



Republic of the Philippines  
**AURORA STATE COLLEGE OF TECHNOLOGY**  
 Baler, Aurora  
 Tel No. (042) 209-4354

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 CSC, Aurora Field Office  
 Capitol Bldg., Suklayin  
 Baler, Aurora



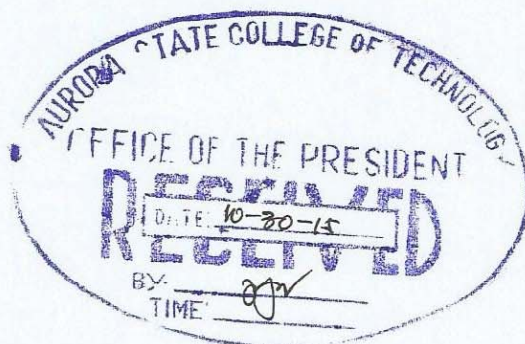
**Madam:**

Herewith is the Agency Profile and Action Plan on Performance Management System of Aurora State College of Technology, Baler, Aurora.

For your information, guidance and record purposes.

Very truly yours,

*Maria Lucia A. Ramos*  
**MARIA LUCIA A. RAMOS**  
 Administrative Officer V



## Agency Profile

1. Products and Services	Graduates/ Educational Services
2. Customers and their Requirements	Students/ HS Graduates
3. Competitors, Comparative Organizations and Benchmarks	Other Higher Educational Institutions (HEIs) in the Province
4. Human Resource Profile	<u>14</u> PhD. Holders, <u>8</u> PhD with units <u>24</u> MS Holders,

	<u>17</u> MA w/units, <u>14</u> BS Holders, <u>5</u> College Level, <u>3</u> Vocational Courses, <u>3</u> HS Level, <u>1</u> Elem Graduate.
5. Facilities	Classrooms. Library, Dormitories, Admin Bldg., IT Center, R & D Center, IGPs, Canteen
6. Legal & Regulatory Requirements	RA 7664, RA 8292
7. Key Suppliers and what they Provide	Suppliers – books, office supplies & equipment Construction Companies – infrastructures
8. Mandate/ Mission, Vision, Values	Vision – <i>ASCOT, a Center of Excellence in Instruction, Research, Extension, and Production in ASIA.</i>  Mission/ Mandate – <i>the State College shall primarily provide technical and professional training in the sciences, arts, teachers education, agriculture, engineering and technology as well as short-term vocational courses. It shall likewise promote research, advanced studies and academic leadership in the stated areas of specialization</i>
9. Priority Agenda/ Strategies	Develop ASCOT as: <ul style="list-style-type: none"> <li>- A top ranking higher education institution in the sciences, arts, teachers education, agriculture, entrepreneurship, engineering and technology;</li> <li>- A fulcrum of interdisciplinary and multidisciplinary scientific, applied and development-oriented researches that leads to technological inventions and people-oriented programs that addresses poverty alleviation in host partner communities;</li> <li>- An extension and training opportunities provider supporting entrepreneurial production programs that deliver socio-cultural empowerment and improve the quality of life of the people it serves;</li> <li>- An institution that upholds good governance and provides equal advancement opportunities for the people of Aurora and other neighboring provinces</li> </ul>
10. Strategic Challenges	Internal Environment – organizational efficiency & effectiveness  External Environment – global competition
11. Agency Analysis: Given the data that you culled, how will PRIME-HRM impact the Agency? What do you think will be the value of PRIME-HRM to the Agency? How can it help the agency achieve its mandate/ priority agenda or address its strategic challenges?	PRIME-HRM is primarily responsible to enhance the competence and effectiveness of faculty and staff. Competent faculty and staff will ensure quality educational services. Quality education addresses global competition.

Republic of the Philippines  
**AURORA STATE COLLEGE OF TECHNOLOGY**  
Baler, Aurora  
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**AURORA STATE COLLEGE OF TECHNOLOGY ACTION PLAN**

on

**PERFORMANCE MANAGEMENT SYSTEM**

## **Introduction:**

The strategic objective of the Civil Service Commission to recognize as Center of Excellence in Human Resource and Organization Development approved the program to Institutional Meritocracy and Excellence in Human Resource Management (PRIME-HRM).

