer
- b. Head of the Planning Office
- c. Human Resource Management Office
- d. Planning Officer
- e. President of the Faculty Association (representative from the faculty)
- f. President of the Non-Teaching Personnel Association (representative from the staff)

**Responsibilities:**

- Sets consultation meeting of all Office Heads, to discuss the Office Performance Commitment and Rating (OPCR).
- Ensures that Office performance targets, measure and budget are aligned with those of the College.
- Recommends approval of the Office Performance Commitment and Rating (OPCR).
- Acts as Appeals body and final arbiter on SPMS-related issues and protests.
- Identifies potential top performers.

- Adopts its own internal rules, procedures and strategies in carrying out its responsibilities.

### **C. Vice Presidents**

- Assumes primary responsibility for performance management under their Office.
- Conducts strategic planning session with the Immediate Supervisors.
- Rationalizes distribution of targets/tasks
- Monitors closely the status of performance of Divisions.
- Reviews and approves Division Performance Commitment and Report (DPCR) form every Target Setting and Rating period.
- Submits quarterly accomplishment report to the Planning Office
- Does initial assessment of Division Performance Commitment and Report (DPCR).
- Determines final assessment of Divisions' performance level.
- Informs the Immediate Supervisors of the final office rating and recommends necessary interventions for faculty and staff.

- Provides written notice to subordinates who obtain an Unsatisfactory or Poor rating.

#### **D. Human Resource Management Officer**

- Monitors submission of Individual Performance Commitment and Review form every Target Setting and Rating periods.
- Reviews the Summary List of Individual Performance Ratings
- Provides analytical data on retention, skill/ competency gaps and talent development plan.
- Coordinates developmental interventions that will form part of the College's Human Resource Management and Development Plan (HRMDP).
- Acts as secretariat of the PMT

#### **E. Planning Officer**

- Monitors submission of Office/Division Performance Commitment and Commitment and Review Form and schedule the review/evaluation by the PMT.
- Consolidates, reviews, validates and evaluates the offices' initial performance assessment based on accomplishments reported against success indicators and budget against actual expenses

- Conducts a College performance planning and review conference annually.
- Provides each Division with the final Office (OPCR) assessment as basis of Divisions' assessment.
- Acts as secretariat of the PMT.

### **F. Immediate Supervisor**

- Submits Division Performance Commitment and Review form every Target Setting and Rating periods to the concerned Vice Presidents.
- Assumes joint responsibility with the Vice Presidents in ensuring the attainment of Office Performance Objectives and Targets.
- Rationalizes distribution of targets and tasks to the faculty and staff.
- Monitors closely the status of performance of their subordinates and provides support and assistance through the conduct of coaching for the attainment of targets set by the Divisions and individual employees.



## **G. Faculty and Staff**

- Monitors and tracks down one's performance through various performance monitoring tools such as but not limited to logbooks and journals.
- Submits Individual Performance Commitment Rating form every Target Setting and Rating periods within the prescribed timelines.
- Acts as partners of the management and co-employees in meeting organizational performance goals.

## **VIII. SPMS CONCEPT**

The SPMS is focused on linking individual performance with the College's organizational vision, mission and strategic goals. It is envisioned as a technology composed of strategies, methods and tools for ensuring fulfilment of the functions of the offices and its personnel as well as for assessing their accomplishments. It is a mechanism that ensures that the faculty and staff achieve the objectives set by the College.

To complement and support the SPMS, the following enabling mechanisms must be present, operational and maintained by the Human Resource Management Office:

- A Recruitment System that identifies competencies and other attributes required for particular jobs or functional groups.

- An adequate Rewards and Incentives System;
- Mentoring and coaching program;
- An information Communication Technology (ICT) that supports project documentation, knowledge management, monitoring and evaluation;
- Change management program; and
- Policy reviews and formulation.

## **IX. BASIC ELEMENTS**

The SPMS shall include the following basic elements:

- 1. Goal aligned to the ASSCAT Mandate and Organizational Priorities.** Performance goals and measurements are aligned to the national development plans, ASSCAT mandate/vision/mission, and strategic plan. Standards are predetermined to ensure efficient use and management of inputs and work processes. These standards are integrated into the success indicators which are cascaded down to the operational level as outputs.
- 2. Outputs/Outcomes-based.** The system puts premium on major final outputs that contributes to the realization of the ASSCAT mandate, mission/vision and strategic priorities. Thus, the performance contracting is based on major final

outputs as reflected in the Office Performance Commitment and Review form (Target Setting).

**3. Team-approach to performance management.**

Accountabilities and individual roles in the achievement of organizational goals are clearly defined to give way to collective goal setting and performance rating. Individual Performance Commitment and Review (IPCR) form is linked to the Division Performance Commitment and Review (DPCR) form and the Division Performance Commitment and Review (DPCR) form is linked to the Office Performance Commitment and Review (OPCR) form. In here, it is clearly established the linkage between organizational performance and personnel performance.

**4. User-friendly.** The forms used for both the organizational and individual performance are similar and easy to accomplish. The OPCR Major Final Outputs and success indicators are cascaded to the IPCR as outputs.

**5. Information System that supports Monitoring and Evaluation.** Monitoring and evaluation mechanisms and information system are vital component of the SPMS in order to facilitate linkage between organizational and employee performance. The Monitoring & Evaluation and information system will ensure generation of timely, accurate, and reliable information for both performance monitoring/tracking, accomplishment reporting, program improvement and policy decision-making.

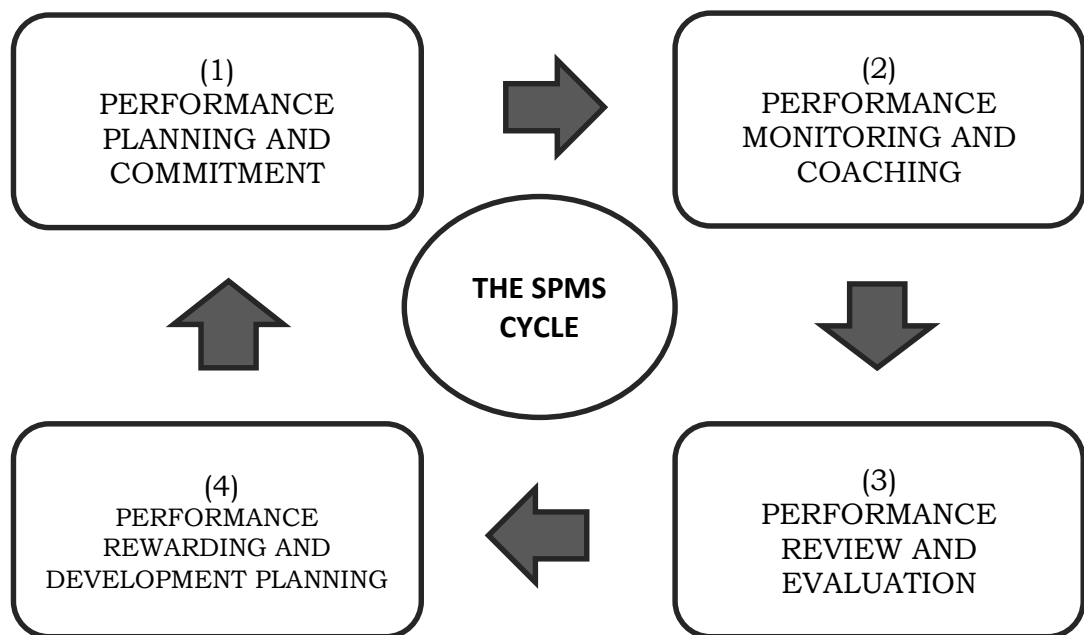
**6. Communication Plan.** A program to orient ASSCAT officials and employees on the SPMS shall be implemented. This is to

promote awareness and interest on the system, generate employee’s appreciation for the ASSCAT-SPMS as a management tool for performance planning, control and improvement. This also guarantees employees’ internalization of their roles as partners of management and co-employees in meeting organizational performance goals.

