UNIVERSITY OF SOUTHERN MINDANAO

COLLEGE OF BUSINESS, DEVELOPMENT ECONOMICS AND MANAGEMENT

ACCOUNTANCY DEPARTMENT

BACHELOR OF SCIENCE IN MANAGEMENT ACCOUNTING





AACCUP LEVEL 1 ACCREDITATION

AREA X
ADMINISTRATION

S.2. There is a system of monitoring the implementation of the SDP.

UNIVERSITY OF SOUTHERN MINDANAO

OPERATIONAL PLANNING AND CONTROL PROCEDURE

Document No.	USM-PDO-001-Rev.2.2020.06.01	Rev. No.	2	Page 1 of 3

EFFECTIVE DATE	REV. NO.	REVISION TYPE	CHANGE DESCRIPTION	PAGE AFFECTED	ORIGINATOR
June 01, 2020	2	Partial	Change Code. Update Forms.	ALL	RENEL M. ALUCILJA / CATHERINE A. MAMONDAS
February 15, 2018	1	New	Revised in accordance to the Quality Management System requirements	ALL	EIMER M. ESTILOSO / CATHERINE A. MAMONDAS
July 04, 2016	Ø	New	Newly established in accordance to the Quality Management System requirements	ALL	EIMER M. ESTILOSO / CATHERINE A. MAMONDAS

Prepared by:	Reviewed by:	Approved by:	DCC USE ONLY		
			DOCUMENT CONTROL INDICATOR		
RENEL M. ALUCILJA, RPAE CATHERINE A. MAMONDAS Name and Signature	ANITA C. SORNITO, EdD Name and Signature	JENNIFER E. SINCO Name and Signature	MASTER	2020. 06.01	COPY

UNCONTROLLED

ELECTRONICALLY RELEASED

2020. 11. 24

This document is a sole property of UNIVERSITY OF SOUTHERN MINDANAO. Any disclosure, unauthorized reproduction or use is strictly prohibited except with permission from USM.
Only documents with standard signatories of USM are considered official.

UNIVERSITY OF SOUTHERN MINDANAO	Document No.		USM-PDO-001-Rev.2.2020.06.01
Operational Planning and Control Procedure	Rev. No.	2	Page 2 of 3

1.0 PURPOSE

The Operational Planning and Control Procedure aims to establish and maintain a documented procedure for Quality Management System of University of Southern Mindanao. The Operational Planning and Control Procedure also aims to define the controls needed to ensure that quality plan must be consistent with the quality policy, documented, measurable, based on applicable requirements, implemented in accordance with the criteria, monitored, evaluated, communicated to stakeholders and updated as appropriate.

2.0 SCOPE

This procedure applies to all functional units under the four-fold functions of Instruction, Research, Extension and Resource Generation of the University of Southern Mindanao.

3.0 DEFINITION OF TERMS

3.1 Operational Plan - is an annual plan of the four functions of the university which lays down the plan targets for different Key Result Areas (KRAs) under Instruction, Research and Extension Services, Resource Generation, and General Administration and Support Services.

3.2 Control is an act regulating the use of generated records; where retrieval and access shall be defined.

4.0 REFERENCES

4.1 Quality Management System Manual (USM-QMS-002-Rev.3.2020.02.18)

4.2 Corrective Action Procedure (USM-QMS-017-Rev.3.2020.02.18)

4.3 Continual Improvement Procedure (USM-QMS-020-Rev.2.2020.02.18)

5.0 RESPONSIBILITY AND AUTHORITY

5.1 The Unit Heads shall take the responsibility in their respective units/colleges and ensure that their quality plan is measured, monitored, evaluated and documented.

5.2 The Vice President for each function shall be responsible in consolidating the plans of the colleges/units under him/her and submit the same to the Planning and Development Office for final consolidation.

5.3 The Planning and Development Office shall take the overall responsibility in the consolidation and packaging of the Operational Plan or the institutional development plan, implementation and control of the processes needed to meet the requirements outlined in the established criteria or program/projects/activities (PPA).

