

CENTRAL LUZON STATE UNIVERSITY

TABLE OF MAJOR FINAL OUTPUTS

MAJOR FINAL OUTPUT	OUTPUT	PERFORMANCE MEASURE	PERFORMANCE TARGETS	SUCCESS INDICATOR	ORGANIZATIONAL OUTCOME/ SECTORAL GOALS
Advanced and Higher Education Services					
	Graduates	Number of students/graduates graduated/completed their degrees in mandated and priority courses	Shall be based on the institutional targets for the year	100% of students/graduates graduated/completed their degree programs in mandated and priority courses according to their prescribe time frame	Formation of highly competitive professionals contributing to national development and Generation/Adaptation and transfer of knowledge/technology towards national development and global competitiveness
	Licensure Examination	Average passing percentage of licensure exam		Average passing percentage of licensure exam is 10% higher than the national passing percentage	
	Accreditation Program	Number of curriculum programs accredited		100% of curriculum programs scheduled for accreditation undertaken on the deadline set	
	Documents for accreditation of curriculum programs	Number of documents for accreditation program prepared and submitted		100% of documents for accreditation of program prepared and submitted to the department chairman on the date set with 3 minor errors	
Research Services					
	Research proposal	Number of research proposal submitted		100% of research proposal submitted on the date set with 3 minor revisions	
	Research studies	Number of research studies completed		100% of research studies completed and submitted on the date set with 3 minor revisions	
	Research presentation	Number of research studies presented		100% of research studies presented upon request as scheduled with 3 minor revisions	
	Project/Research Report	Number of project/research report		100% of project/report submitted on the deadlines set with 3 minor revisions	
	Publication	Number of research outputs published		100% of research outputs published on the date set with 3 minor erros	

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Extension & Training Services					
	Preparation of Training Needs Assessment (TNA), designs, materials	Number of Training Needs Assessment (TNA), designs, materials		100% of Training Needs Assessment (TNA), designs, materials prepared on the deadline set with 3 minor revisions	
	Preparation of Certificate of Participation	Number of Certificates of Participation prepared		100% of Certificates of Participation prepared in 5 minutes per certificate with 3 minor errors	
	Preparation of Post Training Evaluation	Number of Post Training Evaluation (PTE) Report prepared		100% of Post Training Evaluation (PTE) Reports prepared in 10 minutes with 3 minor errors	
	Participants Trained	Number of request for training responded to		100% of requests for training responded to 3 days upon receipt of request with good evaluation results	
		Number of participants trained		100% of participants trained on the schedules set with good evaluation results	
	Technical Advisory Services	Number of request for technical advisory		100% of request for technical advisory services responded to 3 days upon receipt of request with good evaluation results	
		Number of clients/persons provided with technical advice		100% of clients/persons provided with technical advice rated the service as good	
Instruction Services					
	Faculty Workload	Number of Workload reports submitted		100% of workload reports submitted on the deadline set with 3 minor revisions	
	Actual Teaching Load	Number of Teaching Load haled and evaluated		100% of Teaching Load handled and evaluated with satisfactory rating from student and supervisor	
	Syllabus	Number of Syllabi prepared		100% syllabi prepared/suybmitted to the chair for approval 10 days before the start of the semester with 3 minor errors	
	Report of Grades	Number of report of grades submitted		100% of grades submitted on the deadline set or as prescribed by Office of Admission with 3 minor revisions	
	Test Examination	Number of test exams prepared		100% of test exams prepared 3 days before the examination dated with 3 minor errors	
	Instructional Material	Number of Instructional Materials prepared		100% of Instructional Material prepared 1 month after the start of the class (Academic Year) with 3 minor error	

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Secretariat Services (BOR and University)					
	Agenda prepared and delivered for regular and special meetings	Number of agenda prepared and delivered		100% of the meetings agenda prepared and delivered 3 days before the scheduled meeting with 3 minor revisions	
	Minutes of Meetings prepared, attested and confirmed by the BOR	Number of Minutes of Meetings prepared attested and confirmed by the BOR		100% of the Minutes of Meeting prepared, attested and confirmed by the BOR 7 days after each Board Meeting with 3 minor errors	
	Referendum prepared and passed for appropriate action of the BOR	Number of referendum prepared and passed for appropriate action by the BOR		100% of the referendum prepared and submitted to BOR to the set deadline with 3 minor errors	
	Certification of Minutes of Meetings and certain policies issued	Number of certifications of minutes of meetings and certain policies issued		100% of the certification of minutes of meetings and certain policies prepared and issued 7 days after each Board meeting with 3 minor errors	
	Notice of Meeting of the Administrative Council issued	Number of Notice of Meeting of the Administrative Council issued		100% of the Notice of Meeting issued 3 days before the scheduled meetings with 3 minor errors	
	Minutes of Proceedings of the Administrative Council prepared	Number of Minutes of Proceedings of the Administrative Council prepared		100% of the Minutes of Proceedings prepared, 7 days after each meeting with 3 minor errors	
	Informed faculty and staff on various policies, rules and regulations promulgated by the Board or by the Council	Number of faculty and staff informed of the various policies, rules and regulations promulgated by the Board or by the Council		100% of the faculty and staff informed of the various policies, rules and regulations promulgated by the Board or by the Council 5 days after the BOD meeting	
	Provided certifications and excerpts	Number of certifications and excerpts issued		100% of the requested certifications and excerpts issued 3 days after request	
Presidential Management Services					
	University activities	Number of university activities provided with documentation services		100% of university activities provided with documentation services on the deadline set and rated the service provided as good	
	Operational University MIS	Number of developed, upgraded & updated computer programs relevant to the university MIS		Developed one (1) functional database program to be integrated in the personnel data based system on the deadline set with 3 minor revisions	