## **X. THE SPMS CYCLE**

The ASSCAT-SPMS shall follow the four-stage Performance Management System cycle that underscores the importance of performance management.

### **• FOUR-STAGED PERFORMANCE MANAGEMENT SYSTEM CYCLE**



### **STAGE 1: Performance Planning and Commitment**

In this phase, the concerned raters meet with their respective ratees and agree on the performance commitments that would be accomplished within the performance period based on the goals/objectives of ASSCAT.

The same shall be captured in the Office Performance Commitment and Review Form (OPCR) hereto attached as **Annex A**.

Below is the guide for the Rater-Ratee Performance Contracting.

**A. Office Performance Commitment and Review (OPCR)**

<b>OPCR Rating Period</b>	<b>OPCR Target Setting</b>	<b>Concerned Employees</b>
<b>1<sup>st</sup> Rating Period</b> (January to June)	not later than December 30	Office Heads
<b>2<sup>nd</sup> Rating Period</b> (July to December)	not later than June 30	

**Office:** VP for Academic Affairs and Quality Assurance, VP for Administration and Finance, VP for Research, Innovation, Development and Extension, and other offices in the Office of the College President

**Rater:** College President

**Ratee:** Office Heads (Vice Presidents, and other Immediate Heads in the Office of the College President)

In the **OPCR performance contracting**, the following are the considerations:

**a. Determination of Major Final Outputs (MFOs)**

MFOs are already pre-determined by ASSCAT, the OPCR (Annex A). Hence, the concerned Offices to formulate the Office Performance Commitment and Review (OPCR) shall indicate in the designated column in the OPCR form, its major final outputs to be accomplished within the performance period. Table of Major Final Output (MFOs) is attached as **Annex D**.

**b. Setting of Success Indicators**

Success indicators are **Specific, Measurable, Attainable, Realistic and Time-Bound (SMART)**.

- **Performance Measures.** An OPCR may contain less than three (3) performance measures: Quality/Effectiveness (Q), Efficiency/Quantity (E), and Timeliness (T), because only those that contribute to or support the MFOs that the Office aims to achieve shall be included herein. Performance measures may only be one, a combination of, or all of the three (3) general categories, whichever is applicable.
- **Performance Targets.** This may either be expressed in numbers or percentage. In setting targets, the following shall be taken into account:

- **Historical Data.** The data shall consider past performance.
- **Benchmarking.** This involves identifying and comparing the best office practices within the College with similar functions or processes. Benchmarking may also involve recognizing existing standards from outside agencies.
- **Customer Demand.** This involves a bottom-up approach where the Office sets targets based on the needs of its customers. The Office may consult with stakeholders and review the feedback on its services.
- **Top Management Instruction.** The College President may set targets and gives special assignments.
- **Future trend.** Targets may be based from the results of the comparative analysis of the actual performance of the Offices with its potential performance.

Accordingly, the formula for writing success indicator is:



A sample of success indicators is attached as **Annex E.**

**c. Determination of Budgetary Requirements.** This involves the determination of the detailed budget requirements per expense account to help the respective Vice-Presidents in ensuring a strategy and cost- driven performance contract. This will be taken into consideration in measuring cost efficiency per office. Thus, the Performance Management Team (PMT) in the course of its review of the OPCR's shall ensure that the performance targets and measures and the budget allocation are aligned with those of the organization and that work distribution of offices is rationalized.

**d. Identification of Division/Office/Group Primary Responsible.** The respective raters shall identify the specific Division/Office that is primarily responsible for producing a particular target/output per program/project/activity.

**e. Confirmation by the Performance Management Team.** The OPCR's (Target) are subject to the confirmation by the Performance Management Team (PMT) and approval of the College President. The approved OPCR (Target) shall serve as basis for the Division Performance and Commitment Review (DPCR) Target setting.



## **B. Division Performance Commitment and Review (DPCR)**

**Office:** Divisions (Colleges (CA, CAS, CEIS, CTE), Centers, Units, and Offices)

**Rater:** Office Heads (Vice Presidents, and other Immediate Heads in the Office of the College President)

**Ratee:** Immediate Supervisors in their respective Division

In the **DPCR performance contracting**, the following are the considerations:

The respective Office Heads meet with the respective Immediate Supervisors and agree on the outputs that should be accomplished by the Division concerned within the period. The approved OPCR shall be the basis for the Immediate Supervisors to commit on certain MFOs which directly relate to the functions of their Division. The DPCR Target shall be done immediately after the approval of the OPCR Target. The same shall be captured in the Division Performance Commitment and Review (DPCR) form hereto attached as **Annex B**.

<b>DPCR Rating Period</b>	<b>DPCR Target Setting</b>	<b>Concerned Personnel</b>
<b>1<sup>st</sup> Rating Period</b>	not later than January 5	Immediate Supervisors
<b>2<sup>nd</sup> Rating Period</b>	not later than July 5	

### **C. Individual Performance Commitment and Review (IPCR)**

**Rater:** Immediate Supervisors in their respective Division

**Ratee:** Faculty and Staff

In the IPCR performance contracting, the following are the considerations:

The respective Immediate Supervisors shall meet with their respective ratees and agree on the outputs/activities that should be accomplished by the latter within the period. They shall take into account the DPCR targets of the college/office. The employee's performance target shall be captured in the Individual Performance Commitment and Review Form (IPCR) hereto attached as **Annex C**.

<b>IPCR Rating Period</b>	<b>IPCR Target Setting</b>	<b>Employee</b>
<b>1<sup>st</sup> Rating Period</b>	not later than January 15	Faculty and Staff
<b>2<sup>nd</sup> Rating Period</b>	not later than July 15	

## **SUBMISSION OF APPROVED COPIES**

<b>Forms</b>	<b>Submitted to</b>
<b>OPCR Targets</b>	Planning Office
<b>DPCR Targets</b>	Planning Office
<b>IPCR Targets</b>	Human Resource Management Office

## **MODIFICATIONS AND AMENDMENTS**

To establish consistency and stability of work targets, OPCR, DPCR, and IPCR may be modified or amended not later than the second month of every rating period. The modification of the approved OPCR is subject to the review of the Performance Management Team (PMT) and approval by the College President. Modification and amendments of DPCR and IPCR are subject to the approval of the concerned Raters.

## **STAGE 2: Performance Monitoring and Coaching**

In this phase, the performance of the offices and individuals are monitored at various levels on a regular basis.

The immediate supervisors play a vital role in this phase. Their focus is on the critical function as coaches and mentors in order to provide an enabling environment to improve team performance and develop individual potentials. As coaches and mentors, they are expected to address factors that either help or hinder effective work performance.

**Performance Monitoring** is conducted through the following methods:

- a.) Meetings
- b.) One-on-one discussions
- c.) Issuance of memorandum;
- d.) Review of pertinent documents (reports and communications)
- e.) Use of routing slip for every assigned document so as to ensure timely completion and quality execution of deliverables.
- f.) Use of a monitoring journal to capture and record the conduct of monitoring and coaching. The form shall contain a brief statement of purpose of monitoring/coaching, name of person monitored/coached, the date and critical incidents known, if any.

For this purpose, prescribed form for the individual, Performance Monitoring and Coaching (PMC) Form to be used

is attached as **Annex F** and for the division, Performance Monitoring and Coaching Journal (PMCJ) attached as **Annex G**.

A Quarterly Report on Performance Monitoring and Coaching shall be submitted within 10 days after the quarter by the Immediate Supervisors to the Office Heads following the rater-ratee relationship flow as herein used.

ASSCAT through its Performance Management Team (PMT) shall review the performance of the Offices during the conduct of the Annual Review Conference. This shall include participation of the Finance Office as regards budget utilization.

### **STAGE 3: Performance Review and Evaluation**

This phase aims to assess both Office, Division and Individual's performance level based on performance targets and measures. The respective raters objectively determine the variance between the actual accomplishments and the established targets and measures as basis for their ratings to the ratees, respectively.

Various rating scales shall be used for specific sets of measures for **Strategic, Core** and **Support functions**.