6.0 PROCEDURE DETAILS

6.1. Data Gathering and Analysis

6.1.1 The Unit Head/Director/Dean shall be responsible for their respective unit's quality plan design, its PPAs and corresponding targets. These data/ information shall be gathered and analyzed by the Planning and Development Office.

6.2. Plan Coordination, Preparation and Consolidation

6.2.1. The preparation of plans shall be coordinated with the concerned Unit Head/Director/Dean for consolidation and preparation of the institution's operational plan.

6.2.2. The Vice President for each function shall consolidate the plans of the colleges/units under him/her and submit the same to the Planning and Development Office for final consolidation.

6.2.3. The consolidated plan of every Mandated Function shall be submitted on the specified deadline. Failure to submit means issuance of Corrective Action Request (CAR) from the Planning and Development Office.

6.3. Plan Design

6.3.1. The consolidated quality plans of the different units under the four functions shall become the institution's operational plan to be approved by the Administrative Council, BOR Committee on Administration and Finance and finally by the Board of Regents.

6.4. Plan Implementation

6.4.1. The quality plan shall be implemented in accordance with the criteria set or targets. The schedule of implementation shall depend on budget appropriations. Programs, projects and activities (PPAs) which will not require large appropriations shall be accomplished simultaneously with other PPAs. The Unit Heads/Directors/Deans shall be responsible for the implementation of their units' PPAs and shall be coordinated and acted upon by the appropriate responsibility centers. *e.g.* All purchases of materials for the implementation

UNCONTROLLED

This document is a sole property of UNIVERSITY OF SOUTHERN MINDANAO. Any disclosure, unauthorized reproduction or use is strictly prohibited except with permission from USM.
Only documents with standard signatories of USM are considered official.
MASTER COPY

of PPAs, be it for monthly operations or capital outlay shall be coordinated with the Bids and Awards Committee and Office of the President for review and approval. Once approved, the program of work and implementation of unit's PPAs shall be coordinated closely with Physical Plant and Development Office and Financial Management Services.

6.4.2. The initial activities will be followed by those which require more but not inordinately large amounts. For Capital-intensive Activities, the university shall appropriate budget or forge partnerships with other funding agencies and follow program of work for implementation.

6.4.3. The implementation of the four-fold functions of the University such as Instruction, Research, Extension and Resource Generation shall be done simultaneously in accordance with the budget appropriated per office and in the timeline set during the plan design.

6.5 Plan Monitoring and Evaluation

6.5.1 The quality plan of the Unit/College shall be monitored and evaluated by the Unit Heads/Directors/Deans and the Planning and Development Office preferably on a quarterly basis and as applicable. This is to ensure that plans are achieved accurately and timely. Mitigation measures shall be set and enforced once the ongoing implementation deviates from the original plan or if not achieved on time.

6.5.2 The Planning and Development Office (PDO) shall be the primary unit charged with monitoring compliance of the plan. It will be obtaining its data from all responsibility centers of the university which will be submitting such data on a quarterly basis and as applicable. For instance, the colleges shall submit data on enrolment, board examination performance, program accreditation status, revenues if any, human resource development activities, number of graduates, linkages, employment if such data is available, research and extension activities and number of beneficiaries thereof, and others. Such data-gathering activity will be facilitated by linking the units through an Internet. The responsibility centers may submit the data directly to the PDO or send those through the internet. Data gathered shall be presented in appropriate forms for easy access and utilization by all authorized entities. Annually, the responsibility centers shall submit their targets to the PDO. Such targets shall be set jointly with the Vice-President concerned and presented to the Administrative Council and if necessary to the Board of Regents for approval.

6.5.3 The evaluation process shall be undertaken by all responsibility centers. Units with university-wide coverage shall also conduct evaluation, such as: the Offices of the Vice-Presidents, the Human Resource Management and Development, the Financial Management Services, and others as may be necessary. The evaluation process shall be made with reference to the targets of the centers and shall be tied up to the promotion system and performance-based benefits that may be given to employees.

6.6 Plan Output Review and Projection

6.6.1 The Planning and Development Office shall facilitate the conduct of a Semi-Annual and Annual Review Planning Seminar-Workshop in which the Unit Heads/Directors/Deans shall present their accomplishments for documentation, critiquing and assessment. A strategic planning/ operational planning for the succeeding year shall also be discussed/planned and documented.

