



Bureau of Corrections

Form Reference Code
BUC-QM-001

Revision No. 0 Effectivity Date 01/05/2018

APPROVED QUALITY OBJECTIVES OF ALL OFFICES/UNITS

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1. ODG CLUSTER

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, ATTY. MELENCIO S. FAUSTINO, Immediate Supervisor of Office of the Director General, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2018.

Melencio S. Faustino
ATTY. MELENCIO S. FAUSTINO
HEA - ODG
Date: _____

Approved by	
 ASEC Melvin Ramon G. Buenafe CEO VI OFFICER IN CHARGE BUREAU OF CORRECTIONS	Date

- 5 - Outstanding
- 4 - Very Satisfactory
- 3 - Satisfactory
- 2 - Unsatisfactory
- 1 - Poor

FUNCTIONS/ ACTIVITIES	SUCCESS INDICATORS (TARGETS + MEASURES)	Allotted Budget	Division/ Individuals Accountable	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
OFFICE OF THE DIRECTOR GENERAL (ODG)									
1) Percentage of routine communications and reports received and acted upon	100% of incoming documents received/ encoded/ and referred to appropriate office in 8 hrs.								
2) 100% documents for action acted	80-89% of all documents processed with complete requirements								
3) Submission of SPMS Individual Monitoring and Coaching Report	4 months submission of performance monitoring and coaching reports								
4) Conduct of Feedback session with staff recorded thru Minutes of the Meeting or Journal	4 months submission of minutes of meeting								

PROJECT MANAGEMENT OFFICE (PMO)									
1) Percentage of projects/ activities monitored and evaluated	95% - 100% of projects/ activities monitored and evaluated in 1 week								
2) Percentage of planned projects/activities approved/ concurred/ accepted by management	95% of planned projects approved/ concurred/ accepted by management								
3) Management instructions	95-100% complied on deadline								
4) Submission of SPMS Individual Monitoring and Coaching Report	4 months submission of performance monitoring and coaching reports								
5) Conduct of Feedback session with staff recorded thru Minutes of the Meeting or Journal	4 months submission of minutes of meeting								
LEGAL OFFICE									
1) Cases evaluated and recommendations prepared	100% of new cases (complete records) evaluated and submitted to DC for approval in 91-120 days upon receipt								
2) Opinions, rulings rendered and other legal matters (demand letters, notices to vacate, etc)	80-89% In 7 days								
3) Prepared and evaluated MOAs	100% Memorandum of Agreement (MOA) in 21- 30 days upon receipt								
4) Evaluation and Disposition of Ageing cases	100% disposition of ageing cases in 6 mos.								



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6) Submission of SPMS Individual Monitoring and Coaching Report	4 months submission of performance monitoring and coaching reports								
5) Conduct of Feedback session with staff recorded thru Minutes of the Meeting or Journal	4 months submission of minutes of meeting								
DEPUTY DIRECTOR GENERAL FOR OPERATION (DDGO)									
1. Evaluation, enhancement and improvement of existing Security/Operations policies	80-89% Evaluation, enhancement and improvement of existing Security/Operations policies								
2. Communication Management	100% of communication received acted in 8 hours								
3. OPPFs Report on Operation submitted	100% of OPPFs operation report submitted 8 th days of the following month								
4. Submission of SPMS Individual Monitoring and Coaching Report	4 months submission of performance monitoring and coaching reports								
5. Conduct of Feedback session with staff recorded thru Minutes of the Meeting or Journal	4 months submission of minutes of meeting								
OPERATIONS CENTER (OPCEN)									
1) Communication Management Incoming/outgoing	100% of incoming/outgoing documents, encoded and dispatched in 1 hour from receipt								
2) Submitted Monthly/Quarterly/ Annual Reports	Prepared and submitted on 7 working days after end of month								

3) CCTV equipment Maintained	90-94% CCTV equipment operational								
4) Stored Footages/Back Up files	90-94% stored footages maintained								
5) Submission of SPMS Individual Monitoring and Coaching Report	4 months submission of performance monitoring and coaching reports								
6) Conduct of Feedback session with staff recorded thru Minutes of the Meeting or Journal	4 months submission of minutes of meeting								
DEPUTY DIRECTOR GENERAL FOR ADMIN. (DDGA)									
1) Evaluation, enhancement and improvement of existing Administration policies	80-89%								
2) 100% Communication Management	Received documents acted in 8 hours								
	100% queries/ request/ communications prepared and dispatched in 4-6 hrs.								
3) Submission of SPMS Individual Monitoring and Coaching Report	4 months submission of performance monitoring and coaching reports								
4) Conduct of Feedback session with staff recorded thru Minutes of the Meeting or Journal	4 months submission of minutes of meeting								



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DEPUTY DIRECTOR GENERAL FOR REFORMATION (DDGR)									
1) Evaluation, enhancement and improvement of existing rehabilitation programs	80-89%								
2) 100% Communication Management	Received documents acted in 8 hours								
	100% queries/ request/ communications prepared and dispatched in 4-6 hrs.								
3) Prepared Consolidated, Rehabilitation Reports	80-89% Consolidated Reformation reports submitted 4-5 days after end of month								
4) Submission of SPMS Individual Monitoring and Coaching Report	4 months submission of performance monitoring and coaching reports								
5) Feedback session with staff recorded thru Minutes of the Meeting or Journal	4 months submission of minutes of meeting								
INVESTIGATION SECURITY OPERATIONS DIVISION (ISOD)									
1) Investigation and Validation of Complaints	100% Investigation and Validation Complaints, submitted report within 30 working days								
2) Conduct of Intelligence Operations as per Director General's instruction	100% Conducted Intelligence Operations as per Director General's instruction, in 21-30 working days								
3) Submission of SPMS Individual Monitoring and Coaching Report	4 months submission of performance monitoring and coaching reports								
4) Feedback session with staff recorded thru Minutes of the Meeting or Journal	4 months submission of minutes of meeting								

INTERNAL AFFAIRS SERVICE (IAS)									
1) Communication Management	80-89% Communication received acted in 8 hours								
	Prepare and issue certificate of no pending case within 45 mins. upon request								
2) Disposition of Cases received	100% cases received acted/resolved /decided and forwarded to DG 21-30 working days after the last pleading								
3) Submission of SPMS Individual Monitoring and Coaching Report	4 months submission of performance monitoring and coaching reports								
4) Conduct of Feedback session with staff recorded thru Minutes of the Meeting	4 months submission of minutes of meeting								
Total Overall Rating									
Final Average Rating									
Adjectival Rating									
Assessed by:					Final Rating by:			Date	
		Date				Date			
NORA CORAZON T. PADIERNOS		MARIA CIELO O. MONSALUD		PCSUPT. VALFRIE G. TABIAN					
Planning Office		PMT		Head of Agency					

Legend: 1 – Quality 2 – Efficiency 3 – Timeliness 4 – Average



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2. MANAGEMENT CLUSTER

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, **NORA CORAZON T. PADIERNOS**, Head of **Planning and Management Division**, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **January to June 2018**.

