**Form 5**

**SPMS Cycle and Implementation Plan**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Performance Planning and Commitment** | | **In-Charge** | **Date** | **Planning and Evaluation Period** | | **Performance Period**  **1st Semester** | | | | | | **Performance Period**  **2nd Semester** | | | | | | |
|  |  |  |  | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** | **Jan** |
| 1 | Attendance to the UPDiliman SPMS Orientation Workshop for heads and adminsitrative officers | Head of Unit | 18 Nov2013 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 | Unit Organization and Planning meeting with Unit Head, AO & staff | Head of Unit | 09 Dec 2013 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 | Conduct of echo SPMS Orientation Workshop at Unit Level | Head of Unit | 09 Dec 2013 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 | Submission of OPCR/IPCR | Head of Unit | 10 Dec 2013 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 | UPD PMT Review | UPD PMT/Chancellor |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 | UPD Approval of Unit OPCR | UPD PMT |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 | UP System Approval of SPMS Guidlelines | OVPA |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8 | CSC Approval of UPD SPMS | CSC |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9 | Pilot Implementation of UPD SPMS | UPD PMT/Chancellor |  |  |  | x | x | x |  |  |  |  |  |  |  |  |  |  |

Prepared by: Noted by:

Administrative Officer Director

**Form 1**

**UP Diliman Interactive Learning Center**

Tagline: Use of Technology for Teaching and Learning

BOR approved mandate: development of online learning objects

**SUCCESS INDICATORS**

|  |  |  |  |
| --- | --- | --- | --- |
| **GENERAL ADMINISTRATION & SUPPORT** | **PERFORMANCE MEASURES** | **PERFORMANCE TARGET** | **SUCCESS INDICATOR**  **MEASURES + TARGET** |
| Vouchers | Response time | 1 day from receipt of billing | 100% released voucher within 1 day from receipt of billing. |
| Budget clearance for various trust accounts | Response time | 1 day from receipt of request | 100% answered request for budget clearance released voucher within 1 day from receipt of request |
| Preparation of Contracts of Services and MOA | Response time | Prepared 15 days prior to effectivity date of person involved | 100% prepared COS 15 days prior to effectivity date of person involved |
| Cash disbursements | Response time | 1 day from receipt of request | 100% answered request for cash disbursements within 1 day from receipt of request |
| Purchases of Equipment | Response time | 14 days from receipt of budget clearance | Purchased item/s within 14 days from budget clearance |

Prepared by: Noted by:

Rowena Saludes-Moralejo Peter A. Sy

Administrative Officer Director