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		Number of technical support relevant to the university MIS provided		100% of requested technical support relevant to the university MIS provided on the deadline set and rated the service provided as good	
		Number of MIS data gathered and validated from offices		100% of MIS data gathered and validated on the deadline set with 3 minor revisions	
	CLSU website and sub-websites	Number of websites/sub-websites monitored, updated, developed, and checked for security breach		100% of websites/sub-websites monitored, updated, developed, and checked on the deadline set with 3 minor errors	
	President's schedule and appointments	Number of the schedules and appointments of the president arranged		100% of the schedules and appointments of the president arranged on the deadline set with 3 minor errors	
		Number of requests/transactions referred to the office of the president coordinated		100% of the requests/transactions referred to the office of the president coordinated on the deadline set with 3 minor errors	
		Number of actions made by the president on requests/documents recorded		100% of actions made by the president on requests/documents recorded in 5 minutes with 3 minor errors	
	Strengthen programmatic & operational complementation among the various units of the university	Number of activities with responsible units of the university coordinated		100% of the activities with responsible units of the university coordinated on the deadline set with 3 minor errors	
	External Affairs of the University coordinated	Number of university external affairs coordinated		100% of university external affairs coordinated on the deadline set with 3 minor errors	
	Newsletter prepared	Number of gathered data/facts/information/edited and prepared		100% of gathered data/facts/information edited and prepared on the deadline set with 3 minor errors	
	Information material	Number of information materials/bulletin updated and layed out		100% information materials//bulletin updated and layed-out on the deadline set with 3 minor revisions	
	Agri-Tourism Services	Number of tourists/visitors toured to various projects of the university and provided information about the workings of the university		100% of tousits/visitors toured and provided information about the university on the date set and rated the services provided as good	

CLSU Table of Major Outputs
25 January 2016

MAJOR FINAL OUTPUT	OUTPUT	PERFORMANCE MEASURE	PERFORMANCE TARGETS	SUCCESS INDICATOR	ORGANIZATIONAL OUTCOME/ SECTORAL GOALS
	Coordinated the schedule of visitors	Number of visitor schedule coordinated		100% of visitor schedule coordinated on the deadline set with 3 minor errors	
<i>Income generating</i>	Collected & remitted fee/sales	Number of fees/sales collected & remitted		100% of fees/sales collected & remitted on the deadline set with 3 minor errors	
<i>Audio Visual information</i>	Presented audio visual information of the university	Audio visual information of the university presented		100% of audio visual information presented and services rated as good	
<i>Photography services</i>	CLSU activities documented through still photos	Number of CLSU activities documented through still photo		100% of CLSU activities documented through still photos on the deadline set with 3 minor errors	
<i>Bulletin board/displays</i>	Bulletin board/displays	Number of bulletin board/displays created/installed		100% of bulletin board/displays created/installed on the deadline set with 3 minor revisions	
	Indexed computer files	Number of computer files indexed		100% of computer files indexed on the deadline set with 3 minor revisions	
Planning Services	Operational Plan	Number of operational Plans prepared		100% of Operational Plans prepared in one (1) month with 3 minor revisions	
	Good Governance	Good governance Conditions (GGC) for the RBPMS accomplished		100% of GGC accomplished & reportorial requirements submitted on the deadline set with 3 minor revisions	
	Performance indicators for the RBPMS	Number of Performance Indicators for the RBPMS accomplished		100% of Performance Indicators for the RBPMS accomplished on the deadline set with 3 minor revisions	
	Master Development Plan	Crafting of Master Development Plan (10 years) coordinated		100% of minutes submitted 15 days after meeting with 3 minor revisions	
	Data	Percentage of data and accomplishment gathering coordinated		100% of data gathered and accomplishments coordinated on the deadline set with 3 minor revisions	
	Monitoring and Progress Evaluation Report	Number of monitoring and progress evaluation report submitted		100% of monitoring and progress evaluation report submitted on the deadline set with 3 minor revisions	
	Development plans and programs	Number of development plans and programs coordinated with the different organizational units of the university		100% of development plans and programs coordinated with the different delivery units of the university on the deadline set with 3 minor revisions	
	Annual planning and development review	Number of minutes of proceedings prepared		100% of minutes of proceedings prepared and submitted on the deadline with 3 minor revisions	

CLSU Table of Major Outputs
25 January 2016

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	PBB Focal Person	Number of reports submitted		100% of reports submitted on the deadline set with 3 minor revisions	
	SPMS	Number of SPMS-PMT Committee meetings attended		100% of SPMS-PMT Committee meetings attended per schedule with good feedback result	
		Number of committee activities attended and report submitted		100% of committee activities attended and report submitted on the deadline set with 3 minor revisions	
		Number of SPMS activities implemented		100% of SPMS activities implemented on the deadline set with 3 minor revisions	
		Number of DPCRs checked/reviewed		100% of DPCRs checked five (5) days upon receipt with 3 minor revisions	
	Program and plan monitoring and evaluation	Number of monitoring and evaluation activity conducted		100% of monitoring and evaluation activity conducted; submitted reports on the deadline set with 3 minor revisions	
	Manual of operations and process flow	Number of manual of operations and process flow updated		100% of manual of operations and process flow updated on the deadline set with 3 minor revisions	
	QMS Manual	Number of QMS manual developed, reviewed, implemented, and revised		100% of QMS manual developed, reviewed, implemented and revised on the deadline set with 3 minor revisions	
Administrative Services					
Human Resource Management Services	Policy on priority hiring of graduates with academic honors implemented	Number of graduates with academic honors hired		100% of graduates with academic honors hired	
<i>Recruitment/promotion</i>	Posting and publication of vacant positions	Number of positions posted and published		100% of vacant positions posted in at least 3 conspicuous places within the university and published in the CSC Bulletin of Vacant Positions/Newspaper within 10 days or 15 days with 3 minor errors	
	PSB Minutes of Meetings	Number of PSB minutes of meetings prepared		100% PSB minutes of meetings prepared 3 days after the meeting with 3 minor errors	
<i>Selection</i>	Qualified applicants	Number of qualified applicants evaluated, interviewed and selected		100% qualified applicants evaluated, interviewed and selected on the deadline set with 3 minor revisions	