Nora Corazon T. Padiernos
NORA CORAZON T. PADIERNOS
Chief, Planning and Management Division
Date: _____

Approved by	
<i>Melvin Ramon G. Buenafe</i> ASEC Melvin Ramon G. Buenafe CEO VI OFFICER IN CHARGE BUREAU OF CORRECTIONS	Date

- 5 - Outstanding
- 4 - Very Satisfactory
- 3 - Satisfactory
- 2 - Unsatisfactory
- 1 - Poor

FUNCTIONS/ ACTIVITIES	SUCCESS INDICATORS (TARGETS + MEASURES)	Allotted Budget	Division/ Individuals Accountable	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
PLANNING AND MANAGEMENT DIVISION									
1) Planning Services/ DBM, Senate, Congress, and DOJ reportorial requirement prepared, evaluated and submitted	100% DBM, Senate, Congress and DOJ reportorial requirement prepared and submitted on the mandated time								
2) Management Audit Improvement Program Reports prepared and submitted	7-9 Management Audit Improvement Program Reports prepared and submitted								
3) Submission of SPMS Individual Monitoring and Coaching Report	4 months submission of performance monitoring and coaching reports								
4) Conduct of Feedback session with staff recorded thru Minutes of the Meeting or Journal	4 months submission of minutes of meeting								

INFORMATION TECHNOLOGY CENTER									
1) Installed, maintained and upgraded BuCor ICT infrastructure (hardware, software and web application)	ICT Equipment/ infrastructure for repair and other related request acted in 5-6 days								
2) Data information management	80-89% posted in 2 hours after receipt								
3) Submission of SPMS Individual Monitoring and Coaching Report	4 months submission of performance monitoring and coaching reports								
4) Conduct of Feedback session with staff recorded thru Minutes of the Meeting or Journal	4 months submission of minutes of meeting								
Total Overall Rating									
Final Average Rating									
Adjectival Rating									
Assessed by:				Final Rating by:				Date	
MARIA CIELO O. MONSALUD PMT			Date	PCSUPT. VALFRIE G. TABIAN Head of Agency			Date		

Legend: 1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average



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3. ADMIN CLUSTER

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, **REBECCA ONELLA**, Head of **Administrative Division**, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **January to June 2018**.

REBECCA ONELLA
OIC, Admin. Division
Date: _____

Approved by	
 ASEC Melvin Ramon G. Buenafe CEO VI OFFICER IN CHARGE BUREAU OF CORRECTIONS	Date

- 5 - Outstanding
- 4 - Very Satisfactory
- 3 - Satisfactory
- 2 - Unsatisfactory
- 1 - Poor

FUNCTIONS/ ACTIVITIES	SUCCESS INDICATORS (TARGETS + MEASURES)	Allotted Budget	Division/ Individuals Accountable	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
ADMIN. PROPER									
1) Communication Management	100% of incoming docs. encoded and referred to appropriate office in 4-6 hrs. after receipt.								
	100% queries/ request/ communications prepared/encoded and released in 4-6 hrs.								
	100% outgoing documents received/ encoded and released in 4-6 hrs. from receipt								
2) Submission of SPMS Individual Monitoring and Coaching Report	4 months submission of performance monitoring and coaching reports								
3) Conduct of Feedback session with staff recorded thru Minutes of the Meeting	4 months submission of minutes of meeting								

HUMAN RESOURCE DEVELOPMENT SECTION (HRDS)									
1) Payroll Processed	100% of payrolls processed in 7 days upon receipt of Masterlist from Finance division								
2) Personnel Office to approve GSIS and PAGIBIG loans applications of employees with monthly net take home pay to an amount not lower than Three Thousand Pesos (P3,000), after all authorized deductions.	100% approved loans (GSIS, PAGIBIG) on employees with monthly net take home pay to an amount not lower than Three Thousand Pesos (P3,000), after all authorized deductions								
3) Communication/ Requests acted	80-89%								
	Acted in 25 min.								
4) Appointments for New recruits and Promotion	100% of appointments for original position and promotion prepared 2 wks. upon the Director's approval of the minutes of the selection board								
5) Processed Retirement/ Separation documents	100% of retiree's document's encoded and referred to appropriate office in 3 days								
6) Processed Application for Leave	Application for Leave processed in 20 mins.								
7) Monitored SALN Compliance	80 -89% of employees submitted SALN								



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8) Conducted Personnel Inventory	98% employees of BuCor OPPFs and Offices accounted and validated								
9) Submission of SPMS Individual Monitoring and Coaching Report	4 months submission of performance monitoring and coaching reports								
10) Conduct of Feedback session with staff recorded thru Minutes of the Meeting	4 months submission of minutes of meeting								
PERSONNEL TRAINING SCHOOL (PTS)									
1) Conducted Approved Programmed Training/Activities	92-95% training conducted based on approved POI on prescribed period								
2) ISO Compliance - For OPPFs QMS Core Team	100% participation on Training Course on ISO 9001:2008 Requirements and Documentation								
3) No. of personnel participated in the trainings (Participation rate)	9-10% of the total population attended the training								
4) % of Satisfaction Rating	80-89% of the participants rated the training activity Very Satisfactory								
5) Computerized Personnel Training Records	80-89% computerized								
6) Submission of SPMS Individual Monitoring and Coaching Report	4 months submission of performance monitoring and coaching reports								
7) Conduct of Feedback session with staff recorded thru Minutes of the Meeting or Journal	4 months submission of minutes of meeting								

CASHIER SECTION (CS)									
1) Prepared Checks and ADA	100% Checks and ADA Prepared in 25 mins.								
2) ADA forwarded to designated Bank upon approval	ADA forwarded to designated Bank upon approval 4 hours after receipt								
3) Prepared Monthly Report such as Report of Disbursement and Collection Report	100% of reports submitted 5-6 days after end of the month								
4) Monthly reports prepared and submitted	Submitted on 7th - 10 th working days of the following month								
5) Submission of SPMS Individual Monitoring and Coaching Report	4 months submission of performance monitoring and coaching reports								
6) Conduct of Feedback session with staff recorded thru Minutes of the Meeting	4 months submission of minutes of meeting								
RECORDS SECTION (RS)									
1) Records (201) files organized and maintained	90-95%								
2) Request acted	80-89%								
	acted In 1 hour								
3) Percentage of documents received recorded, scanned and dispatched	100% documents received recorded, scanned and dispatched in 8 hours								
4) Percentage of records requested retrieved (active files)	100% requested active files retrieved in 11-15 minutes								
5) Submission of SPMS Individual Monitoring and Coaching Report	4 months submission of performance monitoring and coaching reports								