In determining the final rating of employee, there shall be five-point rating scale (1 to 5), 5 being the highest and 1, the lowest. The range of **overall point scores** is converted as follows:

FINAL RATING	
Numerical	Adjectival
5	Outstanding (O)
4	Very Satisfactory (VS)
3	Satisfactory (S)
2	Unsatisfactory (US)
1	Poor (P)

The following are the matrices in rating the **Performance Measures**:

### A. 1. Standard Rating QUALITY/EFFECTIVENESS of Written Work (Q)

Rating	Description
5	No mistakes or deficiency; every aspect of work assignment well covered; clearly presented; well organized; No lapse in grammar or error in content.
4	One or two minor errors or deficiencies; work in accordance with instructions; clearly presented; well organized; 1 or 2 errors in grammar or errors in content.
3	More than two minor errors or deficiencies; partial minor revision needed; 3 lapses in grammar or errors in content.
2	One or two major errors or deficiencies; major revision needed; 4 or 5 lapses in grammar or errors in content.

<b>Rating</b>	<b>Description</b>
<b>1</b>	Work not acceptable; needs total revision; 6 or more lapses in grammar or errors in content

**A. 2. Standard Rating QUALITY/EFFECTIVENESS of Non-Written Work (Q)**

<b>Rating</b>	<b>Description</b>
<b>5</b>	Excellent results; all aspects of work assignment thoroughly covered; No mistake in performing the duty.
<b>4</b>	1 or 2 minor errors in the execution of work assignment; results still very good; 1 or 2 mistakes in performing the duty.
<b>3</b>	More than two minor errors or deficiencies in the execution of work assignment; results are acceptable; 3 mistakes in performing the duty.
<b>2</b>	One major error or deficiency that can be overcome with help from supervisor; 4 or 5 mistakes in performing the duty.
<b>1</b>	Haphazard or careless execution of work assignment; unacceptable results; 6 or more mistakes in performing the duty.

## B. Standard Rating for EFFICIENCY/QUANTITY (E)

Rating	Description
5	130% & above of the targeted quantity acted
4	115% to 129.99% of the targeted quantity acted
3	100% to 114.99 of the targeted quantity acted
2	51% to 99.99% of the targeted quantity acted
1	50% & Below of the targeted quantity acted

## C. Standard Rating for TIMELINESS (T)

Rating	Description
5	Task completed ahead of the planned time by 30% and above.
4	Task completed ahead of the planned time by 15% to 29.99%
3	Task completed on deadline or planned time or earlier but not more than 14.99% of the planned time.
2	Task completed after the deadline or planned time by 51% to 99.99%
1	Task not completed after the deadline or planned time by 50.99% or more.

In the computation of the final rating of the office and individual performances critical factors affecting the delivery of work output shall be reflected and computed/averaged (A) in the columns provided for in the OPCR Form using the standards for



Quality/Effectiveness (Q), and the above rating scales for Efficiency (E), and Timeliness (T).

In case of **FIXED TARGETS**, the following shall be followed:

<b>Rating</b>	<b>Description</b>
5.0	100% accomplishment
2.0	Below 100% accomplishment

To establish uniformity and equity among faculty and staff, the Performance Management Team (PMT) and the Office Heads had done a pre-determination of the weight allocation of the Strategic Priority, Core and Support Functions. Said weight allocation was approved by the College President through a memorandum.

## **ASSESSMENT**

### **A. Office Performance Assessment**

At the end of the rating period, the Office Heads shall submit their respective accomplishment reports using the OPCR form (Rating) to the Planning Office for evaluation/validation.

The Performance Management Team (PMT) with the Planning Office as the secretariat shall consolidate, review, validate and evaluate the performance of the office based on the reported accomplishments against the success indicators, and the allotted budget against the actual expenses. It shall require documentary proofs and conducts on-site validation if

necessary. It shall return to the office the validated accomplishments, with the summary report per Office. An office is given three (3) days to comment on the validated accomplishments, otherwise the PMT shall consider it as final for submission and recommendation to the College President. The latter shall determine the final rating of offices.

The Planning Office shall provide each office with the final office assessment to serve as basis in the assessment of its respective divisions. The final assessment shall correspond to the adjectival description of Outstanding (O), Very Satisfactory (VS), Satisfactory (S), Unsatisfactory (US) or Poor (P).

## **B. Division Performance Assessment**

Upon the receipt of the Office rating, the Office Heads concerned shall meet with the Immediate Supervisors for the assessment of the division's performance. The raters shall rate and evaluate the performance of their respective division based on the reported accomplishments against the success indicators, and the allotted budget against the actual expenses.

The Office Heads shall provide each division with the final division assessment to serve as basis in the assessment of faculty and staff. The final assessment shall correspond to the adjectival description of Outstanding (O), Very Satisfactory (VS), Satisfactory (S), Unsatisfactory (US) or Poor (P).

## **C. Individual Performance Assessment**

The Immediate Supervisors shall assess their respective faculty and staff on their individual performance based on the commitments made at the beginning of the rating period. The performance rating shall be based solely on records of accomplishment; hence, there is no need for self-rating.

Employee's performance assessment shall be discussed by the rater with the concerned employee. The latter presents documentary proofs to substantiate one's claim of work performance. The rater may adopt appropriate mechanisms (peer ranking, client feedbacks) to assist him/her in assessing the employee's performance level.

### **• Pro-Rata Rating**

In cases where an employee has designations which functions are reflected in the IPCR, and the same necessitates two or more raters, a pro-rate scheme shall be applied. In this manner, the final rating of the employee shall be determined through a pro-rated percentages among the raters involved. The concerned shall agree among themselves as to the pro-rated percentage each one is entitled.

The rater/s may indicate qualitative comments, observations and/or recommendations in the individual employee's performance commitment and review form. This may include competency assessment and critical incidents which shall be used for human resource development

purposes such as promotion and other interventions. The rater shall determine the final assessment of performance level of the employee based on proof of performance. The final assessment shall correspond to the adjectival description of Outstanding (O), Very Satisfactory (VS), Satisfactory (S), Unsatisfactory (US) or Poor (P).

The Immediate Supervisor shall ensure that the employee is notified as to his/her final performance assessment. The Summary List of Individual Ratings **Annex H** with the attached IPCRs are to be submitted to the HRM Office within the prescribed period.

- **DPCR Rating as Basis**

The average of all individual performance assessments shall not go higher than the collective performance assessment of the Division.

- **OPCR Rating as Basis**

The average of all division performance assessments shall not go higher than the collective performance of the Office.

## **STAGE 4: Performance Rewarding and Development Planning**

The results of the performance assessment shall have two major purposes to the University.

## **A. Performance Rewarding**

The OPCR, DPCR, and IPCR shall serve as bases to qualify for performance-based rewards and recognition of the College. For this purpose, the Performance Management Team (PMT) identifies potential Program on Awards and Incentives for Service Excellence (PRAISE) Awards nominees for various categories taking into account ASSCAT's Rewards and Recognition (R&R) Policies and the PRAISE. The HRMO shall have a ready rank of employees who are High Flyers or top performers in reference to their IPCR numerical ratings.

## **B. Development Planning**

The results of the performance assessment shall be discussed by the Immediate Supervisors with the employees within two months after the end of the rating period. The Office Heads, Immediate Supervisors, together with the employee concerned shall schedule a meeting for the purpose of discussing the IPCR result of the latter.

The following are the considerations during the development planning:

- 1.)** assess employee's work strengths
- 2.)** competency-related performance gaps
- 3.)** opportunities to address these performance gaps

#### 4.) career paths and alternatives

Agreements as to career development and/or bridging competency gaps shall be captured in the Individual Development Plan (IDP) of the concerned employee attached as **Annex I**.

In cases of employees who will get a Satisfactory or Unsatisfactory Rating, a Professional Development Plan (PDP) attached as **Annex J** shall be formulated to improve or correct performance of employees. This must be outlined, including timelines, and to be monitored to measure employee progress. The PDP shall be signed by the concerned employee, the Immediate Supervisor, Office Head and the College President. A copy of the PDP shall be furnished to the HRM Office for monitoring purposes.