PRIME-HRM inculcates meritocracy and excellence in the public service human resource management functions through a program of reward, recognition, empowerment and continuous development. Under this program, it continues to capacitate agencies human resource management competencies, system and recognize best practices towards HR excellence. It presents a more progressive system of assessment to entails greater engagement in the various areas of human resource management.

## **Goal:**

The Aurora State College of Technology aim to level up accreditation from Level II status ( Processed Defined HRM) to Level III ( Integrated HRM ) on Performance Management System to continually foster enhancement of individual employee efficiency and organizational effectiveness by linking Performance Management System to Program on Awards and Incentives for Service Excellence (PRAISE) and Productivity Enhancement Incentive (PEI).

## **Determining the Current State (Reality):**

The Aurora State College of Technology is one of the agencies accredited by the Civil Service Commission per Resolution No. 982115 dated August 14, 1998 granting ASCOT to take final action on appointments.

The Civil Service Commission, Region III conducted a comprehensive audit on May, 2012 and reassessment on PRIME-HRM Revalidation done in February, 2013 result showed that ASCOT has continued to be compliant to the requirement for Level II- Accredited status per CSC Resolution No. 1301313 dated July 2, 2013.

ASCOT underwent on line- self assessment in preparation for the PRIME-HRM maturity level assessment conducted in February, 2015. The agency's competencies, systems and practices on recruitment, placement and selection, performance management system, learning and development, and rewards and recognition were assessed.

To create awareness, acceptance and commitment from the College officials, faculty and personnel to bridge the performance gaps and prioritized human resource development interventions Orientation and HR Planning was conducted in September 5, 2015 by Ms.Eleanor M. Prado, Director II of CSC Aurora Field Office. She presented to the College officials the result of the online assessment for the HR System is Transactional Level.

During the consultative meeting on same date the College officials provided inputs and recommendations. Everyone is not satisfied with the result of the said on line self- assessment. No orientation was conducted by the Civil Service Commission with the HRMO before assessing the HR system. Indicators used in the Assessment Tool were not cleared to the respondents. Statistical methods or procedure used is unclear to come up with the results FULLY, PARTIALLY and NOT.

## **Current State Review and Target HR System:**

The College is aiming Maturity Level III (Integrated HRM) in Performance Management System Core Area.

### **A. Strengths:**

1. Series of orientation and workshops were conducted to all College officials, faculty and personnel prior to implementation of SPMS starting on January, 2015.
2. Performance Management Team was created with HR as partner of management in compelling the management process.

3. Target setting is through individual Key Performance Indicators (KPI) which is inter-related and supportive of departments/unit goals.
4. Self rating by employee is done on year- end performance review with competencies and identified development needs.
5. Individual Development Plans and Training Needs Self- Assessment for all employees are done.
6. Electronic copy of Performance Commitment, Evaluation is in use.
7. Performance discussion is done on delivery of individual, team goals and competencies to support organizational goals.

**B. Opportunities for Improvement:**

1. Performance Management Team is partially functional.
2. Core competencies of faculty and personnel are considered.
3. Performance Improvement Plan based on competencies is set up as needed.
4. Calibration of the application of the performance standards to the value of performance ratings is done consistently within the departments/units.
5. Enhancement of Information System for monitoring and evaluation of data from electronic Performance Management System to capture and document individual output and accomplishment.

**Mapping Out the Action Steps:**

Recommended Action Steps based on Assessment Tool Results & Report as Determined by Agency Stakeholders	Detailed Activities (What will it be done?)	Responsibilities (Who will do it?)	Timeline (By when ? Day/Month)	Success Indicators (How will you know that you are making progress? What are your benchmarks? How will you determine that your goal has been reached? What are your measures)
1. Performance Management Team partially functional	1. Conduct orientation regarding the functions/responsibilities of the PMT	HRMO/College President	October 5, 2015	Office Order regarding the conduct of orientation of PMT