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6) Conduct of Feedback session with staff recorded thru Minutes of the Meeting	4 months submission of minutes of meeting								
GENERAL SERVICES SECTION (GSS)									
1) Percent of job request acted (emergency repairs)	100% job request acted in the 3 hours upon receipt								
2) Satisfaction Rating on completed projects/job	80-89% rated Very satisfactory								
3) Approved Projects completed on time (by administration, upon delivery of materials)	100% projects completed on target date								
4) Equipment maintained (Communications based on ledger cards)	100% maintenance check conducted on the scheduled date/time documentation report prepared and submitted								
Mechanical/ Transportation									
Electrical									
Water									
Buildings/Facilities									
Telephone/ Communication									
5) Submission of SPMS Individual Monitoring and Coaching Report	4 months submission of performance monitoring and coaching reports								
6) Conduct of Feedback session with staff recorded thru Minutes of the Meeting	4 months submission of minutes of meeting								
SUPPLY SECTION									
1) Percent of request acted upon on time (Monitoring Logbook)	100% of request acted in 5 days								
2) Percent of Procurement documents prepared	100% of procurement documents prepared in 7-10 working days								
3) Posting of Procurement opportunities/ award at PHILGEPs/BuCor website/conspicuous place	100% posted 5 days								
4) Percent of bidding documents submitted to COA	100% of bidding documents submitted to COA in 5 days								
5) Percent of inventories reviewed/ validated/ updated (amount of properties per account code)	100% of Acknowledgement receipt Equipment (ARE) 3 yrs. Old are renewed in 5-6 months.								
6) Percent supplies dispatched w/in the timeline (based on notice of delivery/ request to pick-up end-user)	100% of supplies dispatched in 5 working days after delivery								
7) Submission of SPMS Individual Monitoring and Coaching Report	4 months submission of performance monitoring and coaching reports								
8) Conduct of Feedback session with staff recorded thru Minutes of the Meeting	4 months submission of minutes of meeting								
ARTA									
1) ARTA/Frontline services Requests attended/acted	80-89% of all requests attended In 1 hour								
2) Frontline services (Frontline Services signage in conspicuous places, directions/ instructions, flow chart, person responsible,	80 - 89%								



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complaint desk/ARTA Officer always available, employees awareness)									
3) ARTA Improvements (PWD and elderly facilities establishment/improvement, enhanced Citizen's Charter tarpaulin, employees orientation on ARTA provisions)	Three (3) Major improvements implemented by June 2018								
4) Submission of SPMS Individual Monitoring and Coaching Report	4 months submission of performance monitoring and coaching reports								
5) Conduct of Feedback session with staff recorded thru Minutes of the Meeting	4 months submission of minutes of meeting								
Total Overall Rating									
Final Average Rating									
Adjectival Rating									
Assessed by:									
	Date		Date		Date		Date		Date
NORA CORAZON T. PADIERNOS		MARIA CIELO O. MONSALUD		PCSUPT. VALFRIE G. TABIAN (Ret.)					
Planning Office		PMT		Head of Agency					
Legend: 1 – Quality 2 – Efficiency 3 – Timeliness 4 – Average									



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4. FINANCE CLUSTER

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, **MARIA CIELO O. MONSALUD**, Head of **Finance Division**, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **January to June 2018**.

MARIA CIELO O. MONSALUD
OIC, Finance Division
Date: _____

Approved by _____
ASEC Melvin Ramon G. Buehafa CEO VI
OFFICER IN CHARGE
BUREAU OF CORRECTIONS

- 5 - Outstanding
- 4 - Very Satisfactory
- 3 - Satisfactory
- 2 - Unsatisfactory
- 1 - Poor

FUNCTIONS/ACTIVITIES	SUCCESS INDICATORS (TARGETS + MEASURES)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
ACCOUNTING SECTION									
1) Percentage of financial reports submitted with supporting documents	100% of financial reports submitted in 10 days after end of the month								
2) Prepared Certifications of Payment/ Contributions for • BIR • GSIS /Pag Ibig Contributions • GSIS/Pag Ibig Loan • Other deductions	80-89% request acted in 2 hours								

3) Accounting Office to comply with the provision on authorized deduction on contributions and loan payments according to their order of preference as follows: a. BIR, GSIS, HDMF and PHIC b. Mutual Benefit Associations c. Associations/ cooperatives/ provident funds d. Duly licensed insurance companies accredited by National Government Agencies. e. Other communications/ complaints attended/acted (regular requests)	97-96.99% request acted in 2 hours								
4) Communications complains and inquiries/request (requiring research) acted upon	5-6 working days								
5) Percent of cash advances liquidated within 30 calendar days after the intended purpose.	90-94% of cash advances liquidated in 30 calendar days after the intended purpose								
6) Submission of SPMS Individual Monitoring and Coaching Report	4 months submission of performance monitoring and coaching reports								
7) Conduct of Feedback session with staff recorded thru Minutes of the Meeting or Journal	4 months submission of minutes of meeting								



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BUDGET SECTION									
1) Financial Accountability Reports submitted	100% submitted								
2) Quarterly Financial Accountability Report on Operations submitted (encoded in the URS)	21-30 days after the end of the quarter								
3) Quarterly Monitoring of utilization of funds	100% monitored thru logbook								
4) Monthly status of Procurement	4 monthly reports								
5) Budget Utilization Report Consolidated	Submitted 30 days after year end								
6) Submission of SPMS Individual Monitoring and Coaching Report	4 months submission of performance monitoring and coaching reports								
7) Conduct of Feedback session with staff recorded thru Minutes of the Meeting or Journal	4 months submission of minutes of meeting								
Total Overall Rating									
Final Average Rating									
Adjectival Rating									
Assessed by:									
NORA CORAZON T. PADIERNOS	Date	MARIA CIELO O. MONSALUD	Date	PCSUPT. VALFRIE G. TABIAN (Ret.)					
Planning Office		PMT		Head of Agency					

Legend: 1 – Quality 2 – Efficiency 3 – Timeliness 4 – Average



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5. ROD CLUSTER

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, JOSE RAMON C. PADUA, Head of Rehabilitation Operations Division, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2018.