The HRM Office shall consolidate the comments and recommendations made by the respective supervisors in the IPCRs. The same shall be considered in determining the appropriate developmental interventions that are to be given to the identified employees, through the Learning and Development Programs of ASSCAT.

## **XI. SUBMISSION OF PERFORMANCE TARGETS AND RATINGS**

### **A. PMT Confirmation of Performance Targets**

The IPCR targets of employees are submitted to the PMT not later than fifteen (15) days before the start of the rating

period. The PMT shall have confirmed these targets not later than the 15<sup>th</sup> day of the start of each rating period. Failure on the part of the PMT to act on these targets on the above period means that they are automatically confirmed.

## **B. Submission of IPCR Final Ratings**

The accomplished IPCRs (Ratings) are submitted to the HRM Office not later than the 15<sup>th</sup> day after the end of the rating period. The HRMO shall consolidate all employee ratings and prepare a report **ANNEX H** to the PMT containing the statistics on IPCR submission, distribution of ratings and list of protested or appealed ratings, if any, including all documents relative thereto. It shall submit all the above documents to the PMT within 30 days after the end of each rating period.

Officials and employees who shall be on official travel, approved leave of absence, training or scholarship programs and who have already met the required minimum rating period of 90 days are required to submit their performance targets and accomplished IPCR before they leave the office.

For purposes of performance-based personnel actions, employees who are not given ratings for a particular period (e.g. on study leave, maternity leave, sabbatical leave) shall use their performance ratings obtained in the preceding rating period. This provision, shall not, however, apply to those who are on vacation leave, even if their leave is covered by an application approved by their supervisors.

ASSCAT through its HRM Office shall submit to the Civil Service Commission Field Office a list of employees showing their individual ratings not later than three (3) months after every rating period.

## **XII. USES OF PERFORMANCE RATINGS**

**A. Security of tenure of those holding permanent appointments.** Employees who obtained **Outstanding** rating to **Satisfactory** Rating are guaranteed to continue in government service until the next performance period.

Employees who obtained **Unsatisfactory** rating for one rating period or exhibited **Poor** performance shall be provided appropriate developmental intervention by the Head of Office and Immediate Head in coordination with the HRM Office, to address competency-related performance gaps.

If after advice and provision of developmental intervention, the employee still obtains **Unsatisfactory or Poor** ratings in the immediately succeeding rating period, the employee may be dropped from the rolls. A written notice/advice from the head of office at least 3 months before the end of the rating period is required.

**B.** The PMT shall validate the **Outstanding** performance ratings and may recommend concerned employees for performance-based awards. Grant of performance-based incentives shall be based on the final ratings of employees as approved by the Head of Office.



**C.** Employees with **Outstanding and Very Satisfactory** performance ratings shall be considered for promotion, training and scholarship grants and other personnel actions.

**D.** Officials and employees who shall be on official travel, approved leave of absence or training or scholarship programs and who have already met the required minimum rating period of 90 days shall submit the performance commitment and rating report before they leave the office.

For purposes of performance-based benefits, employees who are on official travel, scholarship or training within a rating period shall use their performance ratings obtained in the immediately preceding rating period.

**E.** Employees who are on detail or secondment to another office shall be rated in their present or actual office, copy furnished their mother office. The ratings of those who were detailed or seconded to another office during the rating period shall be consolidated in the office, either the mother (Plantilla) office or present office, where the employees have spent majority of their time during the rating period.

### **XIII. SANCTIONS**

Unless justified and accepted by the PMT, non-submission of the Office Performance Commitment and Review (Rating) to the Planning Office, and the Individual Performance Commitment and Review (Rating) to the HRM Office within the specified dates shall be a ground for:

- a. Employees' disqualification for performance-based personnel actions which would require the rating for the given period such as promotion, training or scholarship grants and performance enhancement bonus. The HRM Office shall validate if the failure of the submission of the IPCR (rating) is the fault of the employees.
- b. An administrative sanction for violation of reasonable office rules and regulations and simple neglect of duty for the supervisors or employees responsible for the delay or non-submission of the OPCR (rating) and IPCR (rating).
- c. Failure on the part of the Head of Office as per recommendation of the raters to comply with the required notice to their subordinates for their unsatisfactory or poor performance during a rating period shall be a ground for an administrative offense for neglect of duty.

#### **XIV. APPEALS**

- a. Office performance assessment as discussed in the performance review conference shall be final and not appealable. Any issue/appeal on the initial performance assessment of an Office shall be discussed and decided during the performance review conference.
- b. Individual employees who feel aggrieved or dissatisfied with their final performance ratings can file an appeal with the PMT within ten (10) days from the date of receipt of notice of their final performance evaluation rating from the Head of Office. Divisions or individual employee, however, shall not be

allowed to protest the performance ratings of other Divisions or co-employees. Ratings obtained by other Divisions or employees can only be used as basis or reference for comparison in appealing one's office or individual performance rating.

- c. The PMT shall decide on the appeals within one month from receipt. The decision of the PMT of an Office rating (OPCR) may be appealed to the College President.
  
- d. Officials or employees who are separated from the service on the basis of Unsatisfactory or Poor performance rating can appeal their separation to the CSC or its regional office within 15 days from receipt of the order or notice of separation.

#### **XV. EFFECTIVITY**

The Agusan Del Sur State College of Agriculture and Technology – Strategic Performance Management System (ASSCAT-SPMS) shall take effect immediately after the approval by the Civil Service Commission.

## **XVI. COMMITMENT**

I hereby commit to implement and abide by the provisions of Agusan Del Sur State College of Agriculture and Technology – Strategic Performance Management System (ASSCAT-SPMS).

An orientation on Strategic Performance Management System (SPMS) to all ASSCAT employees shall be conducted for this purpose. This is to promote awareness and generate employees' appreciation for the ASSCAT-SPMS as a management tool for performance planning, control and improvement. Further, this guarantees employees' internalization of their role as partners of management and co-employees in meeting organizational performance goals. It is understood that this CSC-approved ASSCAT-SPMS shall be one of the bases of all the College performance-based personnel actions and human resource developmental interventions such as promotions, scholarship, training, rewards and incentives.

  
**JOY C. CAPISTRANO**  
College President

\_\_\_\_\_  
Date

APPROVED:

  
**DIR. WINSTON L. PLAZA**

CSC Regional Director

1 JUN 24 2024

Date

### OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, \_\_\_\_\_, Head of the \_\_\_\_\_ commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period \_\_\_\_\_.

Prepared by:

Office Head

\_\_\_\_\_ Date

Approved by:

College President

\_\_\_\_\_ Date

- 5- Outstanding (O)
- 4- Very Satisfactory (VS)
- 3- Satisfactory (S)
- 2- Unsatisfactory (US)
- 1- Poor (P)

Major Final Outputs (MFOs)/PAP	Success Indicators (Targets + Measures)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
<b>Strategic Priority (    -    %)</b>									
Strategic Priority Average Sub-Total									
<b>Weighted Average (Average Sub-total * Strategic Priority %)</b>									
<b>Core Functions (    -    %)</b>									
Core Functions Average Sub-Total									

<b>Weighted Average (Average Sub-total * Core Function %)</b>									
<b>Support Functions (    -    %)</b>									
Support Functions Average Sub-Total									
<b>Weighted Average (Average Sub-total * Support Function %)</b>									
<b>Final Numerical Rating (Sum of all Weighted Average)</b>									
<b>Adjectival Rating (O, VS, S, US, P)</b>									
Assessed by:					Final Rating by:				
	Date:		Date:					Date:	
Planning Officer			Chairperson, PMT			College President			
<small>Legend: 1-Quality 2-Efficiency 3-Timeliness 4-Average</small>									

### DIVISION PERFORMANCE COMMITMENT AND REVIEW (DPCR)

I, \_\_\_\_\_, Head of the \_\_\_\_\_, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period \_\_\_\_\_.