6.7. Output/Accomplishment Packaging and Reporting

6.7.1. Reports that have been monitored and reviewed by the Planning and Development Office shall be submitted to external agencies attached to the Institution for appropriate updating of the operations after consolidation and packaging.

7.0 RECORDS RETENTION AND DISPOSAL

7.1 Plans are kept in file as reference for future planning that can be the basis for targeting. Master Plans are kept in file indefinitely while quarterly plans are kept in file for five to ten years. Beyond that, plans are stored and/or archived.

7.2 Quarterly accomplishment reports submitted by functional units are disposed once the Annual Report is already produced.

7.3 Other reports are kept in file and stored.

8.0 FORMS AND RECORDS

7.1. Operational Plan (USM- PDO- Fo3-Rev.1.2020.06.01)

7.2. Quarterly Physical Monitoring (USM- PDO- Fo4-Rev.0.2020.06.01)

This document is a sole property of UNIVERSITY OF SOUTHERN MINDANAO. Any disclosure, unauthorized reproduction or use is strictly prohibited except with permission from USM.
Only documents with standard signatories of USM are considered official.
MASTER COPY

UNIVERSITY OF SOUTHERN MINDANAO

PERFORMANCE EVALUATION PROCEDURE

Document No.	USM– PDO-002-Rev.2.2020.07.01	Rev. No.	2	Page 1 of 6

EFFECTIVE DATE	REV. NO.	REVISION TYPE	CHANGE DESCRIPTION	PAGE AFFECTED	ORIGINATOR
July 01, 2020	2	Partial	Change Code	ALL	RENEL M. ALUCILJA / CATHERINE A. MAMONDAS
February 15, 2018	1	New	Revised in accordance to the Quality Management System requirements	ALL	EIMER M. ESTILOSO / CATHERINE A. MAMONDAS
July 04, 2016	Ø	New	Newly established in accordance to the Quality Management System requirements	ALL	EIMER M. ESTILOSO / CATHERINE A. MAMONDAS

UNCONTROLLED

Prepared by:	Reviewed by:	Approved by:	DCC USE ONLY			
			DOCUMENT CONTROL INDICATOR			
RENEL M. ALUCILJA, RPAE CATHERINE A. MAMONDAS Name and Signature	ANITA C. SORNITO, EdD Name and Signature	JENNIFER E. SINCO Name and Signature	MASTER	2020.07.01	COPY	

ELECTRONICALLY RELEASED

2020.11.26

This document is a sole property of UNIVERSITY OF SOUTHERN MINDANAO. Any disclosure, unauthorized reproduction or use is strictly prohibited except with permission from USM.
Only documents with standard signatories of USM are considered official.

1.0 PURPOSE

The Performance Evaluation Procedure aims to establish and maintain a documented procedure for Quality Management System of the University of Southern Mindanao. The Performance Evaluation Procedure also aims to define the controls needed to ensure that individual performance of personnel must be cascaded to office performance. The functions and activities set in their Individual Performance Commitment and Review (IPCR) Form and units' Office Performance Commitment and Review (OPCR) Form must be monitored, evaluated/reviewed semi-annually in accordance with the criteria/targets.

2.0 SCOPE

This procedure applies to all functional units of University of Southern Mindanao.

3.0 DEFINITION OF TERMS

3.1 Efficiency - the extent to which targets are accomplished using the minimum amount of time or resources. Efficient performance applies to continuing tasks or frontline services. It involves the following elements

- 3.1.1 Standard response time
- 3.1.2 Number of requests/applications acted upon over number of requests/applications received
- 3.1.3 Optimum use of resources (e.g., money, logistics, office supplies)

3.2 General Administration and Support Services (GASS) - activities that deal with the provision of overall administrative management support to the entire agency operation.

3.3 Individual Performance Commitment Review- The IPCR is an SPMS form that is accomplished individually by employees. It details the Key Result Areas (KRAs), Success Indicators, Actual Accomplishments, Rating for Quality (Q), Efficiency (E), and Timeliness (T), and the Average (Ave), and Remarks.