Jose Ramon C. Padua
JOSE RAMON C. PADUA
Officer-in-Charge, ROD

Approved by		Date
<i>Melvin Ramon G. Buenafe</i> ASEC Melvin Ramon G. Buenafe CEO VI OFFICER IN CHARGE BUREAU OF CORRECTIONS		

5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Unsatisfactory
1 - Poor

FUNCTIONS/ACTIVITIES	SUCCESS INDICATORS (TARGETS + MEASURES)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
INMATE DOCUMENTS AND PROCESSING SECTION (IDPS)									
1) 100% Transmittal of Carpeta and Prison Record to Board of Pardons and Parole (BPP) (For Parole)	1 month before expiration of sentence								
2) Processing of Inmates Carpeta	100% inmates due for release processed:								
A) Expired Sentence	2 months before expiration of sentence								
B) Acquittal	Acted upon within 3 working days								
3) Rehabilitation Clearance - List of all inmates eligible	1 month before expiration of sentence								
4) Submission of SPMS Individual Monitoring and Coaching Report	4 months submission of performance monitoring and coaching reports								

5) Conduct of Feedback session with staff recorded thru Minutes of the Meeting or Journal	4 months submission of minutes of meeting								
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ID/ PHOTOGRAPHY									
1) Identification verified through fingerprint	100% new admissions acted upon receipt								
2) BuCor Significant activities photographed, filed and maintained	100% BuCor significant activities photographed, filed and maintained								
3) Digitized copy of photograph submitted to PMD/PMO	Digitized copy of photograph submitted to PMD/PMO 2 days after activity								
4) Submission of SPMS Individual Monitoring and Coaching Report	4 months submission of performance monitoring and coaching reports								
5) Conduct of Feedback session with staff recorded thru Minutes of the Meeting or Journal	4 months submission of minutes of meeting								

SUPPLY									
1) Percentage of inventories reviewed/ validated/ updated (amount of properties per account code)	80-89% of Acknowledgement Receipt Equipment (ARE) 3 yrs. old is renewed in 5-6 mos.								
2) Percent of supplies dispatch within the timeline (based on notice of delivery/ request to pick up end-user)	100% of supplies dispatched in 5 working days after delivery								



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3) Submission of SPMS Individual Monitoring and Coaching Report	4 months submission of performance monitoring and coaching reports								
4) Conduct of Feedback session with staff recorded thru Minutes of the Meeting or Journal	4 months submission of minutes of meeting								
Total Overall Rating									
Final Average Rating									
Adjectival Rating									
Assessed by:				Final Rating by:				Date	
NORA CORAZON T. PADIERNOS		Date		MARIA CIELO O. MONSALUD		Date		PC SUPT. VALFRIE G. TABIAN	
Planning Office				PMT				Head of Agency	
Legend: 1 – Quality 2 – Efficiency 3 – Timeliness 4 – Average									



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6. NBP

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, **P/SUPT. I ROBERTO R. RABO**, Head of the **NEW BILIBID PRISON**, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2018.

P/SUPT. I ROBERTO R. RABO
NBP, Superintendent

Approved by: **ASEC Melvin Ramon G. Buenafe CEO VI**
Officer-in-Charge
Bureau of Corrections

Date:

FUNCTIONS/ACTIVITIES	SUCCESS INDICATORS (TARGETS + MEASURES)	ALLOTTED BUDGET	UNIT/INDIVIDUALS ACCOUNTABLE	ACTUAL ACCOMPLISHMENTS	RATING				Weight %	Final Rating
					Q	E	T	A		
STRATEGIC PRIORITY										
CORE FUNCTIONS - Custody and Rehabilitation of National Prisoners										
Inmates Safeguarded	99.80 – 99.89 Inmates Safeguarded									
Retrieval rate	50-74% Retrieval Rate (CY)									
No. of months on retrieval	Over 6 to 7 months retrieval conducted									
Peace and Order maintained	99% -99.49% Peace and Order Maintained									
Mortality	98.85 – 98.89% Mortality as to illness 1.15% Mortality as to unnatural cause									
Reduction on the morbidity rate	1% reduction on the no. of inmates afflicted with diseases (morbidity rate)									
Rehabilitation Program	65-76% Participation Rate in the Rehabilitation Programs									
Reintegration program	80-89% Reintegration program qualified inmates participation									

FUNCTIONS/ACTIVITIES	SUCCESS INDICATORS (TARGETS + MEASURES)	ALLOTTED BUDGET	UNIT/INDIVIDUALS ACCOUNTABLE	ACTUAL ACCOMPLISHMENTS	RATING				Weight %	Final Rating
					Q	E	T	A		
SUPPORT FUNCTIONS										
Inmates medical records	90% Inmates Medical Records maintained and updated									
Rehabilitation clearance processed	80-89% in 11-15 working days Rehabilitation clearance processed									
Reintegration Report	Monthly reintegration Report prepared and Submitted 3 working days after end of the month									
Accomplishment Report	Monthly Accomplishment Report prepared and Submitted 3 days after end of the month									
Financial Report	Submitted on 7 th to 10 th working days of the following month									
Budget utilization	90% Budget Utilization Submitted in 18-23 days after year end									
PHILGEPS Requirements posted	PhilGeps posting of procurements Activities ABC of more than 50,000									
Posting of NOA	Posting of NOA after three (3) calendar days from issuance									
Posting of Notice to Proceed and Contract	Posting of Notice to Proceed and Contract 4-5 calendar days from issuance									
Cash Advance Liquidation	90- 94% liquidated 30 days after the intended purpose									
ARTA Frontline services requests attended	80-89% requests attended in 1 hour									
ARTA Frontline services	80-89% (Frontline services signage's in conspicuous places, directions, instructions, flowchart, person responsible, complaint desk									



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FUNCTIONS/ ACTIVITIES	SUCCESS INDICATORS (TARGETS + MEASURES)	ALLOTTED BUDGET	UNIT/ INDIVIDUALS ACCOUNTABLE	ACTUAL ACCOMPLISHMENTS	RATING				Weight %	Final Rating
					Q	E	T	A		
ARTA Improvements	Three major improvements by June 2017									
GAD Compliance- Organization Focused - based on approved GAD Plan	40- 44% of GAD PAPs implemented n in 6 mos.									
GAD Compliance – no. of employees participated	21-30% No. of employees participated (participation rate)									
GAD Compliance – GAD PAPs projects / activities / programs for clients implemented	40- 44% of GAD PAPs implemented within 6 mos.									
Submission of SPMS individual monitoring and coaching report	4 months submission of performance monitoring and coaching report (PMCJ)									
Conduct of feedback session with staff recorded thru minutes of the meeting	4 months submission of feedback session with staff recorded thru minutes of the meeting									
Total Overall Rating										
Final Average Rating										
Adjectival Rating										
ASSESSED BY:					FINAL RATING BY:					
<u>NORA CORAZON T. PADIERNOS</u>			<u>MARIA CIELO O. MONSALUD</u>		<u>PCSUPT. VALFRIE G. TABIAN</u>					
PLANNING OFFICE		DATE	PMT CHAIRMAN		DATE		HEAD OF AGENCY			



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7. CIW

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, **PIS MARITES M. LUCEÑO**, Head of the **CORRECTIONAL INSTITUTION FOR WOMEN – MANDALUYONG**, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2018.

