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.1. The institution has an approved performance evaluation system for administrative personnel which includes the following items:

S.1.1. Competence;

Non-Teaching (Sample Matrix)

CORE FUNCTION - 80% **SUPPORT - 20%**

Success Indicator #	KRA/OO	Success Indicator	Quality	Rating	Efficiency	Rating	Timeliness	Rating
CORE FUNCTIONS (Refer to Job Description/SO)								
1.1.1	KRA/OO 1	Success Indicator 1.1.1		5		5		5
				4		4		4
				3		3		3
				2		2		2
				1		1		1
	Means-of-Verification							
SUPPORT AND OTHER FUNCTION								
6.3.1	Attendance to University-wide activities (as defined in CNA) (required)	Attendance to University-wide activities (as defined in CNA)	100% attendance	5		5		5
			90% attendance	4		4		4
			80% attendance	3		3		3
			70% attendance	2		2		2
			below 7% attendance	1		1		1
	Means-of-Verification				*Attendance Sheets*			
6.4.1	Attendance to college convocations & activities	100% attendance to college/unit convocations & activities	100% attendance	5		5		5
			90% attendance	4		4		4
			80% attendance	3		3		3
			70% attendance	2		2		2
			below 7% attendance	1		1		1
	Means-of-Verification				*Attendance Sheets*			
6.5.1	Attendance to Convocation	100% attendance to convocation	100% attendance	5		5		5
			90% attendance	4		4		4
			80% attendance	3		3		3
			70% attendance	2		2		2
			below 7% attendance	1		1		1
	Means-of-Verification				*Attendance Sheets*			
6.6.1	Attend on department meetings (required)	at least 80% attendance to department meetings	100% attendance	5		5		5
			90% attendance	4		4		4
			80% attendance	3		3		3
			50% attendance	2		2		2
			below 50% attendance	1		1		1
	Means-of-Verification		*Attendance Sheets, Minutes*					
6.7.1	Submission of required DTR	Submit attested DTR before the fifth working day of the month		5		5	submitted before the third day of the month	5
				4		4	submitted on the fourth working day of the month	4
				3		3	submitted on the fifth working day of the month	3
				2		2	submitted on the sixth working day of the month	2
				1		1	submitted on the seventh working day of the month	1
	Means-of-Verification						Received Copy, Average of 6	