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	Preparation of appointments and other supporting documents	Number of appointments prepared, processed & issued (Plantilla/Part Time/Student Assistant)		100% appointments prepared, processed & issued on the deadline set with 3 minor revisions	
	Report of Accession Issued (RAI)	Number of reports with complete supporting documents prepared		100% of RAI with complete supporting documents prepared and submitted to CSCFO 30 days after the end of each month with 3 minor errors	
<i>PSIPOP/ GSIS Membership</i>	Updated PSIPOP/ GSIS Membership	Number of members updated		100% of PSIPOP/GSIS membership updated on the deadline set with 3 minor revisions	
	Preparation of Plantilla	Number of plantilla prepared		One (1) Plantilla of Personnel with Step Increment prepared in one (1) day and encoded in the PSIPOP with 3 minor errors	
				One (1) Plantilla of Personnel with Salary Adjustment pursuant to NBC 461 prepared on the deadline set with 3 minor errors and submitted to DBM for confirmation	
<i>Preparation of Reports</i>	Normative financing/SUC leveling	Number of data provided in normative financing/SUC leveling		100% of normative financing/SUC leveling data provided on the deadline set with 3 minor revisions	
	SPMS Rating Report	Number of SPMS Rating Report prepared		100% of SPMS Rating Report prepared in 20 minutes and submitted to CSC on the 15th day after the Rating Period with 3 minor corrections	
	Monthly Reports of Accession and Separation	Number of Monthly Reports Prepared		100% of Reports on Accesssation and Separation prepared and submitted to CSCFO on the 10th day of the following month with 3 minor errors	
<i>Personnel Relations and Discipline</i>	Technical Assistance	Number of queries acted upon		100% of queries acted upon in 10 minutes after receipt with 3 minor errors	

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<i>Retention</i>	Preparation of General Payrolls/Disbursement Vouchers	Number of General Payrolls/ Disbursement Vouchers prepared (Salaries/ Incentives/Honorarium/step increment overload, bonuses and student salary, teacher's leave, monetization of leave, Part time, student asst., teachers leave, retirement gratuity pay, terminal leave pay		100% of General Payrolls/ Disbursement Vouchers prepared (Salaries/ Incentives/Honorarium/step increment overload, bonuses and student salary, teacher's leave, monetization of leave, Part time, student asst., teachers leave, retirement gratuity pay, terminal leave pay on the deadline set with 3 minor errors	
<i>Retirement</i>	Preparation of Documents for Retirement/ Separation/Resignation	Number of applications for Retirement/ Separation/Resignation prepared and processed		100% of employee application for Retirement/Separation/ Resignation prepared and processed in 10 minutes after receipt of application with 3 minor errors	
<i>Leave Card</i>	Updating of Leave Record Cards of Employees	Number of leave card records posted and updated		100% of employees leave record updated and posted 2 days after end of the month with 3 minor errors in computation or posting of particulars	
	List of Remittances	Number of remittances prepared and deducted from the Salary Payrolls/vouchers		100% of remittances prepared and deducted from the Salary Payrolls/vouchers on the deadline set with 3 minor revisions	
<i>Preparation and issuance of various records or documents</i>	Request for issuance of the following:				
	Service Records	Number of requests for service records acted upon		100% of requests for service records acted upon in 5 minutes after receipt of request with 3 minor errors	
	Certificate of appearance	Number of requests for certificate of appearance acted upon		100% of request for certificate of appearance acted upon in 5 minutes after receipt of request with 3 minor errors	
	Certification of Employment, Certification of No Pending Administrative Case, Certification of Leave Credits, Certification of Assumption to Duty	Number of certification issued		100% of requests for certifications issued in 10 minutes after receipt of request with 3 minor errors	

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	GSIS Loan	Number of GSIS loans evaluated and conformed		100% GSIS loans evaluated and conformed on the deadline set with 3 minor revisions	
	PAG-IBIG Loan	Number of documents needed by the members provided		100% of documents needed by members provided on the deadline set with 3 minor revisions	
	Consultation/query	Number of employee with query assisted		100% of employees with query assisted in 5 minutes upon request and rated the service provided as good	
<i>Faculty Scholars</i>	Faculty and staff members enabled to pursue studies and training	Number of faculty and staff members enabled to pursue studies and training		100% of faculty and staff members enabled to pursue studies/training at the prescribed timeframe with good evaluation results	
<i>Evaluation of scholarship request</i>	Evaluated the report of scholarship request	Number of evaluated scholarship request for endorsement and approval of the Academic Council		100% of the scholarship request evaluated and endorsed for approval of AdCo at the prescribed time frame with 3 minor errors	
<i>Monitoring of Scholar's Performance</i>	Scholars' Grade/ Progress Reports received and filed	Number of progress report received and filed		100% of the scholars' progress report were received and filed to the prescribed time frame	
<i>Scholars Assistance</i>	Assisted the scholars in preparation and accomplishing of scholarship agreement, surety, and other documents needed for scholarship	Number of assisted the scholars in preparation and accomplishing of scholarship agreement, surety, and other documents needed for scholarship		100% of scholars assisted in the preparation and accomplishment of scholarship agreement, surety, and other documents needed for scholarship 5 minutes upon request with 3 minor errors	
<i>Clearance/ Travel Authority</i>	Signed Clearance /Travel Authority	Number of Signed Clearance/ Travel Authority		100% of the clearance and travel authority signed in 5 minutes upon request	
<i>Orientation of faculty and staff scholars</i>	Oriented faculty and staff scholars	Number of faculty and staff scholars oriented		100% of faculty and staff scholars were oriented at the prescribed time frame with good evaluation results	
Procurement Services	Procured supplies, materials & equipment of the university	Number of supplies, materials & equipment procured		100% of supplies, materials & equipment procured on the deadline set with 3 minor errors	
	Received and recorded purchase request	Number of purchase request received & recorded		100% of purchase request received and recorded in 5 minutes after receipt of the request with 3 minor errors	