PIS MARITES M. LUCEÑO
Head, CIW

Approved by: _____ Date: _____

ASEC Melvin Ramon G. Buehafa CEO VI
Officer-in-Charge
Bureau of Corrections

FUNCTIONS/ACTIVITIES	SUCCESS INDICATORS (TARGETS + MEASURES)	ALLOTTED BUDGET	UNIT/INDIVIDUALS ACCOUNTABLE	ACTUAL ACCOMPLISHMENTS	RATING				Weight %	Final Rating
					Q	E	T	A		
STRATEGIC PRIORITY										
CORE FUNCTIONS - Custody and Rehabilitation of National Prisoners										
Inmates Safeguarded	99.80 – 99.89 Inmates Safeguarded									
Retrieval rate	50-74% Retrieval Rate (CY)									
No. of months on retrieval	Over 6 to 7 months retrieval conducted									
Peace and Order maintained	99% -99.49% Peace and Order Maintained									
Mortality	98.85 – 98.89% Mortality as to illness									
	1.15% Mortality as to unnatural cause									
Reduction on the morbidity rate	1% reduction on the no. of inmates afflicted with diseases (morbidity rate)									
Rehabilitation Program	65-76% Participation Rate in the Rehabilitation Programs									
Reintegration program	80-89% Reintegration program qualified inmates participation									

FUNCTIONS/ACTIVITIES	SUCCESS INDICATORS (TARGETS + MEASURES)	ALLOTTED BUDGET	UNIT/INDIVIDUALS ACCOUNTABLE	ACTUAL ACCOMPLISHMENTS	RATING				Weight %	Final Rating
					Q	E	T	A		
SUPPORT FUNCTIONS										
Inmates medical records	90% Inmates Medical Records maintained and updated									
Rehabilitation clearance processed	80-89% in 11-15 working days Rehabilitation clearance processed									
Reintegration Report	Monthly reintegration Report prepared and Submitted 3 working days after end of the month									
Accomplishment Report	Monthly Accomplishment Report prepared and Submitted 3 days after end of the month									
Financial Report	Submitted on 7 th to 10 th working days of the following month									
Budget utilization	90% Budget Utilization Submitted in 18-23 days after year end									
PHILGEPS Requirements posted	PhilGeps posting of procurements Activities ABC of more than 50,000									
Posting of NOA	Posting of NOA after three calendar days from issuance									
Posting of Notice to Proceed and Contract	Posting of Notice to Proceed and Contract 4-5 calendar days from issuance									
Cash Advance Liquidation	90- 94% liquidated 30 days after the intended purpose									
ARTA Frontline services requests attended	80-89% requests attended in 1 hour									
ARTA Frontline services	80-89% (Frontline services signage's in conspicuous places, directions, instructions, flowchart, person responsible, complaint desk									



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FUNCTIONS/ ACTIVITIES	SUCCESS INDICATORS (TARGETS + MEASURES)	ALLOTTED BUDGET	UNIT/ INDIVIDUALS ACCOUNTABLE	ACTUAL ACCOMPLISHMENTS	RATING				Weight %	Final Rating
					Q	E	T	A		
ARTA Improvements	Three major improvements by June 2017									
GAD Compliance- Organization Focused - based on approved GAD Plan	40- 44% of GAD PAPs implemented n in 6 mos.									
GAD Compliance – no. of employees participated	21-30% No. of employees participated (participation rate)									
GAD Compliance – GAD PAPs projects / activities / programs for clients implemented	40- 44% of GAD PAPs implemented within 6 mos.									
Submission of SPMS individual monitoring and coaching report	4 months submission of performance monitoring and coaching report (PMCJ)									
Conduct of feedback session with staff recorded thru minutes of the meeting	4 months submission of feedback session with staff recorded thru minutes of the meeting									
Total Overall Rating										
Final Average Rating										
Adjectival Rating										
ASSESSED BY:					FINAL RATING BY:					
NORA CORAZON T. PADIERNOS			MARIA CIELO O. MONSALUD					PCSUPT. VALFRIE G. TABIAN		
PLANNING OFFICE		DATE	PMT CHAIRMAN		DATE			HEAD OF AGENCY		



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8. DPPF

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, **PIS GERARDO F. PADILLA**, Head of the **DAVAO PRISON AND PENAL FARM**, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2018.

PIS GERARDO F. PADILLA
Head, DPPF

Approved by: **ASEC Melvin Ramon G. Buenafe CEO VI**
Officer-in-Charge
Bureau of Corrections

Date:

FUNCTIONS/ ACTIVITIES	SUCCESS INDICATORS (TARGETS + MEASURES)	ALLOTTED BUDGET	UNIT/ INDIVIDUALS ACCOUNTABLE	ACTUAL ACCOMPLISHMENTS	RATING				Weight %	Final Rating
					Q	E	T	A		
STRATEGIC PRIORITY										
CORE FUNCTIONS - Custody and Rehabilitation of National Prisoners										
Inmates Safeguarded	99.80 – 99.89 Inmates Safeguarded									
Retrieval rate	50-74% Retrieval Rate (CY)									
No. of months on retrieval	Over 6 to 7 months retrieval conducted									
Peace and Order maintained	99% -99.49% Peace and Order Maintained									
Mortality	98.85 – 98.89% Mortality as to illness									
	1.15% Mortality as to unnatural cause									
Reduction on the morbidity rate	1% reduction on the no. of inmates afflicted with diseases (morbidity rate)									
Rehabilitation Program	65-76% Participation Rate in the Rehabilitation Programs									
Reintegration program	80-89% Reintegration program qualified inmates participation									

FUNCTIONS/ ACTIVITIES	SUCCESS INDICATORS (TARGETS + MEASURES)	ALLOTTED BUDGET	UNIT/ INDIVIDUALS ACCOUNTABLE	ACTUAL ACCOMPLISHMENTS	RATING				Weight %	Final Rating
					Q	E	T	A		
SUPPORT FUNCTIONS										
Inmates medical records	90% Inmates Medical Records maintained and updated									
Rehabilitation clearance processed	80-89% in 11-15 working days Rehabilitation clearance processed									
Reintegration Report	Monthly reintegration Report prepared and Submitted 3 working days after end of the month									
Accomplishment Report	Monthly Accomplishment Report prepared and Submitted 3 days after end of the month									
Financial Report	Submitted on 7 th to 10 th working days of the following month									
Budget utilization	90% Budget Utilization Submitted in 18-23 days after year end									
PHILGEPS Requirements posted	PhilGeps posting of procurements Activities ABC of more than 50,000									
Posting of NOA	Posting of NOA after three calendar days from issuance									
Posting of Notice to Proceed and Contract	Posting of Notice to Proceed and Contract 4-5 calendar days from issuance									
Cash Advance Liquidation	90- 94% liquidated 30 days after the intended purpose									
ARTA Frontline services requests attended	80-89% requests attended in 1 hour									
ARTA Frontline services	80-89% (Frontline services signage's in conspicuous places, directions, instructions, flowchart, person responsible, complaint desk									