Prepared by:

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

Approved by:

\_\_\_\_\_  
College President

\_\_\_\_\_  
Date

- 5- Outstanding (O)
- 4- Very Satisfactory (VS)
- 3- Satisfactory (S)
- 2- Unsatisfactory (US)
- 1- Poor (P)

Major Final Outputs (MFOs)/PAP	Success Indicators (Targets + Measures)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
<b>Strategic Priority (     -     %)</b>									
Strategic Priority Average Sub-Total									
Weighted Average (Average Sub-total * Strategic Priority %)									
<b>Core Functions (     -     %)</b>									

Core Functions Average Sub-Total									
Weighted Average (Average Sub-total * Core Function %)									
<b>Support Functions (    -    %)</b>									
Support Functions Average Sub-Total									
Weighted Average (Average Sub-total * Support Function %)									
Final Numerical Rating (Sum of all Weighted Average)									
Adjectival Rating (O, VS, S, US, P)									
Assessed by:					Final Rating by:				
	Date:		Date:					Date:	
Planning Officer			Chairperson, PMT			College President			
Legend: 1-Quality 2-Efficiency 3-Timeliness 4-Average									



## INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, \_\_\_\_\_ of the \_\_\_\_\_, commit to deliver and agree to be rated on the following targets in accordance with the indicated measures for the period \_\_\_\_\_.

\_\_\_\_\_  
Ratee  
Date: \_\_\_\_\_

Reviewed by:	Date:	Approved by:	Date:
Immediate Supervisor		College President	

Outputs	Success Indicators (Targets + Measures)	Actual Accomplishment	Rating				Remarks
			Q	E	T	A	
<b>Strategic Priority (      -      %)</b>							
Strategic Priority Average Sub-Total							
Weighted Average (Average Sub-total * Strategic Priority %)							
<b>Core Functions (      -      %)</b>							

Core Function Average Sub-Total							
Weighted Average (Average Sub-total * Core Function %)							
<b>Support Functions (      -      %)</b>							
Average Sub-Total							
Weighted Average (Average Sub-total * Support Function %)							
Final Average Rating (Strategic % + Core % + Support %)							
Final Adjectival Rating (O, VS, S, US, or P)							
Comments and Recommendations for Development Purposes:							
Discussed with:		Assessed by:				Final Rating by	
	Date:	I certify that I discussed my assessment of the performance with the employee.		I certify that I discussed my assessment of the performance with the employee.			Date:
			Date:		Date:		
Employee		Immediate Supervisor		Office Head		College President	

**TABLE OF MAJOR FINAL OUTPUTS (MFOs) AND PERFORMANCE TARGETS**

Hereunder are some samples of Major Final Outputs (MFOs), its Programs/Activities, and Performance Targets:

Major Final Outputs (MFOs)		Programs/Activities	Performance Targets
MFO1. Higher Education	a	Full Time Equivalents (FTEs)	Full time equivalent students in all programs/school year (two sems)
MFO2. Advanced Education	a	Program Accreditation	Percentage of Programs upgraded in level status/year
	b	Academic/Programs Offered	Percentage of Programs compliant to CMOs to the total number of programs
	c	Graduation rates per program	Percentage increase in Graduation rates/program/ year
	d	Licensure Passing rates	Percent program having surpassed the national passing rate at the end of the year
	e	Faculty pursuing Higher Education	Percentage of Faculty with masters degree as highest degree to the total number of faculty
			Percentage of Faculty with doctorate degree as highest degree to the total number of faculty
f	Employee Scholarship	Externally funded merit scholars	
MFO3. Research Services	a	Preparation and packaging of viable research proposals for external funding	Percent of research proposals granted with external funding within the prescribed period
	b	Implementation of approved research proposals. Completion of on- going researches	Percent of researches implemented and completed within the prescribed period

	c	Presentation of research results in local/national/ international conferences/ symposia	articles/papers/ posters presented in local/national/ international conferences/ symposia for the year
	d	Embedded research and development culture in the academe	Percent faculty trained for research
			Percent faculty involved in research
	e	Dissemination of research results	Number of publication in refereed, non- refereed and other journals per year
	f	Application for protection of inventions, varieties and utility models	Number of inventions, varieties and utility models that have to be protected per year
g	Nomination for RDE Awards	Number of awards received from regional and national award-giving bodies	
MFO4. Extension Services	a	Extension Programs	Adoption of a community program
			At least 2000 individuals/farmers served per year
	b	Development Planning	Number of LGU assisted in development planning
	c	Techno info/IEC Materials	Number of IEC materials developed within the prescribed period
	d	Training Programs	percent of stakeholders trained within the prescribed period
	e	Adoption/utilization of ASSCAT developed technologies	No. of developed technologies are adopted and commercialized
	f	Dissemination/ knowledge sharing	% researches published in refereed journal
			% IEC materials are copyrighted/ ISBN
g	Public-private partnership	Number of linkages forged between ASSCAT and external agencies within the year	
MFO5. Support to operations	a	Auxiliary services	Percent of services provided to clientele are delivered on time

	b	Individual Guidance/ Counseling/referred	Number of services provided
	c	Issuance of Certificate of Good Moral Character	Percent of Certificate of Good Moral Character acted upon in 5 days.
	d	Improved access to quality education, training and culture among graduates	Percent of graduates gainfully employed
	e	Library Services	% increased in Journal subscriptions print and online
			% increased in book acquisitions/ program/year
			Percent Library systems upgraded
			Percent of Library facilities programmed for improvement
	f	Health Services	No. of Medical/ Dental consultations conducted within the prescribed period
No. of facilities upgraded/ purchased			
g	OTR	Percent of requests acted upon on time (OTR, Copies of grades, Diploma, Certificates, etc.)	
h	Internal Income Generation	Percent increase in annual income	
MFO6. General Administration and Support Services	a	Policy review, formulation of new policies	Percent of policies reviewed and implemented.
	b	Sustained and strengthened governance in all the sectors	No. of internal policies reviewed/ updated and implemented
	c	Publication/posting of invitations/awards through the PHILGPS	Percent of invitations/awards published/posted through PHILGEPS on time
	d	Infrastructure & Physical Facilities Development	Percent of repairs and infrastructure accomplished within the prescribed schedule

e	Ensured efficient fiscal management	No. of decreased COA disallowances
f	Liquidation of cash advances within the reglementary period	Percent of cash advances liquidated within the reglementary period
g	Posting of budget reports in ASSCAT website	Percent of budget reports posted in ASSCAT website
h	Sustained security and healthy educational environment	Percent of buildings and grounds secured and maintained
i	Management Capability as Education Leaders	% of faculty and staff trained
j	Post graduate education	Percent of faculty approved for advance education
k	Professional development	Percent of HRD Program implemented
l	Updating of personnel records	Percent records updates
m	Processing of personnel documents	Percent of documents updated and processed within the prescribed period

**TABLE OF MAJOR FINAL OUTPUTS (MFOs)  
AND PERFORMANCE MEASURES/SUCCESS INDICATORS**

Hereunder are some samples of the Success Indicators per Performance Targets of MFOs:

Major Final Outputs (MFOs)	Programs/Activities	Performance Targets	Performance Measures (Q, E, T)	Success Indicators
MFO1. Higher Education	a Full Time Equivalents (FTEs)	Full time equivalent students in all programs/school year (two sems)	Q, E, T	70% Increase in FTEs in all programs every semester
MFO2. Advanced Education	a Program Accreditation	Percentage of Programs upgraded in level status/year	E, T	30% of accredited programs with upgraded level status per A.Y.
	b Academic/Programs Offered	Percentage of Programs compliant to CMOs to the total number of programs	E, T	30% of compliant programs compliant to CMOs to the total number of programs per A.Y.
	c Graduation rates per program	Percentage increase in Graduation rates/program/ year	E, T	10% increase of graduates per program per A.Y.
	d Licensure Passing rates	Percent program having surpassed the national passing rate at the end of the year	E, T	50% Percent program having surpassed the national passing/ calendar year
	e Faculty pursuing Higher Education		Percentage of Faculty with master's degree as highest degree to the total number of faculty	T
Percentage of Faculty with doctorate degree as highest degree to the total number of faculty			T	20% increase of Faculty with master's degree as highest degree to the total number of faculty

	f	Employee Scholarship	Externally funded merit scholars	E	Number of externally funded merit scholars
MFO3. Research Services	a	Preparation and packaging of viable research proposals for external funding	Percent of research proposals granted with external funding within the prescribed period	E, T	50% of research proposal approved/granted with external funding within the prescribed period
	b	Implementation of approved research proposals. Completion of on-going researches	Percent of researches implemented and completed within the prescribed period	Q, E, T	70% of the proposed researches are implemented and completed
	c	Presentation of research results in local/national/ international conferences/ symposia	articles/papers/ posters presented in local/national/ international conferences/ symposia for the year	E, T	Presented 3 papers papers/ 3 posters in international, 8 papers/6 posters in national and 10 papers/10 posters in regional/local conference for the year
	d	Embedded research and development culture in the academe	Percent faculty trained for research	Q, E	100% of faculty researchers are trained
			Percent faculty involved in research	Q, E	20% faculty are involved in research
	e	Dissemination of research results	Number of publications in refereed, non- refereed and other journals per year	E	3, 5, and 7 scientific papers published in refereed, non- refereed and other journals, respectively, for the year
	f	Application for protection of inventions, varieties and utility models	Number of inventions, varieties and utility models that have to be protected per year	E	1 invention/technology, 2 varieties and 3 utility models applied for IPR for the year
g	Nomination for RDE Awards	Number of awards received from regional and national award-giving bodies	E, T	At least 1, regional and 2 national awards received by the faculty/ researchers/institution for the year	



MFO4. Extension Services	a	Extension Programs	Adoption of a community program	E	Served at least 100 individuals/clients in the adopted community
			At least 2000 individuals/farmers served per year	E, T	At least 2000 individuals/farmers served per year
	b	Development Planning	Number of LGU assisted in development planning	E	additional 1 LGU assisted in development planning
	c	Techno info/IEC Materials	Number of IEC materials developed within the prescribed period	E	1 IEC material/ technology developed
	d	Training Programs	percent of stakeholders trained within the prescribed period	Q, E	100% of stakeholders trained within the prescribed period
	e	Adoption/utilization of ASSCAT developed technologies	No. of developed technologies are adopted and commercialized	E	At least 3 of developed technologies are adopted and commercialized
	f	Dissemination/ knowledge sharing	% researches published in refereed journal	Q, E	100% of presented researches are published in refereed journal
			% IEC materials are copyrighted/ ISBN	Q, E	100% of IEC materials are published/ copyrighted
	g	Public-private partnership	Number of linkages forged between ASSCAT and external agencies within the year	E	At least 5 linkages are forged within the year
MFO5. Support to operations	a	Auxiliary services	Percent of services provided to clientele are delivered on time	T	100% of student services are delivered on time
	b	Individual Guidance/ Counseling/referred	Number of services provided	E	100% scholars maintain their academic standing as per scholarship requirements
	c	Issuance of Certificate of Good Moral Character	Percent of Certificate of Good Moral Character acted upon in 5 days.	T	Percent of Certificate of Good Moral Character acted upon in 5 days.

	d	Improved access to quality education, training and culture among graduates	Percent of graduates gainfully employed	E	50% graduates are gainfully employed/ year
	e	Library Services	% increase in Journal subscriptions print and online	E	10% increase in Journal subscriptions print and online
			% increase in book acquisitions/ program/year	E	10% increase in book acquisitions/ program/year
			Percent Library systems upgraded	E, T	50% Library systems upgraded within the year
			Percent of Library facilities programmed for improvement	T	50% of Library facilities programmed for improvement
	f	Health Services	No. of Medical/ Dental consultations conducted within the prescribed period	E	100% of medical consultations are conducted as scheduled
			No. of facilities upgraded/ purchased	T	1 medical facility is upgraded and 1 purchased/two year
	g	OTR	Percent of requests acted upon on time (OTR, Copies of grades, Diploma, Certificates, etc.)	T	100% of requests are acted upon on time
h	Internal Income Generation	Percent increase in annual income	E	At least 10% increase in ROI/ project/year	
MFO6. General Administration and Support Services	a	Policy review, formulation of new policies	Percent of policies reviewed and implemented.	Q, E	100% of policies are reviewed and implemented
	b	Sustained and strengthened governance in all the sectors	No. of internal policies reviewed/ updated and implemented	Q, E	All of internal policies reviewed/ updates and implemented

	c	Publication/posting of invitations/awards through the PHILGPS	Percent of invitations/awards published/posted through PHILGEPS on time	T	100% of invitations/awards published/posted through PHILGEPS on time
	d	Infrastructure & Physical Facilities Development	Percent of repairs and infrastructure accomplished within the prescribed schedule	T	100% of scheduled repairs and infrastructure are accomplished within the prescribed period
	e	Ensured efficient fiscal management	No. of decreased COA disallowances	E	Decreased no. of disallowances
	f	Liquidation of cash advances within the reglementary period	Percent of cash advances liquidated within the reglementary period	T	100% of cash advances liquidated within the reglementary period
	g	Posting of budget reports in ASSCAT website	Percent of budget reports posted in ASSCAT website	T	100% Percent of budget reports posted in ASSCAT website
	h	Sustained security and healthy educational environment	Percent of buildings and grounds secured and maintained	Q, E	100% Percent of buildings and grounds secured and maintained
	i	Management Capability as Education Leaders	% of faculty and staff trained	Q, E	100% of concerned faculty and staff trained
	j	Post graduate education	Percent of faculty approved for advance education	Q, E	10% local and increased in outside grants
	k	Professional development	Percent of HRD Program implemented	E	100% of HRD Program implemented
	l	Updating of personnel records	Percent records updates	E, T	100% personnel records updated
	m	Processing of personnel documents	Percent of documents updated and processed within the prescribed period	Q, E, T	100% of documents are updated within the prescribed period

## SAMPLE SUMMARY LIST OF INDIVIDUAL PERFORMANCE RATINGS

**AGENCY:** Agusan del Sur State College of Agriculture and Technology      **Performance Assessment:** Very Satisfactory