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	Prepared & served request for quotation	Number of request for quotation prepared & served		100% of request for quotation prepared & served on the deadline set with 3 minor errors	
	Prepared abstract of quotation	Number of abstract of quotation prepared		100% of abstract of quotation prepared on the deadline set with 3 minor errors	
	Prepared and processed Purchase Order	Number of Purchase Order prepared and processed		100% of Purchase Order prepared and processed on the deadline set with 3 minor errors	
	Received and served approved purchase order	Number of approved purchase order received and served		100% of approved purchase order received and served on the deadline set with 3 minor errors	
	Cash Advance granted and liquidated	Number of Cash Advance granted and liquidated		100% of Cash advance granted and liquidated on the deadline set with 3 minor errors	
<i>PhilGEPS registration</i>	Ensured suppliers registered to PhilGEPS	Number of ensured suppliers registered to PhilGEPS		100% of suppliers registered to PhilGEPS on the deadline set with 3 minor errors	
<i>APCPI</i>	Prepared and submitted APCPI	Number of APCPI prepared and submitted		100% APCPI prepared and submitted on the deadline set with 3 minor revisions	
<i>Annual Procurement Plan and APP-CSE</i>	Prepared and submitted the Annual Procurement Plan and APP-CSE	Number of Annual Procurement Plan and APP-CSE prepared and submitted		100% APP and APP-CSE prepared and submitted on the deadline set with 3 minor revisions	
	Consolidated PPMPs	Number of PPMPs consolidated		100% of PPMPs consolidated into APP on the deadline set with 3 minor revisions	
<i>BAC Secretariat</i>	Provided Administrative service to BAC	Number of administrative service provided to BAC		100% of administrative support service provided in 5 minutes upon request and rated the service as good	
	Coordinated BAC meetings and biddings	Number of BAC meetings and biddings coordinated		100% of BAC meetings and biddings coordinated on the deadline set with 3 minor errors	
	BAC Minutes of Meetings and Resolutions prepared	Number of BAC minutes of meetings and resolutions prepared		100% of BAC minutes of meetings and resolutions prepared on the deadline set with 3 minor revisions	
	Bidding documents distributed	Number of bidding documents sold and distributed		100% of bidding documents sold and distributed on the deadline set with 3 minor errors	
	Advertisement of Bidding Opportunities, Notice of Awards and Notice to Proceed published	Number of Bidding Opportunities, Notice of Awards and Notice to Proceed published and advertised		100 % of bidding opportunities, Notice of Awards and Notice to Proceed published and advertised on the deadline set with 3 minor errors	

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	Report of procurement activities	Number of procurement monitoring reports prepared		100% of reports prepared and submitted on the set deadline with 3 minor errors	
	Conducted dialogue with bidders	Number of dialogues with bidders conducted		100% of dialogue with bidders conducted in 5 days upon request and rated the service as good	
Property and Supply Management Services					
<i>Issuance of supplies and materials</i>	Issued Approved Requisition and Issuance Slip	Number of approved Requisition and Issuance Slip issued		100% of the approved Requisition and Issuance Slip of supplies and materials issued to end user 15 minutes upon request with 3 minor errors	
<i>Technical Inspection of Purchased Supplies</i>	Inspected purchased supplies and materials	Number of purchased supplies and materials inspected		100% of purchased supplies and materials with inspection report at the prescribed time frame with 3 minor errors	
	Checked and signed documents(Inspection Report, RIS, ICS,PAR, pre and post repair inspection , and waste material report)	Number of checked and signed documents		100% of the document checked and signed 3 days after receipt of documents with 3 minor errors	
<i>Annual Physical Inventory</i>	Conducted physical inventory of equipment listed in the Property Acknowledgement Receipt for Equipment (PAR) of the faculty and staff	Number of faculty and staff with PAR accounted/ inventoried		100% of the Faculty and Staff with PAR accounted/inventoried in the prescribed period with 3 minor errors	
	Property Acknowledgement Receipt for Equipment (PAR) renewed	Number of PAR renewed		100% of the PAR renewed at the prescribed timeframe with 3 minor errors	
	Condemnation Report of unserviceable equipment prepared & submitted	Number of unserviceable equipment with condemnation report prepared and submitted		100% of the unserviceable equipment with condemnation report processed and received at the prescribed timeframe with 3 minor errors	
	Report of Shortages prepared & submitted	Number of Report of Shortages prepared and submitted		Report of Shortages submitted to proper authority to the deadline set with 3 minor errors	
<i>Renewal of Registration, Insurance and Licenses</i>	Processed Registration and insurance of university Vehicle, floaters and various buildings and renewal of license of radio station equipment	Number of university vehicles, floaters and buildings registered and insured to LTO and GSIS processed		100% of university vehicles, floaters and buildings registered and insured to LTO and GSIS; radio station equipment license renewed at the prescribed timeframe with 3 minor errors	

CLSU Table of Major Outputs
25 January 2016

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<i>Disposal of condemned equipments and waste materials</i>	Inventory and inspection Report of Unserviceable equipment prepared and submitted	Number of Inventory and Inspection Report of unserviceable equipment prepared and submitted		100% of inventory and Inspection Report of Unserviceable equipment submitted 3 days after the Inventory with 3 minor errors	
	Disposal and bidding of scrap and unserviceable equipment prepared and submitted	Number of of disposed and bidded unserviceable equipment prepared and submitted		100% of the unserviceable equipment disposed and bidded at the prescribed time frame with 3 minor errors	
<i>Inventory of Supplies, Materials and Equipment</i>	Annual, Monthly and Quarterly Reported pertaining to Inventory of Supplies, Materials and Equipment	Number of Reports Submitted		100% of the Reports pertainign to Inventory of Supplies, Materials and Equipment submitted to the set deadline with 3 minor errors	
<i>Technical Working Group for Purchase of Supplies</i>	Attended the pre-bidding and bidding of office supplies	Number of attendance to pre-bidding and bidding of office supplies		100% of the pre-bidding and bidding of office supplies attended and submitted report 3 days after the bidding with 3 minor errors	
Records Services	Digitization of records	Number of records scanned		100% of records scanned on the deadline set with 3 minor errors	
	Photocopy documents	Number of memos, letters and miscellaneous records photocopied		100% of memos, letters and miscellaneous records photocopied on the deadline set with 3 minor errors	
Financial Management Services					
	Remittances to other agencies/offices (GSIS, Pag-Ibig, BIR, Philhealth, Etc)	Number of remittances to other agencies/offices (GSIS, Pag-Ibig, BIR, Philhealth, etc) prepared		100% remittances to other agencies/offices (GSIS, Pag-Ibig, BIR, Philhealth, etc) prepared on the deadline set with 3 minor revisions	
	Scholarship Grants	Number of Scholarship Grants prepared and processed		100% Scholarship Grants prepared and processed on the deadline set with 3 minor revisions	
	Students permit	Number of students permit prepared and distributed		100% of Students permit prepared and distributed on the deadline set with 3 minor errors	
	School fees	Number of school fees during adding and changing period assessed		100% of school fees during adding and changing period assessed on the deadline set with 3 minor errors	
	Annual budget	Number of Annual Budget prepared and submitted		One (1) Annual Budget prepared and submittedon the deadline set with 3 minor revisions	