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FUNCTIONS/ ACTIVITIES	SUCCESS INDICATORS (TARGETS + MEASURES)	ALLOTTED BUDGET	UNIT/ INDIVIDUALS ACCOUNTABLE	ACTUAL ACCOMPLISHMENTS	RATING				Weight %	Final Rating
					Q	E	T	A		
ARTA Improvements	Three major improvements by June 2017									
GAD Compliance- Organization Focused - based on approved GAD Plan	40- 44% of GAD PAPs implemented n in 6 mos.									
GAD Compliance – no. of employees participated	21-30% No. of employees participated (participation rate)									
GAD Compliance – GAD PAPs projects / activities / programs for clients implemented	40- 44% of GAD PAPs implemented within 6 mos.									
Submission of SPMS individual monitoring and coaching report	4 months submission of performance monitoring and coaching report (PMCI)									
Conduct of feedback session with staff recorded thru minutes of the meeting	4 months submission of feedback session with staff recorded thru minutes of the meeting									
Total Overall Rating										
Final Average Rating										
Adjectival Rating										
ASSESSED BY:					FINAL RATING BY:					
<u>NORA CORAZON T. PADIERNOS</u>			<u>MARIA CIELO O. MONSALUD</u>			<u>PCSUPT. VALFRIE G. TABIAN</u>				
PLANNING OFFICE		DATE	PMT CHAIRMAN		DATE	HEAD OF AGENCY		DATE		



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9. IPPF

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, P/ SUPT. II RICHARD W. SCHWARZKOPF, Head of the IWAHIG PRISON AND PENAL FARM, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2018.

P/ SUPT. II RICHARD W. SCHWARZKOPF
Head, IPPF

Approved by: _____ Date: _____

ASEC Melvin Ramon G. Buenafe CEO VI
 Officer - In - Charge
 Bureau of Corrections

FUNCTIONS/ ACTIVITIES	SUCCESS INDICATORS (TARGETS + MEASURES)	ALLOTTED BUDGET	UNIT/ INDIVIDUALS ACCOUNTABLE	ACTUAL ACCOMPLISHMENTS	RATING				Weight %	Final Rating
					Q	E	T	A		
STRATEGIC PRIORITY										
CORE FUNCTIONS - Custody and Rehabilitation of National Prisoners										
Inmates Safeguarded	99.80 – 99.89 Inmates Safeguarded									
Retrieval rate	50-74% Retrieval Rate (CY)									
No. of months on retrieval	Over 6 to 7 months retrieval conducted									
Peace and Order maintained	99% -99.49% Peace and Order Maintained									
Mortality	98.85 – 98.89% Mortality as to illness 1.15% Mortality as to unnatural cause									
Reduction on the morbidity rate	1% reduction on the no. of inmates afflicted with diseases (morbidity rate)									
Rehabilitation Program	65-76% Participation Rate in the Rehabilitation Programs									
Reintegration program	80-89% Reintegration program qualified inmates participation									

FUNCTIONS/ ACTIVITIES	SUCCESS INDICATORS (TARGETS + MEASURES)	ALLOTTED BUDGET	UNIT/ INDIVIDUALS ACCOUNTABLE	ACTUAL ACCOMPLISHMENTS	RATING				Weight %	Final Rating
					Q	E	T	A		
SUPPORT FUNCTIONS										
Inmates medical records	90% Inmates Medical Records maintained and updated									
Rehabilitation clearance processed	80-89% in 11-15 working days Rehabilitation clearance processed									
Reintegration Report	Monthly reintegration Report prepared and Submitted 3 working days after end of the month									
Accomplishment Report	Monthly Accomplishment Report prepared and Submitted 3 days after end of the month									
Financial Report	Submitted on 7 th to 10 th working days of the following month									
Budget utilization	90% Budget Utilization Submitted in 18-23 days after year end									
PHILGEPS Requirements posted	PhilGeps posting of procurements Activities ABC of more than 50,000									
Posting of NOA	Posting of NOA after three calendar days from issuance									
Posting of Notice to Proceed and Contract	Posting of Notice to Proceed and Contract 4-5 calendar days from issuance									
Cash Advance Liquidation	90- 94% liquidated 30 days after the intended purpose									
ARTA Frontline services requests attended	80-89% requests attended in 1 hour									
ARTA Frontline services	80-89% (Frontline services signages in conspicuous places, directions, instructions, flowchart, person responsible, complaint desk									



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FUNCTIONS/ ACTIVITIES	SUCCESS INDICATORS (TARGETS + MEASURES)	ALLOTTED BUDGET	UNIT/ INDIVIDUALS ACCOUNTABLE	ACTUAL ACCOMPLISHMENTS	RATING				Weight %	Final Rating
					Q	E	T	A		
ARTA Improvements	Three major improvements by June 2017									
GAD Compliance- Organization Focused - based on approved GAD Plan	40- 44% of GAD PAPs implemented n in 6 mos.									
GAD Compliance – no. of employees participated	21-30% No. of employees participated (participation rate)									
GAD Compliance – GAD PAPs projects / activities / programs for clients implemented	40- 44% of GAD PAPs implemented within 6 mos.									
Submission of SPMS individual monitoring and coaching report	6 months submission of performance monitoring and coaching report (PMCI)									
Conduct of feedback session with staff recorded thru minutes of the meeting	6 months submission of feedback session with staff recorded thru minutes of the meeting									
Total Overall Rating										
Final Average Rating										
Adjectival Rating										
ASSESSED BY:					FINAL RATING BY:					
<u>NORA CORAZON T. PADIERNOS</u>			<u>MARIA CIELO O. MONSALUD</u>			<u>PCSUPT. VALFRIE G. TABIAN</u>				
PLANNING OFFICE		DATE	PMT CHAIRMAN		DATE	HEAD OF AGENCY		DATE		



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10. LRP

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, **P/SUPT. I GERALDO I. ARO**, Head of the **LEYTE REGIONAL PRISON**, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2018.

[Signature]
P/SUPT. I GERALDO I. ARO
Head, LRP

Approved by:					Date:					
<i>[Signature]</i> ASEC Melvin Ramon G. Buehafa, CEO VI Officer-in-Charge Bureau of Corrections										
FUNCTIONS/ ACTIVITIES	SUCCESS INDICATORS (TARGETS + MEASURES)	ALLOTTED BUDGET	UNIT/ INDIVIDUALS ACCOUNTABLE	ACTUAL ACCOMPLISHMENTS	RATING				Weight %	Final Rating
					Q	E	T	A		
STRATEGIC PRIORITY										
CORE FUNCTIONS - Custody and Rehabilitation of National Prisoners										
Inmates Safeguarded	99.80 – 99.89 Inmates Safeguarded									
Retrieval rate	50-74% Retrieval Rate (CY)									
No. of months on retrieval	Over 6 to 7 months retrieval conducted									
Peace and Order maintained	99% -99.49% Peace and Order Maintained									
Mortality	98.85 – 98.89% Mortality as to illness 1.15% Mortality as to unnatural cause									
Reduction on the morbidity rate	1% reduction on the no. of inmates afflicted with diseases (morbidity rate)									
Rehabilitation Program	65-76% Participation Rate in the Rehabilitation Programs									
Reintegration program	80-89% Reintegration program qualified inmates participation									