3.4 Mandated Functions- the goods and services that the university is mandated to deliver to clients through the implementation of programs, projects, and activities (PPAs). The University's Mandated Functions are as follows:

- 3.4.1 Instruction
- 3.4.2 Research and Extension
- 3.4.3 Resource Generation
- 3.4.4 General Administration and Support Services (GASS)

3.5 Office Performance Commitment Review- The OPCR contains performance targets, as listed by the Office Heads. It includes the following details: Key Result Areas (KRAs), Success Indicators, Actual Accomplishments, Rating for Quality (Q), Efficiency (E), and Timeliness (T), and the Average (Ave), and Remarks.

3.6 Quality or Effectiveness – it means getting the right things done. It refers to the degree to which objectives are achieved as intended and the extent to which issues are addressed with a certain degree of excellence. Quality or effective performance involves the following elements:

- 3.6.1 Acceptability
- 3.6.2 Meeting standards
- 3.6.3 Client satisfaction with services rendered
- 3.6.4 Accuracy

3.7 General Administration and Support Services (GASS)- GASS refer to activities that provide technical and substantive support to the operations and projects of the agency. By themselves, these activities do not produce the Mandated Functions but they contribute or enhance the delivery of goods and services.

3.8 Timeliness - measures if the targeted deliverable was done within the scheduled or expected timeframe. Timely performance involves meeting deadlines as set in the work plan.

4.0 REFERENCES

- 2.1 Quality Management System Manual (USM-QMS-002-Rev.3.2020.02.18)
- 2.2 Corrective Action Procedure (USM-QMS-017-Rev.3.2020.02.18)
- 2.3 Continual Improvement Procedure (USM-QMS-020-Rev.2.2020.02.18)

5.0 RESPONSIBILITY AND AUTHORITY

5.1 The Performance Management Team (PMT) chaired by the Vice President for Administration and Finance, with the Planning Office as Secretariat, shall:

- 5.1.1 Monitor submission of Office Performance Commitment and Review Form and schedule the review/evaluation of Office Commitments by the PMT before the start of a performance period.
- 5.1.2 Consolidate, review, validate and evaluate the initial performance assessment of the Heads of Offices based on reported Office accomplishments against the success indicators, and the allotted budget against the actual expenses. The result of the assessment shall be the basis of PMT's recommendation to the Head of Agency who shall determine the final Office rating.

This document is a sole property of UNIVERSITY OF SOUTHERN MINDANAO. Any disclosure, unauthorized reproduction or use is strictly prohibited except with permission from USM.
Only documents with standard signatories of USM are considered official.
MASTER COPY

5.1.3 Conduct an agency performance planning and review conference annually for the purpose of discussing the Office assessment for the preceding performance period and plans for the succeeding rating period with concerned Heads of Offices. This shall include participation of the Financial Office as regards budget utilization.

5.1.4 Provide each Office with the final Office Assessment to serve as basis of offices in the assessment of individual staff members.

5.2 The Human Resource Management and Development Office shall

5.2.1 Monitor submission of Individual Performance Commitment and Review Form by heads of offices.

5.2.2 Review the Summary List of Individual Performance Rating to ensure that the average performance rating of employees is equivalent to or not higher than the Office Performance Rating as recommended by the PMT and approved by the Head of Agency.

5.2.3 Provide analytical data on retention, skill/competency gaps, and talent development plans that align with strategic plans.

5.2.4 Coordinate developmental interventions that will form part of the HR Plan.

5.3 The Head of Academic units and Offices shall

5.3.1 Assume primary responsibility for performance management in his/her Office

5.3.2 Conduct strategic planning session with the supervisors and staff and agree on the outputs that should be accomplished based on the goals/objectives of the organization and submits the Office Performance Commitment and Review Form to the Planning Office.

5.3.3 Review and approve individual employee's Performance Commitment and Review form for submission to the HRM Office/Personnel Office before the start of the performance period.

5.3.4 Submit a quarterly accomplishment report to the Planning Office based on the PMS calendar[1]

5.3.5 Do initial assessment of office's performance using the approved Office Performance Commitment and Review form.

5.3.6 Determine final assessment of performance level of the individual employees in his/her office based on proof of performance.