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	Budget Utilization Request & (BUR) & Obligation Request (ObR)	Number of BUR & ObR issued & processed		100% BUR and ObR issued and processed on the deadline set with 3 minor errors	
	Budget estimates of income and expenses	Number of budget estimates of income and expenses allocated to the different units/department/colleges of the university consolidated		100% of budget estimates of income and expenses allocated to the different units/department/colleges of the university are consolidated on the deadline set with 3 minor errors	
	Vouchers and Purchase Orders	Number of vouchers and purchase order reviewed for fund allocation		100% of vouchers and purchase order reviewed for fund allocation on the deadline set with 3 minor revisions	
	SARO and NCA	Number of SARO and NCA requested and released		100% of SARO & NCA requested and released on the deadline set with 3 minor revisions	
<i>Registry Books</i>	Recorded documents to the Registry Books	Number of recorded cash advance/vouchers and paid payrolls/or's issued/checks issued in the general ledger		100% of the cash advance/vouchers and paid payrolls/or's issued/checks issued were recorded in the general ledger at the prescribed time frame with 3 minor errors	
<i>Disbursement</i>	Disbursed vouchers and payrolls	Number of vouchers and payrolls disbursed		100% of the vouchers and payrolls for disbursement were paid in in 5 minutes with 3 minor errors	
<i>Collection</i>	Official Receipts issued	Number of Official Receipts issued		100% of the official receipts were issued in 5 minutes with 3 minor errors	
	Deposits daily collection to Authorized Depository Bank	Number of daily collection deposited		100% of the daily collection were deposited in the authorized depository bank at the prescribed time frame with 3 minor errors	
<i>Checks</i>	Prepared Check payments	Number of Check payment prepared		100% of the Check payment prepared in 5 minutes with 3 minor errors	
Auxiliary Services					
<i>Medical consultation</i>	Consultation Results	Number of patients given consultation		Number of patients provided medical consultation in 5 minutes upon admission and rated the services as good	
<i>Physical/Medical Certification</i>	Prepared and issued certification	Number of certification prepared and issued		100% of certifications prepared and issued in 5 minutes upon receipt of request with 3 minor revisions	
<i>Medical & Surgical Emergency Management</i>	Medical emergency procedures	Number of patients provided with medical emergency procedures		100% of patients provided with medical emergency procedures in 10 minutes from arrival and rated the services as good	

CLSU Table of Major Outputs
25 January 2016

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<i>In-Patient Service</i>	Admitted Patients	Number of patients admitted and provided necessary procedures		100% of the patients admitted and provided necessary procedures in 10 minutes from arrival and rated the services as good	
<i>Health counseling</i>	Counselled patients/clients	Number of patients counselled		100% of the patients counselled in 5 minutes from arrival and rated the service as good	
<i>Food Safety and Sanitation Report</i>	Monitored food establishments	Number of monitoring reports prepared		100% of monitoring reports prepared one (1) month after beginning of classes with 3 minor revisions	
<i>Pharmacy Services</i>	Clients/Patients served	Number of clients/patients served		100% of clients/patients have been dispensed medicine and correct dosage in 3 minutes upon purchase or presentation of prescription and rated the service as good	
<i>Medical Laboratory Services</i>	Clients/Patients served	Number of clients/patients served		100% of clients/patients provided with laboratory service in 3 minutes upon admission and rated the service as good	
<i>Radiological Examinations</i>	Clients/Patients served	Number of radiological examinations reports		100% of clients/patients provided with x-ray examination in 3 minutes upon admission and rated the service as good	
<i>Ambulance Service</i>	Clients/Patients served	Number of clients/patients provided with ambulance service		100% of clients/patients provided with ambulance service in 10 minutes from receipt of order and rated the service as good	
<i>Dental Services</i>					
<i>Consultation</i>	Clients/Patients served	Number of clients/patients provided with dental consultation		100% of clients/patients provided with dental service in 3 minutes upon admission and rated the service as good	
<i>Dental Management</i>	Clients/Patients served	Number of clients/patients provided with dental management services		100% of clients/patients provided with dental service in 3 minutes upon admission and rated the service as good	
<i>Hospital Regulatory Obligations</i>	Permit/Licenses	Number of documents for accreditation prepared		100% of documents prepared on the deadline set with 3 minor errors	
<i>Housing policies</i>	Implemented university housing policies	Number of university housing policies implemented		100% of university housing policies implemented on the deadline set with 3 minor revisions	