FUNCTIONS/ ACTIVITIES	SUCCESS INDICATORS (TARGETS + MEASURES)	ALLOTTED BUDGET	UNIT/ INDIVIDUALS ACCOUNTABLE	ACTUAL ACCOMPLISHMENTS	RATING				Weight %	Final Rating
					Q	E	T	A		
SUPPORT FUNCTIONS										
Inmates medical records	90% Inmates Medical Records maintained and updated									
Rehabilitation clearance processed	80-89% in 11-15 working days Rehabilitation clearance processed									
Reintegration Report	Monthly reintegration Report prepared and Submitted 3 working days after end of the month									
Accomplishment Report	Monthly Accomplishment Report prepared and Submitted 3 days after end of the month									
Financial Report	Submitted on 7 th to 10 th working days of the following month									
Budget utilization	90% Budget Utilization Submitted in 18-23 days after year end									
PHILGEPs Requirements posted	PhilGeps posting of procurements Activities ABC of more than 50,000									
Posting of NOA	Posting of NOA after three calendar days from issuance									
Posting of Notice to Proceed and Contract	Posting of Notice to Proceed and Contract 4-5 calendar days from issuance									
Cash Advance Liquidation	90- 94% liquidated 30 days after the intended purpose									
ARTA Frontline services requests attended	80-89% requests attended in 1 hour									
ARTA Frontline services	80-89% (Frontline services signage's in conspicuous places, directions, instructions, flowchart, person responsible, complaint desk									



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FUNCTIONS/ ACTIVITIES	SUCCESS INDICATORS (TARGETS + MEASURES)	ALLOTTED BUDGET	UNIT/ INDIVIDUALS ACCOUNTABLE	ACTUAL ACCOMPLISHMENTS	RATING				Weight %	Final Rating
					Q	E	T	A		
ARTA Improvements	Three major improvements by June 2017									
GAD Compliance- Organization Focused - based on approved GAD Plan	40- 44% of GAD PAPs implemented n in 6 mos.									
GAD Compliance – no. of employees participated	21-30% No. of employees participated (participation rate)									
GAD Compliance – GAD PAPs projects / activities / programs for clients implemented	40- 44% of GAD PAPs implemented within 6 mos.									
Submission of SPMS individual monitoring and coaching report	4 months submission of performance monitoring and coaching report (PMCI)									
Conduct of feedback session with staff recorded thru minutes of the meeting	4 months submission of feedback session with staff recorded thru minutes of the meeting									
Total Overall Rating										
Final Average Rating										
Adjectival Rating										
ASSESSED BY:					FINAL RATING BY:					
<u>NORA CORAZON T. PADIERNOS</u>		<u>MARIA CIELO O. MONSALUD</u>		<u>PCSUPT. VALFRIE G. TABIAN</u>						
PLANNING OFFICE	DATE	PMT CHAIRMAN	DATE	HEAD OF AGENCY	DATE					



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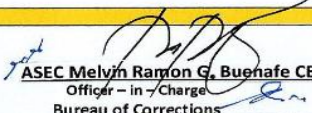
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11. SPPF

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, **PIS ARTURO N. SABADISTO**, Head of the **SABLAYAN PRISON AND PENAL FARM**, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2018.

PIS ARTURO N. SABADISTO
Head, SPPF

Approved by:	Date:
 ASEC Melvin Ramon G. Buenafe CEO VI Officer - in - Charge Bureau of Corrections	

FUNCTIONS/ ACTIVITIES	SUCCESS INDICATORS (TARGETS + MEASURES)	ALLOTTED BUDGET	UNIT/ INDIVIDUALS ACCOUNTABLE	ACTUAL ACCOMPLISHMENTS	RATING				Weight %	Final Rating
					Q	E	T	A		
STRATEGIC PRIORITY										
CORE FUNCTIONS - Custody and Rehabilitation of National Prisoners										
Inmates Safeguarded	99.80 – 99.89 Inmates Safeguarded									
Retrieval rate	50-74% Retrieval Rate (CY)									
No. of months on retrieval	Over 6 to 7 months retrieval conducted									
Peace and Order maintained	99% -99.49% Peace and Order Maintained									
Mortality	98.85 – 98.89% Mortality as to illness 1.15% Mortality as to unnatural cause									
Reduction on the morbidity rate	1% reduction on the no. of inmates afflicted with diseases (morbidity rate)									
Rehabilitation Program	65-76% Participation Rate in the Rehabilitation Programs									
Reintegration program	80-89% Reintegration program qualified inmates participation									

FUNCTIONS/ ACTIVITIES	SUCCESS INDICATORS (TARGETS + MEASURES)	ALLOTTED BUDGET	UNIT/ INDIVIDUALS ACCOUNTABLE	ACTUAL ACCOMPLISHMENTS	RATING				Weight %	Final Rating
					Q	E	T	A		
SUPPORT FUNCTIONS										
Inmates medical records	90% Inmates Medical Records maintained and updated									
Rehabilitation clearance processed	80-89% in 11-15 working days Rehabilitation clearance processed									
Reintegration Report	Monthly reintegration Report prepared and Submitted 3 working days after end of the month									
Accomplishment Report	Monthly Accomplishment Report prepared and Submitted 3 days after end of the month									
Financial Report	Submitted on 7 th to 10 th working days of the following month									
Budget utilization	90% Budget Utilization Submitted in 18-23 days after year end									
PHILGEPS Requirements posted	PhilGeps posting of procurements Activities ABC of more than 50,000									
Posting of NOA	Posting of NOA after three calendar days from issuance									
Posting of Notice to Proceed and Contract	Posting of Notice to Proceed and Contract 4-5 calendar days from issuance									
Cash Advance Liquidation	90- 94% liquidated 30 days after the intended purpose									
ARTA Frontline services requests attended	80-89% requests attended in 1 hour									
ARTA Frontline services	80-89% (Frontline services signage's in conspicuous places, directions, instructions, flowchart, person responsible, complaint desk									



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FUNCTIONS/ ACTIVITIES	SUCCESS INDICATORS (TARGETS + MEASURES)	ALLOTTED BUDGET	UNIT/ INDIVIDUALS ACCOUNTABLE	ACTUAL ACCOMPLISHMENTS	RATING				Weight %	Final Rating
					Q	E	T	A		
ARTA Improvements	Three major improvements by June 2017									
GAD Compliance-Organization Focused - based on approved GAD Plan	40- 44% of GAD PAPs implemented n in 6 mos.									
GAD Compliance – no. of employees participated	21-30% No. of employees participated (participation rate)									
GAD Compliance – GAD PAPs projects / activities / programs for clients implemented	40- 44% of GAD PAPs implemented within 6 mos.									
Submission of SPMS individual monitoring and coaching report	4 months submission of performance monitoring and coaching report (PMCI)									
Conduct of feedback session with staff recorded thru minutes of the meeting	4 months submission of feedback session with staff recorded thru minutes of the meeting									
Total Overall Rating										
Final Average Rating										
Adjectival Rating										
ASSESSED BY:					FINAL RATING BY:					
<u>NORA CORAZON T. PADIERNOS</u>			<u>MARIA CIELO O. MONSALUD</u>		<u>PCSUPT. VALFRIE G. TABIAN</u>					
PLANNING OFFICE		DATE	PMT CHAIRMAN		DATE		HEAD OF AGENCY			



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12. SRPPF

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, **PIS DANILO S. DADOR**, Head of the **SAN RAMON PRISON AND PENAL FARM**, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2018.