5.3.7 Inform employees of the final rating and identifies necessary interventions to employees based on the assessment of developmental needs.

5.3.7.1 Recommend and discuss a development plan with the subordinates who obtain Unsatisfactory performance during the rating period not later than one (1) month after the end of the said period and prepares written notice/advice to subordinates that a succeeding Unsatisfactory performance shall warrant their separation from the service.

5.3.7.2 Provide preliminary rating to subordinates showing Poor performance not earlier than the third (3rd) month of the rating period. A development plan shall be discussed with the concerned subordinate and issue a written notice that failure to improve their performance shall warrant their separation from the service.

5.4 The Department Chairperson or equivalent shall

5.4.1 Assume joint responsibility with the Head of Office in ensuring attainment of performance objectives and targets

5.4.2 Rationalize distribution of targets/tasks

5.4.3 Monitor closely the status of the performance of their subordinates and provide support and assistance through the conduct of coaching for the attainment of targets set by the Division/Unit and individual employee.

5.4.4 Assess individual employees' performance

5.4.5 Recommend developmental intervention

5.5 The Individual Employees shall

5.5.1 Act as partners of management and their co-employees in meeting organizational performance goals

This document is a sole property of UNIVERSITY OF SOUTHERN MINDANAO. Any disclosure, unauthorized reproduction or use is strictly prohibited except with permission from USM.
Only documents with standard signatories of USM are considered official.

MASTER COPY

6.0 PROCEDURE DETAILS

6.1 Performance Planning and Commitment

6.1.1 Determine the University's Mandated Functions:

6.1.1.1 The Strategic Performance Management System (SPMS) links staff performance with organizational performance. As such, it is important to understand the organization's mandate and strategic priorities. During the period of performance planning and commitment, the first thing to do is to understand the University's Mandated Functions (MFs). MFs are delivered by core processes of operating offices/units. However, offices/units that do not directly deliver goods and services to external clients contribute to the delivery of the university's MFs through General Administration and Support Services (GASS) activities.

6.1.2. Identify the Success Indicators of Each Mandated Function (MF):

6.1.2.1 The university must agree on the performance standards on which they want to be measured. The success indicators can be determined by referring to the following documents:

6.1.2.1.1 Citizen's Charter
6.1.2.1.2 RA 6713 (Code of Ethics and Ethical Standards
6.1.2.1.3 OPES Reference Table
6.1.2.1.4 Accomplishment Reports (for historical data)
6.1.2.1.5 Benchmarking Reports
6.1.2.1.6 Stakeholders' Feedback Reports

6.1.2.2 Success indicators must be Specific, Measurable, Attainable, Realistic, and Time-bounded (SMART). Performance targets and standards are continuously reviewed and refined. As such, determine specific targets and success indicators for each year in the annual work plan.

6.1.3 Identify the Performance Goals of the respective office

6.1.3.1 In most cases, one or several offices will be contributing to one Mandated Function. It is also possible that one office will be contributing to two MFs. If the respective office/unit is not directly delivering goods and services to external clients, that office/unit is implementing General Administration and Support Services (GASS) activities. As such, it should have its own SMART performance targets or success indicators from the office/unit level down to the individual staff level.

6.1.4 Identify the Performance Goals of the Departments under the Office/College

6.1.4.1 Units under an office must contribute towards achieving a specific MF through a set of performance goals or success indicators. As such, the performance goals of the different units must be aligned with the performance goals of the office.

6.1.5 Identify the Performance Goals of Individuals under Each Department

6.1.5.1 Each department will be staffed by at least one individual employee. The performance goals of each individual employee must contribute and align with the performance goals of the department

6.1.6 Develop the Rating Scale

6.1.6.1 Developing the Rating Scale involves two sub-steps:

6.1.6.1.1 Determining the dimensions on which performance or accomplishments are to be rated.
6.1.6.1.2 Operationalizing the numerical and adjectival ratings.