MAJOR FINAL OUTPUT	OUTPUT	PERFORMANCE MEASURE	PERFORMANCE TARGETS	SUCCESS INDICATOR	ORGANIZATIONAL OUTCOME/ SECTORAL GOALS
Academic Support Services					
<i>Test Development</i>	Test Items submitted	Number of submitted test items		100% of submitted test items were encoded in two weeks after receipt from the item writers with three minor errors	
	Pre-Test selected	Number of selected test items		100% of the selected test items were encoded, formatted, printed and sorted in three weeks after receipt from the test development committee with three minor errors	
	Item Analyzed	Number of pre-test items		100% of the pre-test items were item analyzed in three weeks and submitted to the test development committee with three minor revisions	
	Final Test - New Version revised	Number of final test items revised		100% of the final test items were revised, encoded, formatted, printed and sorted in two months after the pre-test with three minor revisions	
<i>Test Promotion</i>	Promotion Paraphernalia prepared	Number of promotional materials prepared		100% of promotional materials prepared(forms,tarpaulins, streamers, bookmarks and posters) were designed/printed/posted in three weeks with three minor problems	
	Letter to Schools prepared and sent	Number of Letters to High School Principal prepared and sent		100% of high schools in Region I, II and III were given promotional forms, posters and official letter in three weeks with three minor problems	
	CAT Caravan	Number of of high schools in Nueva Ecija and nearby provinces visited		100% of high schools in Nueva Ecija and nearby provinces were visited in one week with three minor problems	
<i>Test Administration</i>	Application processed	Number of CAT Applicants/Applications processed		100% of applications were checked, processed and with corresponding test permits released in ten minutes per application with 3 minor problems	
	Control Sheet encoded	Number of CAT Applicants encoded		100% of the names of applicants were encoded and printed in one week with 3 minor errors	

MAJOR FINAL OUTPUT	OUTPUT	PERFORMANCE MEASURE	PERFORMANCE TARGETS	SUCCESS INDICATOR	ORGANIZATIONAL OUTCOME/ SECTORAL GOALS
	Test Proper administered	Number of Examinees administered		100% of examinees administered the CLSU College Admission on the prescribed timeframe with 3 minor problems	
<i>Test Results</i>	CAT Result checked & distributed	Number of Individual Results checked and distributed		100% of the examinees' Individual Results were processed in three weeks upon receipt together with the official letter and enrolment forms with three minor errors	
<i>Psychological Administration</i>	Psychological Examination administered	Number of ETEEAP Applicants and CTEC applicants administered		100% of the applicants were given psychological examination in three hours upon schedule with three minor problems	
	Psychological Report prepared	Number of Psychological Reports prepared		100% of the psychological tests given were scored, profiled, interpreted and prepared psychological reports in three weeks with three minor revisions	
	Test Inventory inspected	Number of Psychological Tests inspected		100% of psychological test were inspected (test booklets, answer sheets and profile sheets) in one month with three minor errors	
<i>Counseling Interview</i>	Certification for CBAA issued	Number of referred incoming CBAA Freshman issued		100% of referred incoming CBAA freshmen were given counseling interview and certification in one day with three minor problems	
<i>Faculty Evaluators</i>	Screening of Faculty Evaluators oriented	Number of Applicants oriented		100% of the applicants were given psychological examination and interviewed in two days with three minor problems	
	Orientation of Faculty Evaluators oriented	Number of Faculty Evaluator oriented		100% of the selected faculty evaluators were oriented regarding their duties and responsibilities for one day with three minor problems	
<i>Faculty Evaluation Materials</i>	Evaluation Paraphernalia prepared	Number of Evaluation materials prepared		100% of evaluation forms were prepared (printing and sorting) in two weeks with three minor problems	
	Faculty Schedule prepared	Number of Faculty Workloads prepared		100% of faculty workloads were photocopied and subject schedules were selected in two weeks with three minor problems	
<i>Faculty Evaluation Proper</i>	Evaluated Faculty Performance Evaluation	Number of Faculty evaluated		100% of faculty were evaluated (student, self and supervisor rating) for two months every semester with three minor problems	

CLSU Table of Major Outputs
25 January 2016

MAJOR FINAL OUTPUT	OUTPUT	PERFORMANCE MEASURE	PERFORMANCE TARGETS	SUCCESS INDICATOR	ORGANIZATIONAL OUTCOME/ SECTORAL GOALS
	Prepared Computation of Ratings and Encoding of Comments	Number of Faculty Ratings prepared		100% of the faculty ratings (student, self and supervisor) were encoded and computed for two months with three minor problems	
	Consolidated & Follow-up of Ratings	Number of Incomplete Ratings consolidated		100% of the faculty ratings (supervisor) were consolidated in one month with three minor problems	
<i>Faculty Evaluation Reports</i>	Individual Summary Reported	Number of Individual summary reported		100% of the faculty ratings were summarized and printed in one month with three minor errors	
	College/Unit Summary Report submitted	Number of College/Unit Summary Report submitted		100% of the individual reports were summarized by college/unit and printed in one month with three minor errors	
<i>Release of Faculty Evaluation Result</i>	Individual Result distributed	Number of Individual Result distributed		100% of the individual results were distributed by departments and units in two weeks with three minor problems	
	College/Unit Summary Result distributed	Number of College/Unit Summary Result distributed		100% of the college/unit summary result were distributed by department chairs/unit heads in two weeks with three minor problems	
<i>Admission services</i>	Enrolled students	Number of evaluated documents and admitted students		100% of applicants for enrolment evaluated on the deadline set with 3 minor complaints	
	Student Scholars	Number of admitted/advised active and incoming scholars		100% of scholars admitted/advised on the deadline set with 3 minor complaints	
	Certifications (Grades, Enrolment, CAV, GPA, etc.)	Number of certifications prepared and issued		100% of certifications prepared and issued on the deadline set with 3 minor errors	
	Diploma	Number of diploma prepared and processed			
		a) For graduating students		100% of diploma prepared, processed and distributed during commencement program with 3 minor errors	
		b) Second copy		100% of diploma prepared and processed 2 days after receipt of request with 3 minor errors	
	Transcript of Records	Number of TOR prepared, checked, and finalized			