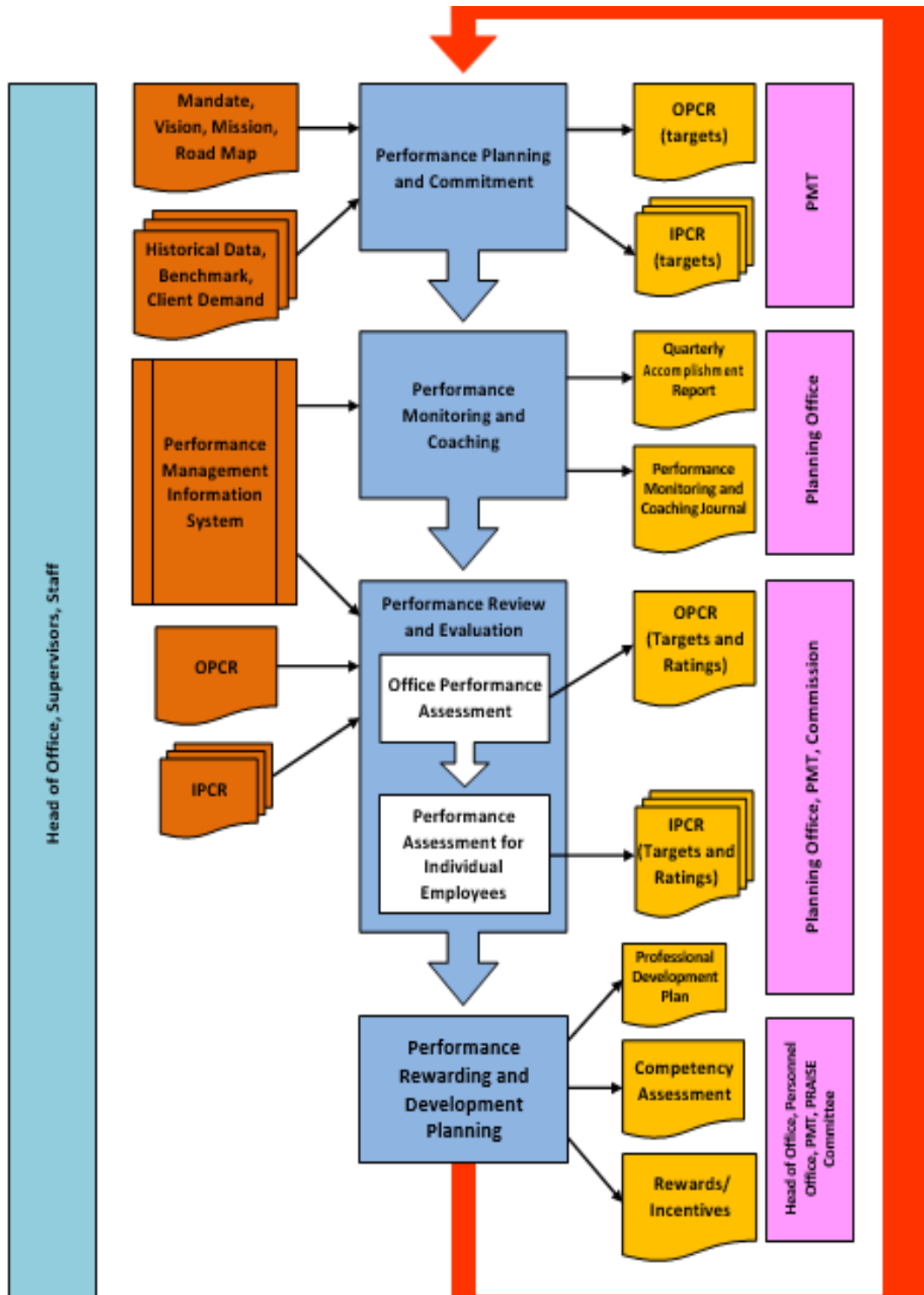
College of Agriculture	RATING	
	Numerical	Adjectival
College Rating (DPCR)	4	Very Satisfactory
Employee 1	4	Very Satisfactory
Employee 2	5	Outstanding
Employee 3	3	Satisfactory
Employee 4	4	Very Satisfactory
Employee 5	4	Very Satisfactory
No. of Employees = 5 Average rating of staff	20/5 = 4	Very Satisfactory
College of Arts and Sciences	RATING	
	Numerical	Adjectival
College Rating (DPCR)	3	Satisfactory
Employee 1	3	Satisfactory
Employee 2	4	Very Satisfactory
Employee 3	2	Unsatisfactory
Employee 4	3	Satisfactory
No. of Employees = 4 Average rating of staff	12/4 = 3	Satisfactory
Human Resource Management Office	RATING	
	Numerical	Adjectival
Division Rating (DPCR)	5	Outstanding
Employee 1	5	Outstanding
Employee 2	4	Very Satisfactory
Employee 3	5	Outstanding
Employee 4	4	Very Satisfactory
No. of Employees = 4 Average rating of staff	18/4 = 4.5	Outstanding
<b>SUMMARY:</b>		
College of Agriculture	4	Very Satisfactory
College of Arts and Sciences	3	Satisfactory
HRMO	5	Outstanding
Average	4	Very Satisfactory

## SPMS CALENDAR

ACTIVITY	SUBMIT TO	SCHEDULE											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>1. SPMS Orientation and Pilot Test</b>													
Orientation								X					
Pilot Test								X					
<b>2. Performance Planning and Commitment</b>													
OPCR for Review	College President										5 <sup>th</sup>		
PMT Review Report	Commission											5 <sup>th</sup>	5 <sup>th</sup>
Commission Approval of OPCR													
IPCR	Dep't Head	5 <sup>th</sup>						5 <sup>th</sup>					
	HRMO	5 <sup>th</sup>						10 <sup>th</sup>					
<b>3. Performance Monitoring and Coaching</b>													
Monitoring by:													
· ASSCAT President		Once a year											
· Planning Officer		Per semester											
· Immediate Supervisors		Regular Basis											
· Individual Staff		Regular Basis											
Form	Planning Officer	After end of quarter											
<b>4. Performance Review and Feedback</b>													
OPCR	Planning Officer	15 <sup>th</sup>						15 <sup>th</sup>					
Planning Officer to review, evaluate and validate OPCR against targets and return validated OPCR to ASSCAT													
· Faculty		25 <sup>th</sup>						25 <sup>th</sup>					
· Non-teaching		30 <sup>th</sup>						30 <sup>th</sup>					
Planning Officer to submit Office Performance Assessment and facilitate Performance review by the College President	College President		25 <sup>th</sup>					25 <sup>th</sup>					

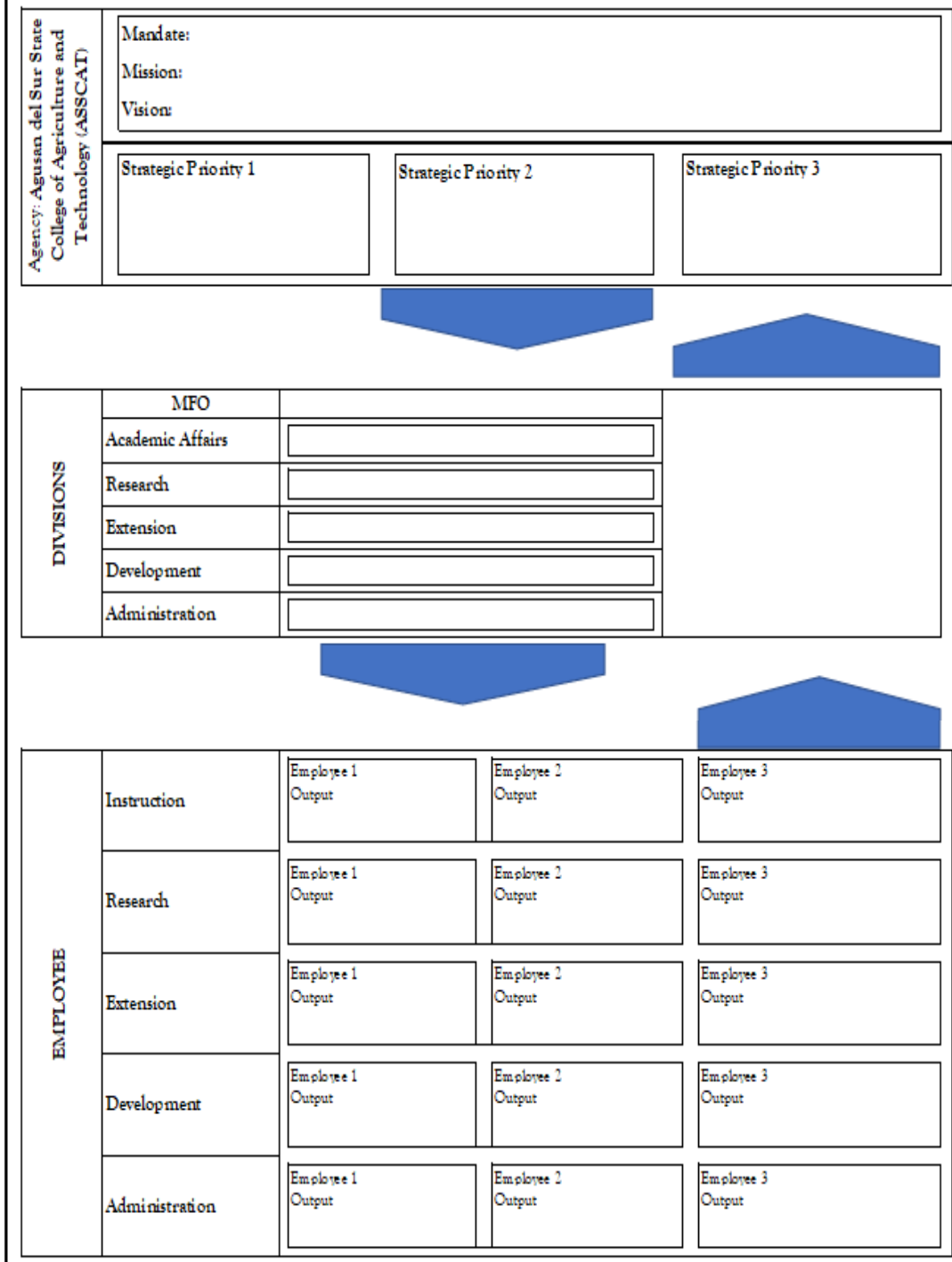
Annual Performance Review	College President												15 <sup>th</sup>
IPCR	Dep't Head		25 <sup>th</sup>						25 <sup>th</sup>				
Department/Office head submit IPCR	HRMO		EO M						EO M				
<b>5. Performance Rewarding and Development Planning</b>													
PMT to submit top performers list	College President			15 <sup>th</sup>									
HRMOs Office Performance Assessment	Budget Office			15 <sup>th</sup>									