6.1.6.2 The three dimensions of performance or accomplishments are quality, efficiency, and timeliness.

6.1.6.3 Not all performance accomplishments need to be rated along all three dimensions of quality, efficiency, and timeliness. Some accomplishments may only be rated on any combination of two or three dimensions. In other cases, only one dimension may be sufficient. Depending on how success indicators are stated, an employee can rate a performance along the dimensions of quality, efficiency, and/or timeliness. The rating needs to be discussed within the unit and between the supervisors and staff (i.e., raters and ratees) to clarify the expected outputs at the beginning of the performance monitoring period. Because performance is

This document is a sole property of UNIVERSITY OF SOUTHERN MINDANAO. Any disclosure, unauthorized reproduction or use is strictly prohibited except with permission from USM.
Only documents with standard signatories of USM are considered official.
MASTER COPY

measured within a scheduled monitoring period, all accomplishments always involve the dimension of time. As such, performance is always rated on either efficiency and/or timeliness.

6.1.6.4 On each dimension of quality, efficiency, and timeliness, rate performance using a numerical scale ranging from 1 to 5—with 1 as the lowest and 5 as the highest. The table below explains the meaning of each rating:

Rating		Description
Numerical	Adjectival	
5	Outstanding	Performance exceeded expectations by 30% and above of the planned targets. Performance demonstrated was exceptional in terms of quality, technical skills, creativity, and initiative, showing mastery of the task. Accomplishments were made in more than expected but related aspects of the target.
4	Very Satisfactory	Performance exceeded expectations by 15% to 29% of the planned targets.
3	Satisfactory	Performance met 90% to 114% of the planned targets. However, if it involves deadlines required by law, it should be 100% of the planned targets.
2	Unsatisfactory	Performance only met 51% to 89% of the planned targets and failed to deliver one or more critical aspects of the target. However, if it involves deadlines required by law, the range of performance should be 51% to 99% of the planned targets.
1	Poor	Performance failed to deliver most of the targets by 50% and below.

6.2. Performance Monitoring and Coaching

6.2.1 Develop the Performance Monitoring and Coaching Tools

6.2.1.1 It is important to regularly monitor the performance of offices, departments, and employees. Monitoring and evaluation mechanisms and tools must be in place so that timely and appropriate steps can be taken towards meeting performance targets and organizational goals. Supervisors and coaches play a critical role at this stage by providing an enabling environment, introduce interventions to improve team performance, and develop individual potentials.

6.2.2 Develop the Performance Evaluation Tools

6.2.2.1 Monitoring tools shall be used to establish commitment and evaluate accomplishments in a semi-annual period. The following essential elements shall be incorporated in the evaluation tool:

6.2.2.1.1 Name, position, and signature of the Unit Head or individual staff being evaluated (ratee)
6.2.2.1.2 Rating period
6.2.2.1.3 Date when evaluation was completed
6.2.2.1.4 Name, signature, and position of supervisors that approve the completed evaluation form and the date when they made the approval
6.2.2.1.5 Mandated Function that the office and department are contributing to
6.2.2.1.6 SMART performance targets or success indicators
6.2.2.1.7 Actual accomplishments v is-à-v is performance targets
6.2.2.1.8 Ratings on quality, efficiency and/or timeliness on a scale of 1 to 5
6.2.2.1.9 Remarks of supervisor
6.2.2.1.10 Name, position and signature of Head of the Performance Management Team
6.2.2.1.11 Name, signature, and position of rater and date when evaluation was completed.

6.2.3 To reflect the cascading approach of the SPMS towards achieving organizational goals, three kinds of forms are used:

6.2.3.1 Office Performance Commitment and Review (OPCR) Form is accomplished by University Directors/Heads of Offices and Department Heads.
6.2.3.2 Individual Performance Commitment and Review (IPCR) Form is accomplished by individual staff in all the units of the organization.

This document is a sole property of UNIVERSITY OF SOUTHERN MINDANAO. Any disclosure, unauthorized reproduction or use is strictly prohibited except with permission from USM.
Only documents with standard signatories of USM are considered official.
MASTER COPY
UNCONTROLLED

6.3 Performance Review and Evaluation

6.3.1 Submission of OPCR and IPCR

6.3.1.1 The Vice Presidents, College Deans, Unit Directors/Heads shall submit their targets at the start of the rating period and their accomplishments with self-evaluation ratings at the end of the rating period.