[Signature]
PIS DANILO S. DADOR
Head, SRPPF

Approved by: *[Signature]* **ASEC Melvin Ramon G. Buenafe CEO VI**
Office - in Charge
Bureau of Corrections

Date: _____

FUNCTIONS/ACTIVITIES	SUCCESS INDICATORS (TARGETS + MEASURES)	ALLOTTED BUDGET	UNIT/INDIVIDUALS ACCOUNTABLE	ACTUAL ACCOMPLISHMENTS	RATING				Weight %	Final Rating
					Q	E	T	A		
STRATEGIC PRIORITY										
CORE FUNCTIONS - Custody and Rehabilitation of National Prisoners										
Inmates Safeguarded	99.80 – 99.89 Inmates Safeguarded									
Retrieval rate	50-74% Retrieval Rate (CY)									
No. of months on retrieval	Over 6 to 7 months retrieval conducted									
Peace and Order maintained	99% -99.49% Peace and Order Maintained									
Mortality	98.85 – 98.89% Mortality as to illness									
	1.15% Mortality as to unnatural cause									
Reduction on the morbidity rate	1% reduction on the no. of inmates afflicted with diseases (morbidity rate)									
Rehabilitation Program	65-76% Participation Rate in the Rehabilitation Programs									
Reintegration program	80-89% Reintegration program qualified inmates participation									

FUNCTIONS/ACTIVITIES	SUCCESS INDICATORS (TARGETS + MEASURES)	ALLOTTED BUDGET	UNIT/INDIVIDUALS ACCOUNTABLE	ACTUAL ACCOMPLISHMENTS	RATING				Weight %	Final Rating
					Q	E	T	A		
SUPPORT FUNCTIONS										
Inmates medical records	90% Inmates Medical Records maintained and updated									
Rehabilitation clearance processed	80-89% in 11-15 working days Rehabilitation clearance processed									
Reintegration Report	Monthly reintegration Report prepared and Submitted 3 working days after end of the month									
Accomplishment Report	Monthly Accomplishment Report prepared and Submitted 3 days after end of the month									
Financial Report	Submitted on 7 th to 10 th working days of the following month									
Budget utilization	90% Budget Utilization									
	Submitted in 18-23 days after year end									
PHILGEPS Requirements posted	PhilGeps posting of procurements Activities ABC of more than 50,000									
Posting of NOA	Posting of NOA after three calendar days from issuance									
Posting of Notice to Proceed and Contract	Posting of Notice to Proceed and Contract 4-5 calendar days from issuance									
Cash Advance Liquidation	90- 94% liquidated 30 days after the intended purpose									
ARTA Frontline services requests attended	80-89% requests attended in 1 hour									
ARTA Frontline services	80-89% (Frontline services signage's in conspicuous places, directions, instructions, flowchart, person responsible, complaint desk									



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FUNCTIONS/ ACTIVITIES	SUCCESS INDICATORS (TARGETS + MEASURES)	ALLOTTED BUDGET	UNIT/ INDIVIDUALS ACCOUNTABLE	ACTUAL ACCOMPLISHMENTS	RATING				Weight %	Final Rating
					Q	E	T	A		
ARTA Improvements	Three major improvements by June 2017									
GAD Compliance- Organization Focused - based on approved GAD Plan	40- 44% of GAD PAPs implemented n In 6 mos.									
GAD Compliance – no. of employees participated	21-30% No. of employees participated (participation rate)									
GAD Compliance – GAD PAPs projects / activities / programs for clients implemented	40- 44% of GAD PAPs implemented within 6 mos.									
Submission of SPMS individual monitoring and coaching report	4 months submission of performance monitoring and coaching report (PMCI)									
Conduct of feedback session with staff recorded thru minutes of the meeting	4 months submission of feedback session with staff recorded thru minutes of the meeting									
Total Overall Rating										
Final Average Rating										
Adjectival Rating										
ASSESSED BY:						FINAL RATING BY:				
<u>NORA CORAZON T. PADIERNOS</u>		<u>MARIA CIELO O. MONSALUD</u>		<u>PCSUPT. VALFRIE G. TABIAN</u>						
PLANNING OFFICE		DATE		PMT CHAIRMAN		DATE		HEAD OF AGENCY		DATE



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13. ARPDMD

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, **MARIA ELENA D. CHUA**, Head of the **Assessment, Rehabilitation Program Development and Monitoring Division (ARPDMD)**, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **January to June 2018**.

[Signature]
MARIA ELENA D. CHUA
OIC, ARPDMD

Approved by	
<i>[Signature]</i> ASEC Melvin Ramon G. Buenafe CEO VI OFFICER IN CHARGE BUREAU OF CORRECTIONS	Date

- 5 - Outstanding
- 4 - Very Satisfactory
- 3 - Satisfactory
- 2 - Unsatisfactory
- 1 - Poor

FUNCTIONS/ ACTIVITIES	SUCCESS INDICATORS (TARGETS + MEASURES)	Allotted Budget	Division/ Individuals Accountable	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
1) Peace and Order Maintained	99% - 99.49%								
2) 100% of admissions oriented, diagnosed and classified w/in 60 days	100% in 60 days								
3) 100% of admissions transferred to prison camps after 60 days	100% transferred after 60 days								
4) RDC Inmate Workforce Transferred (first in, first out)	90-94% inmates transferred (admission record from 2002-2011)								

5) Rehab., Transformational Programs (improved and enhanced)	80-89%								
6) Conduct of Monitoring, assessment activities of Inmate Rehabilitation	80-89% monitored/ assessed after 10 mos.								
7) Submitted Evaluation/ Assessment Report	Monitoring and Evaluation Report submitted 7 working days after assessment								
8) Submission of SPMS Individual Monitoring and Coaching Report	4 months submission of performance monitoring and coaching reports								
9) Conduct of Feedback session with staff recorded thru Minutes of the Meeting or Journal	4 months submission of minutes of meeting								

Total Overall Rating

Final Average Rating

Adjectival Rating

Assessed by:		Final Rating by:		Date
NORA CORAZON T. PADIERNOS	Date	MARIA CIELO O. MONSALUD	Date	
Planning Office		PMT	PCSUPT. VALFRIE G. TABIAN	
			Head of Agency	

Legend: 1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average