



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION
 SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
 Superintendent


DEC 18 2023

MEMORANDUM

**SUBMISSION OF OFFICE AND INDIVIDUAL PERFORMANCE TARGETS
 FOR FY 2024**

TO: OIC- Assistant Schools Division Superintendent/
 Chief Education Supervisor, School Governance and Operations Division
 Chief Education Supervisor, Curriculum Implementation Division
 Public Elementary & Secondary School Principals / Officer-In-Charge
 Administrative Officer V
 All Others Concerned

- Attached is the Memorandum from Engr. Allan A. Cachuela, City Administrator, dated December 7, 2023, on the above-captioned activity, contents of which are self-explanatory, for the information and guidance of all concerned.
- All city paid employees shall submit their Individual Performance Targets for FY 2024 to City Human Resources Management Department (CHRMD) on or before December 15, 2023.
- For immediate and strict compliance of all concerned.


EVANGELINE P. LADINES CESOSA V
 Schools Division Superintendent

Enclosure: As stated
 Reference: None
 To be indicated in the **Perpetual Index**
 Under the following subjects:

EMPLOYEE PERFORMANCE

MMP/NAV/DM – SUBMISSION OF OFFICE AND INDIVIDUAL PERFORMANCE TARGETS FOR FY 2024
 410 / December 11, 2023

UN-2023-410

DEC 2023-135



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
 Muntinlupa City
 ((02) 8805 - 9935, (02) 8805 - 9940
 sdo.muntinlupa@gmail.com





Republic of the Philippines
City Government of Muntinlupa

PERFORMANCE MANAGEMENT TEAM


MEMORANDUM

TO : All Heads of Departments/Offices and City Employees
DATE : December 07, 2023
SUBJECT : Submission of Office and Individual Performance Targets for FY 2024

As part of the Strategic Performance Management System (SPMS) implementation in the City Government of Muntinlupa, all heads of offices/departments and city employees are hereby directed to submit their performance targets for the period January to December 2024 using the Individual Performance Commitment and Review (IPCR) form and Office Performance and Review (OPCR) Form.

The IPCR form must **ONLY** be signed at the first page by the employee, immediate supervisor and head of office/department shall be submitted to the City Human Resources Management Department (CHRMD). Meanwhile, the OPCR form must be signed **ONLY** at the first page by the head of office/department and City Administrator and shall be submitted to the City Planning and Development Office. Please be reminded of the recalibration guidelines adopted by the Performance Management Team (PMT) as attached in formulating your respective OPCRs. Deadline of submission is on **December 15, 2023 (Friday)**. In addition, there is **no need to submit a copy of your respective OPCRs to CHRMD**.

Anyone who failed to comply or submit their performance targets shall be administratively sanctioned for violation of reasonable office rules and regulations and simple neglect of duty in accordance with the Civil Service Commission rules and regulations.
For your information and strict compliance.


Engr. ALLAN A. CACHUELA
City Administrator/PMT Chairperson

cc: Mayor Rozzano Rufino B. Biazon

CENTRAL RECORDS OFFICE
RECEIVED
BY: ROAN MORALES *Ram*
DATE: 12/7/2023 TIME: 11:10

F.Y. 2024 OPCR TARGETTING GUIDE

To reiterate, please ensure the observance and compliance to the following. For further clarification regarding the status of your respective OPCR, it is highly encouraged to verify with your respective planning focal persons prior to your submissions:

- Use of **EXISTING LEGAL BASIS** (National law, City Ordinance, etc.) as Major Final Output (MFO)/Program, Activities and Project (PAP). If no existing mandate available, use overarching/applicable provision from National Laws and Republic Act No. 7160 or the Local Government Code of 1991;
 - There must be a **SUPPORT FUNCTION TO ALL OFFICES**, knowing there are administrative officers/divisions in each office. A proposed standard of MFO, Success Indicators (SI) , and Performance Indicators is provided (please see attached). Please revise as necessary;
 - For 2024 OPCR targeting, **ALL RELEVANT PPAS IN THE AIP MUST BE REFLECTED IN THE OPCR** including the expected output as success indicators;
 - Ensure that **APPROPRIATE RATING SCALE** (Quality, Efficiency and Timeliness) are filled upon per SI/OPCR Target; and
 - Ensure all indicated SI along with its QET in the OPCR is reflected and assigned to applicable IPCRs. No OPCR SI shall be left without assignment in any IPCR within the concerned office.
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MFO/PAP	SUCCESS INDICATORS	Q	E	T
Support Functions				
Serve as the secretariat and/or member in various Committees, Councils, and Task Forces	100% efficiently and completed accurately minutes of meetings, reports and required invitation letters, etc. per quarter (Q1, Q2, Q3 & Q4) on or before deadline	5 - completed accurately 3- completed with slight error 1 - not completed	5 - 100% 3 - 75% 1- 50%	5 - on or before deadline 3 - slightly beyond deadline 1- overdue past the deadline
Administrative Functions	100% efficiently submitted the annual budgetary requirements prepared according to its Annual Investment Program (AIP) within the 3 rd quarter	5 - submitted 1 - not submitted	5 - 100% 3 - 75% 1- 50%	5 - within the 3 rd Quarter 3 - 2 weeks past Q3 1- more than 2 weeks past Q3
	100% efficiently submitted Accomplishment Report (every quarter) on or before deadline	5 - submitted 1 - not submitted	5 - 100% 3 - 75% 1- 50%	5 - on or before deadline 3 - slightly beyond deadline 1- overdue past the deadline

MFO/PAP	SUCCESS INDICATORS	Q	E	T
	100% efficiently submitted other administrative reports [OPCR (target) OPCR (rating), SALN, DTR, Minutes of the Meeting] on or before deadline	5 - submitted 1 - not submitted	5 - 100% 3 - 75% 1 - 50%	5 - on or before deadline 3 - slightly beyond deadline 1 - overdue past the deadline
	100% efficiently processed with no error all obligation requests, cash advance, and other administrative reports submitted to concerned offices within 2 weeks	5 - processed with no error 3 - processed with slight error 1 - not processed	5 - 100% 3 - 75% 1 - 50%	5 - within 2 weeks 3 - within 3 weeks 1 - more than 4 weeks
Records Management System	100% efficiently and completed accurately all communication letters, documents, made available within 30 minutes upon request of staff	5 - completed accurately 3 - completed with slight error 1 - not completed	5 - 100% 3 - 75% 1 - 50%	5 - within 30 minutes 4 - within 45 minutes 3 - within an hour 2 - more than an hour 1 - 2 hours or more

MFO/PAP	SUCCESS INDICATORS	Q	E	T
	100% efficiently and completed accurately the storage and filing of all communication, letters, and documents	5 - completed accurately 3- completed with slight error 1 - not completed	5 - 100% 3 - 75% 1- 50%	
Utility and Security Services	100% accurately maintained the cleanliness and orderliness of all the supplies, equipment, and office space while safety and security of each one is efficiently ensured	5 - accurately maintained 3 - maintained with slight error 1 - not maintained	5 - 100% 3 - 75% 1- 50%	
Logistic Services	100% complete availability of necessary supplies and equipment that would facilitate the performance of their respective functions efficiently provided to each staff within 30 minutes upon request	5 - completely available 3 - available but incomplete 1 - unavailable	5 - 100% 3 - 75% 1- 50%	5 - 30 minutes upon request 3 - 45 minutes upon request 1- more than 1 hour