6.3.1.2 The OPCRs shall be submitted to the Planning and Development Office on or before the deadline.

6.3.1.3 Failure to submit means issuance of Corrective Action Request (CAR) from the Planning and Development Office.

6.3.1.4 The IPCRs shall be submitted to the Human Resource and Development Office (HRMDO) with the summary of individual ratings of faculty and staff under a certain department/unit/college.

6.3.1.5 The Planning and Development Office shall be furnished by the head of unit/college with the summary of individual ratings.

6.3.2 Use the Performance Evaluation Tools.

6.3.2.1 At the end of the performance monitoring period, use the forms—OPCR and IPCR—to review performance from the office/colleges and department levels down to the individual staff level. All entries in the forms must be filled up.

6.3.3 Compute numerical ratings

6.3.3.1 Get the average rating for a particular accomplishment by adding the ratings and dividing it by the number of dimensions used and get the final average rating.

6.4 Performance Evaluation and Development Planning

6.4.1 Use of the Results of the Performance Evaluation

6.4.1.1 The focus of discussion of evaluation results must be on strengths, competency-related performance gaps, and the opportunities to address these gaps, career paths, and alternatives. In coordination with the HRMD Office, the Heads of Office and supervisors must introduce appropriate developmental interventions based on the results of the performance evaluation especially for employees with Unsatisfactory and Poor performance ratings.

6.4.1.2 The results of the performance evaluation/assessment shall serve as inputs to the following:

6.4.1.2.1 Heads of Offices in identifying and providing the kinds of interventions needed based on identified professional development needs.

6.4.1.2.2 University HRMD Office in consolidating and coordinating development interventions that will form part of the HR Plan and the basis for rewards and incentives.

6.4.1.2.3 Performance Management Team in identifying potential PRAISE Awards nominees for various awards categories.

6.4.1.2.4 PRAISE Committee in determining top performers of the agency who qualify for awards and incentives.

7.0 RECORDS RETENTION AND DISPOSAL

7.1 Plans are kept in file as reference for future planning that can be the basis for targeting.

7.2 Quarterly accomplishment reports submitted by functional units are disposed once the Annual Report is already produced.

7.3 Other reports are kept in file and stored.

8.0 FORMS AND RECORDS

8.1 IPCR (USM-HRD-F51-Rev.1.2020.07.01)

8.2 OPCR (USM-PDO-F01-Rev.1.2020.07.01)

This document is a sole property of UNIVERSITY OF SOUTHERN MINDANAO. Any disclosure, unauthorized reproduction or use is strictly prohibited except with permission from USM.
Only documents with standard signatories of USM are considered official.

UNCONTROLLED

MASTER COPY

RPMES FORM 1

REGIONAL PROJECT MONITORING AND EVALUATION SYSTEM (RPMES)
INITIAL PROJECT REPORT
Physical and Financial Targets for Ongoing Programs and Projects
FY 2020

SITY OF SOUTHERN MINDANAO

(1) of Project	(2) Total Project Target	(3) JAN	(4) FEB	(5) MAR	(6) APR	(7) MAY	(8) JUN	(9) JUL	(10) AUG	(11) SEP	(12) OCT	(13) NOV	(14) DEC	(15) TOTAL
Building - 25,000	FS				3,750	12,500		3,000		2,500	3,250			25,000
	%				15%	50%		12%		10%	13%			100%
	OI													
	EG													
Equipment/Facilities - 10,000	%				30%			70%						100%
	OI													
	EG													
Repair of Building - 10,000	FS	1,500			4,250			2,550			1,700			10,000
	%	15%			43%			26%			17%			100%
	OI													
	EG													
Equipment - 10,000	FS							8,000						8,000
	%							100%						100%
	OI													
	EG													
IEFS Laboratory	FS				11,507			15,493						27,000
	%				43%			57%						100%
	OI													
	EG													
on & Furniture for 3-Storey CBDEM	FS				2,700			6,300						9,000
	%				30%			70%						100%
	OI													
	EG													
nancial Schedule	% - Overall Physical Target in Percent					OI - Output Indicator					EG - Employment Generated			