MAJOR FINAL OUTPUT	OUTPUT	PERFORMANCE MEASURE	PERFORMANCE TARGETS	SUCCESS INDICATOR	ORGANIZATIONAL OUTCOME/ SECTORAL GOALS
		a) Second copy with available e-file		100% of TOR prepared, checked and finalized 1.5 hours after receipt of request with 3 minor errors.	
		b) Second copy with no available e-file		100% of TOR prepared, checked and finalized 1 week after receipt of request with 3 minor errors.	
		c) TOR of applicants/candidates for graduation		100% of TOR prepared, checked and finalized one month after graduation with 3 minor errors	
	Enrolment-related Report/Master List of Students	Number of reports prepared and submitted/distributed to concerned units		100% of the reports prepared and submitted to concerned units 1 month after late registration period with 3 minor revisions	
	Graduation-related Report	Number of reports prepared and submitted/distributed to concerned units		100% of the reports prepared and submitted/distributed to concerned units 1 month after graduation with 3 minor errors	
	Student Records	Number of student records evaluated and filed		100% of student records evaluated and filed 2 weeks before the last day of dropping of subjects with 3 minor revisions/corrections	
	Masterlist of Scholars	Number of masterlist prepared and submitted/distributed to concerned units		100% of masterlist prepared and submitted to concerned units 1 month after late registration period with 3 minor revisions	
	ID	Number of IDs processed and issued/released		100% of IDs processed and issued 5 minutes after receipt of request with 3 minor errors	
<i>Reading centers</i>	Assisted in the organization of the different Reading Centers	Number of request for assistance acted upon		100% of request for assistance in the organization of Reading Centers acted upon in 3 days from receipt of request and services rated as good	
<i>Library user's assistance</i>	Located library materials	Number of library materials located		100% of library clients assisted in locating materials needed in 3 minutes with 3 minor errors	
	Charged and discharged library materials from different sections	Number of library materials charged and discharged from different sections		100% of charged books for home use in 5 minutes with 3 minor errors.	
				100% of charged books for room use in 3 minutes with 3 minor errors	
	Shelving of library materials	Number of library materials shelved.		100% of library materials shelved in 5 minutes with 3 minor errors.	

CLSU Table of Major Outputs
25 January 2016

MAJOR FINAL OUTPUT	OUTPUT	PERFORMANCE MEASURE	PERFORMANCE TARGETS	SUCCESS INDICATOR	ORGANIZATIONAL OUTCOME/ SECTORAL GOALS
	Creation and activation of student library account	Number of student library account created and activated		100% of student library accounts created and activated in 5 minutes with 3 minor errors	
	Orientation of Library Users	Number of Library Users/Clients oriented		100% of Library Users/Clients oriented in 1.5 hours and services rated as good	
<i>Library information material</i>	Updating library information materials/bulletin	Number of library information materials/bulletin updated		100% of library information materials/bulletin updated 5 days after end of the month with 3 minor revisions	
<i>Organization of Library materials</i>	Recording of Library materials through donation	Number of library materials recorded through donation		100% of library materials recorded through donation in 3 minutes with 3 minor errors	
	Cataloged and classified library materials	Number of library materials cataloged and classified		100% of originally cataloged and classified library materials on the deadline set with 3 minor revisions	
	Indexed periodical articles	Number of periodical articles indexed		100% of articles indexed on the deadline set with 3 minor revisions	
	Clipping Newspaper Articles	Number of clipped newspaper articles.		100% of newspaper articles clipped in 30 minutes with 3 minor errors	
	Maintained and updated vertical files	Number of vertical files assigned with subjects		100% of vertical files assigned with subjects on the deadline set with 3 minor revisions.	
		Number of weeded out obsolete articles		100% of obsolete articles weeded out on the deadline set with 3 minor errors	
	Sorted periodicals for binding	Number of periodicals sorted		100% of periodicals sorted on the deadline set with 3 minor errors	
	Recording of periodicals subscription	Number of recorded periodicals		100% of periodicals recorded in 5 minutes with 3 minor errors	
<i>Preservation and Care of Library Materials</i>	Bound periodicals	Number of bound periodicals		100% of periodical titles bound on the deadline set with 3 minor errors	
	Repaired Library materials	Number of repaired library materials		100% of minor damaged materials repaired on the deadline set with 3 minor errors	
<i>Computer and Library System</i>	Maintained Library System	Number of times the server is backed-up		100% of the server is backed-up in 45 minutes with 3 minor errors	
		Number of times the report is generated		100% of the report is generated in 15 minutes with 3 minor errors	
		Number of times the database integrity is checked		100% of the database integrity is checked in 8 hours with 3 minor errors	
	Calibrated the Walk Through security system	Number of times the Walk Through security system is calibrated		100% of the Walk Through security system calibrated in 10 minutes with 3 minor errors	

CLSU Table of Major Outputs
25 January 2016

MAJOR FINAL OUTPUT	OUTPUT	PERFORMANCE MEASURE	PERFORMANCE TARGETS	SUCCESS INDICATOR	ORGANIZATIONAL OUTCOME/ SECTORAL GOALS
<i>Instructional materials</i>	Facilitated, reviewed, formatted & lay-outed instructional materials	Number of instructional materials facilitated, reviewed, formatted & lay-outed		100% of instructional materials facilitated, reviewed, formatted & lay-outed on the deadline set with 3 minor revisions	
<i>Printing services</i>	Provided printing services	Number of printing services provided		100% of printing services provided on the deadline set with 3 minor errors	
Student Welfare Services					
<i>Counseling</i>	Counseling sessions conducted	Number of counseling sessions conducted		100% of walk-in/referred clients were accommodated for counseling 1 day upon request and rated the service as good	
<i>Testing</i>	Testing activities conducted	Number of students		100% of students scheduled for testing were accommodated 1 week upon application and rated the service as good	
<i>Social</i>	Student Social Activities conducted	Number of students who attended the social activities		100% of students attended the social activities and rated the service provided as good	
<i>Recreational</i>	Student Recreational Activities Conducted	Number of students who participated in the recreational activities		100% of students attended the recreational activities and rated the service provided as good	
<i>Cultural</i>	Student Cultural Activities Conducted	Number of students who attended the cultural activities		100% of students attended the cultural activities and rated the service provided as good	
<i>Financial Assistance</i>	Financial Assistance Availed	Number of students who availed the financial assistance		100% of the qualified students accommodated 2 days upon receipt of application for financial assistance and rated the service as good	
<i>Liaising</i>	Liaising Service Availed	Number of international students assisted		100% of international students assisted in the processing of their VISA/I-Card on the deadline set and rated the service as good	
<i>Learning Assistance</i>	Tutorial provided	Number of students provided with tutorial services		100% of students were provided with tutorial services in 30 minutes and rated the service as good	
<i>Information</i>	Information/Orientation activities conducted	Number of activities conducted		100% of information activities were conducted with good evaluation result	
<i>Student Welfare</i>	Student insurance processed and availed	Number of student insurance processed		100% of the insurance requests were processed 15 days upon receipt with three minor errors	