2. Core competencies of faculty and personnel	<p>1. Develop tools to be used</p> <p>2. Issuance of Office Order re-filling up of the tools to be used (Training Needs Self-Assessment and Individual Development Plan of Faculty and Personnel)</p> <p>3. Collection of TNA</p> <p>4. Identification and evaluation of competencies</p> <p>5. Preparation of ASCOT Faculty and Personnel Development Plan</p> <p>6. Preparation of Training Program and Design</p> <p>7. Conducts Training</p>	<p>HRMO</p> <p>HRMO/College President</p> <p>HRMO</p> <p>HRMO</p> <p>HRMO</p> <p>HRMO</p>	<p>October 10, 2015</p> <p>October 15, 2015</p> <p>October 31, 2015</p> <p>November 3-4, 2015</p> <p>November 7, 2-2015</p> <p>November 15, 2015</p> <p>March, 2016</p>	<p>Tools develop for distribution</p> <p>Collected the tools/data</p> <p>Identified and evaluates the competencies of faculty and personnel</p> <p>Prepared the ASCOT Faculty and Personnel Development Plan</p> <p>Prepared Training Program and Design</p>
3. Performance Improvement Plan on based competencies	<p>1. Develop tools to be used</p> <p>2. Issuance of Office Order re-accomplishing the tools to be used (Training Needs Self-Assessment and Individual Development Plan of Faculty and Personnel)</p> <p>3. Collection of TNA and IDP</p> <p>4. Identification and evaluation of competencies</p> <p>5. Preparation of ASCOT Faculty and Personnel Development Plan</p> <p>6. Preparation of Training Program and Design</p> <p>7. Conducts Training</p>	<p>HRMO</p> <p>HRMO/College President</p> <p>HRMO</p> <p>HRMO</p> <p>HRMO</p> <p>HRMO</p>	<p>October 10, 2015</p> <p>October 15, 2015</p> <p>October 31, 2015</p> <p>November 3-4, 2015</p> <p>November 7, 2-2015</p> <p>November 15, 2015</p> <p>March, 2016</p>	<p>Tools develop for distribution/accomplish</p> <p>Collected the tools and consolidate the data</p> <p>Identified and evaluates the competencies of faculty and personnel</p> <p>Prepared the ASCOT Faculty and Personnel Development Plan</p> <p>Prepared Training Program and Design</p>
4. Calibration of the application of performance standards or the value of performance ratings is done consistently	<p>1. Issuance of Memo to PMT to meet regularly for the calibration of PMS</p> <p>2. Enhancement of PMT competencies through re-orientation</p> <p>3. Monitor the SPMS cycle as scheduled</p>	<p>HRMO/PMT</p>	<p>October 8, 2015</p> <p>October 10, 2015</p>	<p>Issued Memo</p> <p>Re-orientation conducted</p> <p>Operational and smooth implementation</p>

5. Enhancement of Information System for monitoring and evaluation of data from electronic Performance Management System to capture and document individual output and accomplishment.	<p>1. Issuance of Memorandum requiring submission of OPCR/DPCR/IPCR using e-copies</p> <p>2. Monitor submission of e-copies reports</p> <p>3. Upload to HR PC the e-copies submitted</p>	<p>Department Directors/Unit Heads</p> <p>HRMO</p> <p>HRMO</p>	<p>November 6, 2015</p> <p>November 18, 2015</p>	<p>Compliance of all Department Directors/Unit Heads</p> <p>Accessible monitoring of accomplishments</p>
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**Resources:**

1. Funds allotted in each department/units based on the annual budget
2. HRMO and Staff to manage the planned activities
3. College President/ Vice Presidents/Department Directors/Unit Heads
4. Facilities, equipment, supplies and materials
5. CSC Assistor

**Potential Barriers:**


1. Overlapping of workloads due to designation
2. Lack of personnel

**Communication Plan:**

1. The plan shall be disseminated to College Officials, Faculty and Personnel and stakeholders to create awareness, transparency and to generate support and better implementation of the program plan.
2. Issuance of Office Memorandum to all College Official/Department Directors/ Unit Heads
3. Posting on ASCOT webpage and bulletin boards.

**Activities done to come up on Action Plan:**

Activities	Date
1.Notice received regarding the orientation on PRIME-HRM thru phone call and e-mail	August 5, 2015
2.Follow-up call regarding orientation (4x)	August 7 and 10, 2015
3.Conducted Orientation/Meeting	September 5, 2015
4.Follow-up call regarding Action Plan	September 20, 2015
5.Calls/text/coaching	September 30, 2015
6.Process consulting	October 9, 2015
7.Text/call follow-up	October 22, 2015
Date of Next Process Consulting Sessions	October 30, 2015
Agenda for Next Consulting Sessions	1. Checking and Monitoring of progress 2. Consultation for the next HR System
Tasks to be achieved prior to next process consulting session and person responsible	1.Submit report 2.Monitor activities

Prepared by:	Signature	Date
MARIA LUCIA A. RAMOS Administrative Officer V		10/23/15