RENEL M. ALUCILJA, RPAE
Director, Planning and Development Office

Noted by: **FRANCISCO GIL N. GARCIA, PhD, RPAE**
SUC President IV

RPMES FORM 2

REGIONAL PROJECT MONITORING AND EVALUATION SYSTEM (RPMES)
PHYSICAL AND FINANCIAL ACCOMPLISHMENT REPORT
As of June 17, 2020

Implementing Agency: UNIVERSITY OF SOUTHERN MINDANAO

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)		(16)
(a) Name of Project (b) Location	Financial Status (in PhP M)								Physical Status (%)					Employment Generated		Remarks
	Allocation		Releases		Obligations		Disbursements									
	As of Reporting Period	For the Month	As of Reporting Period	For the Month	As of Reporting Period	For the Month	As of Reporting Period	For the Month	Output Indicator	Target to Date	Target for the Month	Actual to Date	Actual for the Month	(M)	(F)	
1. On-going Construction of 2-Storey IMEAS Building and Procurement of Equipment/Facilities for its Classrooms Kabacan, Cotabato																
Building	25,000		16,250		0		0		Pecentage of completion			Ongoing Post Qualification	Ongoing Post Qualification			
Equipment/Facilities	6,500		1,950		0		0		Pecentage of completion			Bid opening on July 6,2020	Bid opening on July 6,2020			
2. Repair of Academic Building USM KCC and Procurement of Equipment for USM KCC Academic Building Kidapawan City																
Repair Building	10,000		5,750		0		0		Pecentage of completion			On Process	On Process			
Equipment	8,000				0		0		Pecentage of completion			To be awarded	To be awarded			
3.Procurement of Equipment for CHEFS Laboratory Kabacan, Cotabato																
Equipment	27,000		11,507		0		0		Pecentage of completion			Bid opening on June 29,2020	Bid opening on June 29,2020			
3. Audio Visual Equipment, Ventilation and Furniture for 3-Storey CBDEM Academic Building Kabacan, Cotabato	9,000		2,700		0		0		Pecentage of completion			To be awarded	To be awarded			

Submitted by:
Designation/Office:
Date:

RENEL M. ALUCILJA, RPAE
Director, Planning and Development Office
17-Jun-20

Noted by:

FRANCISCO GIL N. GARCIA, PhD, RPAE
SUC President IV

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Tel No. 63 (64) 572 - 2138
email address: op@usm.edu.ph
OFFICE OF THE PRESIDENT

Special Order No. 070
Series of 2021

TO:

Engr. SAQUE J. AMILBAHAR	*- Regular Member*
Prof. ORLANDO B. FORRO	*- Regular Member*
Engr. EUGENE MARS H. ABRIL	*- Regular Member*
Engr. ARVIN M. BOLODO	*- Regular Member*
Engr. EUGENE G. RANJO	*- Regular Member*

SUBJECT: **Designation as Regular Members of the University Infrastructure Project Monitoring and Evaluation Team (UIPMET)**

DATE: **Friday, 15 January 2021**

Taking cognizance of your educational preparation and most of all your interest to lead the department that would promote morale, efficiency and integrity, responsiveness, and courtesy in your unit and institutionalize a management climate conducive to public trust and accountability in consonance with existing laws and regulations, your are hereby designated as **Regular Members of the University Infrastructure Project Monitoring and Evaluation Team (UIPMET)** in addition to your plantilla position.

As such, you shall exercise the duties and functions inherent in your designated position to the best of your ability. You are also expected to promote and observe honesty, integrity, efficiency, responsiveness, and courtesy in your unit and help create a working climate conducive to public and accountability in consonance with existing laws and regulations.

This designation shall remain in force and in effect on January 15, 2021 unless otherwise the same is revoked by the undersigned or by a higher competent authority. All issuances that contradict to any of the provisions hereof are deemed revoked, amended or superceded.

FRANCISCO GIL N. GARCIA, RPAE, PhD
SUC President IV

By Authority of the President:

WILLIE JONES B. SALILING, RPAE, EnP
HRMDO Director

Conforme:

____

Copy Furnished
___ records
___ HRMDO/201 file
___ File
___ COA file
___ Board Secretary