MAJOR FINAL OUTPUT	OUTPUT	PERFORMANCE MEASURE	PERFORMANCE TARGETS	SUCCESS INDICATOR	ORGANIZATIONAL OUTCOME/ SECTORAL GOALS
	Student clearance and certificate of good moral character issued	Number of student clearance and certificate of good moral character issued		100% of the clearance/certificate of good moral character were issued 10 minutes upon receipt of request with three minor errors	
<i>Student Housing</i>	Accommodation	Number of students accommodated		100% of targeted number of residents were given dormitory space 3 minutes upon request with good evaluation result	
	Student activity permit processed	Number of student activity permit processed		100% of Student Activity Permit processed 3 days upon receipt with three minor errors	
<i>Management of dormitory residents</i>	Attendance of dorm residents checked	Number of dorm residents admitted checked		100% of Dorms residents checked every night at one minute per head	
	Maintained facilities and equipment	Number of facilities and equipment maintained		100% of facilities and equipment maintained daily	
Maintenance Services					
<i>Infrastructure Repairs</i>	Major Repairs accomplished	Number of major repair accomplished (Carpentry, Technician, Mechanic, Plumber, Electrician)		100% of major repair accomplished in five working days upon delivery of supplies with three minor errors	
	Minor Repairs accomplished	Number of minor repair accomplished (Carpentry, Technician, Mechanic, Plumber, Electrician)		100% of minor repair accomplished in one working day upon delivery of supplies with three minor errors	
<i>Installation/Fabrication Works</i>	Major Installation/Fabrication accomplished	Number of Major Installation/ Fabrication accomplished (Carpentry, Technician, Plumber, Electrician)		100% of major installation/fabrication accomplished in five working days upon delivery of supplies with three minor error	
	Minor Installation/Fabrication accomplished	Number of Minor Installation/ Fabrication accomplished (Carpentry, Technician, Plumber, Electrician)		100% of minor installation/fabrication accomplished in one working day upon delivery of supplies with three minor error	
<i>Transportation Services</i>	Trip Ticket prepared and issued	Number of Trip Ticket prepared and issued		100% of trip completed in 5 minutes with 3 minor errors	
	Transportation service provided	Number of transportation service provided		100% of transportation service provided with good evaluation results	
<i>Farm Machinery Services</i>	Farm machinery services provided	Number of farm machinery services provided		100% of farm machinery services responded to 3 days upon request with good evaluation results	

CLSU Table of Major Outputs
25 January 2016

MAJOR FINAL OUTPUT	OUTPUT	PERFORMANCE MEASURE	PERFORMANCE TARGETS	SUCCESS INDICATOR	ORGANIZATIONAL OUTCOME/ SECTORAL GOALS
Security Services					
	Conducted patrol and inspection of areas of responsibilities	Number of patrols and inspections conducted		100% of the patrols and inspections to areas of responsibilities conducted at the prescribed time frame with 3 minor errors	
	Suspicious persons accosted	Number of suspicious persons approached/confronted		100% of the suspicious persons approached/confronted at the prescribed time frame with 3 minor errors	
	Cases investigated	Number of cases investigated		100% of the case investigation conducted at the prescribed time frame with 3 minor errors	
	Provided escort & security services to VIP visitors	Number of services provided		100% of services provided to the requested period rated as good	
Business Services					
	Developed new and improved processes, products and technologies	Number of developed new products		100% of new products developed on the deadline set with good evaluation results	
	Program proposals to improve the operation and productivity of existing agri-business project and to expand its operation	Number of program proposals		100% program proposal submitted with 3 revisions	
Common Outputs					
	Work and financial plan	Number of work and financial plan formulated		100% of work and financial plan formulated on the deadline set with 3 minor revisions	
	Monitoring and work evaluation report	Number of monitoring and work evaluation conducted		100% of monitoring and work evaluation conducted on the deadline set with 3 minor revisions	
	Reports	Number of reports prepared & submitted		100% of reports prepared & submitted on the deadline set with 3 minor revisions	
	Purchase request	Number of Purchase Request prepared		100% of Purchase Request prepared on the deadline set with 3 minor revisions	
	Letters, memos and other office communication	Number of letters, memos and other office communication encoded		100% of the letters, memos and other office communication encoded on the deadline set with 3 minor revisions	

MAJOR FINAL OUTPUT	OUTPUT	PERFORMANCE MEASURE	PERFORMANCE TARGETS	SUCCESS INDICATOR	ORGANIZATIONAL OUTCOME/ SECTORAL GOALS
	Official communication via phone call	Number of phone calls and official communications made		100% of phone calls and official communications made on the deadline set with 3 minor errors	
	Official communication via email	Number of emails sent		100% of emails sent on the deadline set with 3 minor errors	
	Official communication disseminated	Number of documents/records received		100% of documents/records received and recorded in the logbook in 5 minutes upon receipt with 3 minor errors	
		Number of documents/records sent to concerned offices/units		100% of documents/records sent on the deadline set with 3 minor errors	
	Clean buildings and surroundings	Number of buildings and surroundings cleaned		100% of buildings and surroundings cleaned on the deadline set with services rated as good	
	Team Building conducted and participated	Number of participants		100% of personnel have participated in the team building and rated the activity as good	
	Request for repairs, supplies, and materials submitted	Number of requests submitted		100% of the requests submitted 3 days upon detection with three minor errors	

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