**PERFORMANCE MANAGEMENT SYSTEM (PMS) PROCESS  
FLOWCHART**



PERFORMANCE PLANNING AND COMMITMENT

(Illustration showing cascading of ASSCAT mandates/strategic process to office and individual commitments)





**PERFORMANCE MONITORING AND COMMITMENT JOURNAL (PMCJ)**

	1 <sup>st</sup>	QUARTER
	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4 <sup>th</sup>	

Name of Division: \_\_\_\_\_

Name of Immediate Supervisor: \_\_\_\_\_

Number of Personnel in the Division: \_\_\_\_\_

Activity	MECHANISM/S				
	Meeting		Memo	Others (Pls. Specify)	Remarks
	One-in-One	Group			
Monitoring					
Coaching					

*Please indicate the data in the appropriate box when the monitoring was conducted.*

Conducted by:	Date	Noted by:	Date
Immediate Supervisor		VP__	

## PERFORMANCE MONITORING AND COACHING (PMC)

Sample tracking tool for monitoring of Targets

Division:

MFOs	TASKS	ASSIGNED EMPLOYEE	PERIOD/ DURATION	TASK STATUS				REMARKS
				Week 1	Week 2	Week 3	Week 4	
1	1							
	2							
	3							
2	1							
	2							
	3							
3	1							
	2							
	3							
4	1							
	2							
	3							

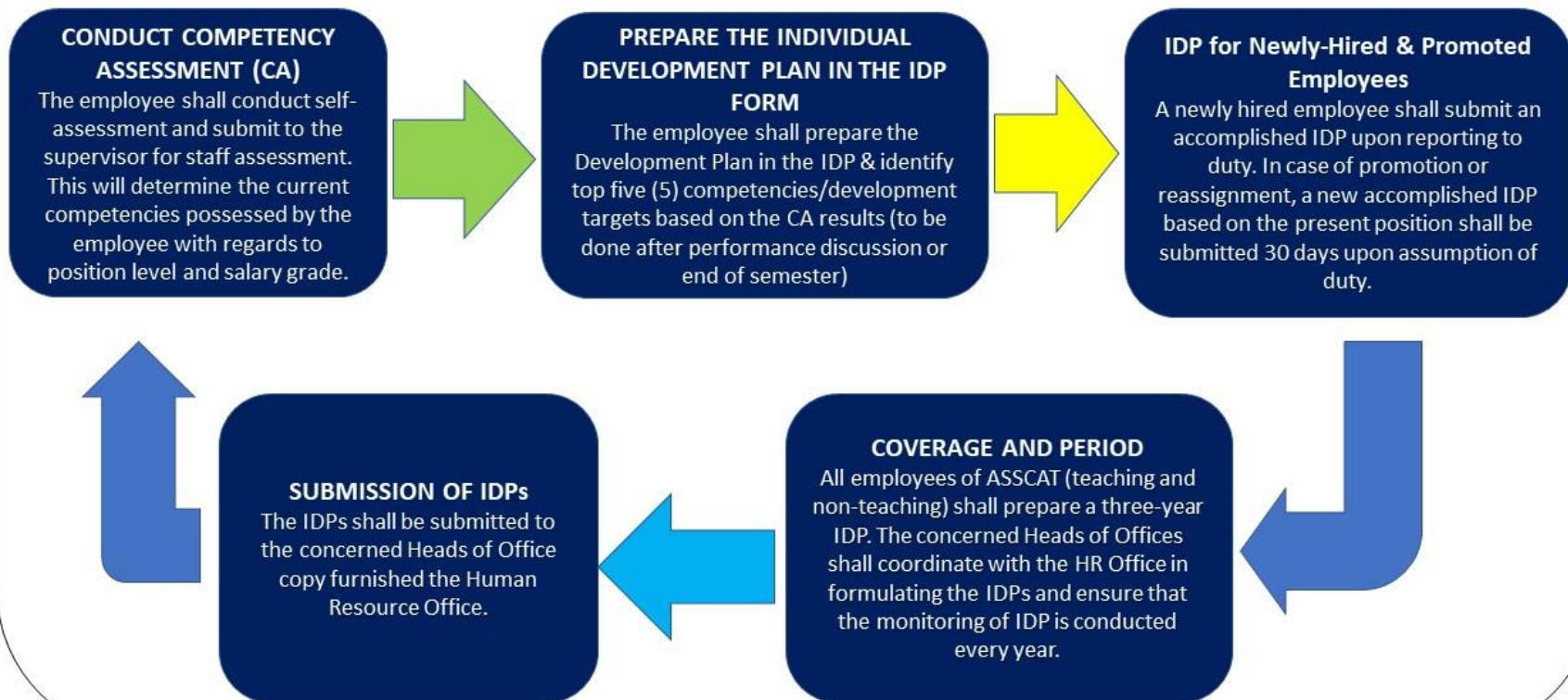
## PERFORMANCE MONITORING AND COACHING (PMC)

Sample tracking tool for monitoring of Assignments

## Performance Monitoring Form

Task ID No.	Subject	Action Officer	Output	Date Assigned	Date Accomplished	REMARKS
<i>Document No./Task No. if Taken from WFP</i>	<i>Subject area of the task or the signatory of the document and Subject Area</i>			<i>Date the task was assigned to the staff</i>	<i>Date the Output was approved by the approver</i>	

# Individual Development Plan Flow



## INDIVIDUAL DEVELOPMENT PLAN (IDP)

### AGUSAN DEL SUR STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY

1. Name (Last, First, MI)		6. Three -Year Period	
2. Current Position		7. College	
3. Salary Grade		8. Office	
4. Years in the Position		9. No further development is desired or required for this year/s (Please check the box here.)	
		<input type="checkbox"/> Year 1 <input type="checkbox"/> Year 2 <input type="checkbox"/> Year 3	
5. Years in ASSCAT		10. Supervisor's Name (Last, First, MI)	

PURPOSE:  To meet the competencies of current position.

To increase the level of competencies of current position.

To meet the competencies of the next higher position.

To acquire new competencies across different functions/positions.

Others, please specify, \_\_\_\_\_

**COMPETENCY ASSESSMENT AND DEVELOPMENT PLAN**

Competency Gaps (1)	Priority for IDP (2)	Specific Behavioral Indicators NOT Demonstrated (3)	Development Activity (4)	Support Needed (5)	Trainer/ Provider (6)	Schedule or Completion Date (7)		
11. Employee Signature		Date	12. VP___ Signature		Date	13. College President Signature		Date
14A. Updated (Initials)		Date	14B. Updated (Initials)		Date	14C. Updated (Initials)		Date
15. Check applicable copy designation as shown:			<input type="checkbox"/> Employee's Copy	<input type="checkbox"/> Division's Copy	<input type="checkbox"/> HRM's Copy			

**PROFESSIONAL DEVELOPMENT PLAN (PDP)**

Date:

Target date	
Review date	
Achieved date	

Aim	
Objective	

Task	Next Step

Comments:

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**AGUSAN DEL SUR STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY**

Bunawan, Agusan del Sur