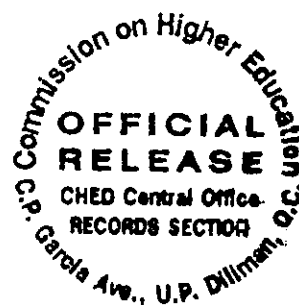




Republic of the Philippines  
OFFICE OF THE PRESIDENT  
**COMMISSION ON HIGHER EDUCATION**



CHED MEMORANDUM ORDER  
NO. 35  
SERIES OF 2012

**SUBJECT : SUPPLEMENTAL IMPLEMENTING GUIDELINES ON CASCADING PERFORMANCE TARGETS OF STATE UNIVERSITIES AND COLLEGES (SUCs) IN LINE WITH EXECUTIVE ORDER (EO) NO. 80 SERIES OF 2012**

Pursuant to the provisions of Executive Order No. 80 Series of 2012, the Inter-Agency Task Force (IATF) Memorandum Circular (MC) No. 2012-01 and Commission en banc Resolution Number 243-2012, CHED hereby issues these supplemental implementing guidelines on cascading performance targets (PTs) of the SUCs for FY 2012:

**1. PURPOSE**

- 1.1 To provide additional specific guidelines on the cascading of the SUC performance targets to the second level or pertinent delivery unit targets; and
- 1.2 To set the timetable for submission, review and approval.

**2. DEFINITION OF TERMS**

For the purposes of these supplemental guidelines, the terms referred to in the attached IATF-MC No. 2012-01 under its Definition of Terms shall have the following equivalents:

- 2.1 Department as the SUC;
- 2.2 Bureau as an office, college, satellite campus and /or their equivalent as determined by the SUC; and
- 2.3 Delivery unit as a division, academic/non-academic unit and/or their equivalent as determined by the SUC.

**3. PROCEDURAL GUIDELINES**

- 3.1 The SUC shall start by reviewing the major final outputs (MFOs), performance indicators, and targets as declared in the Organizational Performance Indicator Framework (OPIF) Book of Outputs for FY 2012, and the key program/project

targets agreed with CHED especially those related to the Public Higher Education Reform Roadmap.

- 3.2 The SUC shall select or prioritize the three (3) most significant performance indicators (PIs) for each of the MFOs of SUCs provided in the OPIF Book of Outputs for FY 2012 and two (2) PIs each for the Offices under "Support to Operations (STO)", Key Programs/Projects (KPP) and General Administration and Support Services (GASS).
- 3.3 The selection of PIs for the MFOs and STOs shall be guided by the list of PIs provided in Annex-A. Each SUC shall use the PIs and set targets appropriate for its level.
- 3.4 The colleges/departments chosen by the SUC to be responsible for the delivery of the MFOs and KPPs shall be identified. The SUC shall allocate among the responsible colleges/departments the FY 2012 targets corresponding to the selected or prioritized PIs which are strategic to organizational goals and which will define the performance of the SUC. These cascaded college and department targets shall be set on a quarterly or semestral basis to ensure the timeliness of service delivery where applicable.
- 3.5 In cascading the targets, consideration shall be given to the public higher education roadmap, SUC's strategic plan, budgetary allocation and number of existing employees in the colleges for FY 2012.
- 3.6 The SUC shall refer to the Forms A, A1 and B for the templates on Cascading of SUC Performance Targets and include in its submissions the MFOs, PIs and PTs of its colleges, campuses, branches and departments.

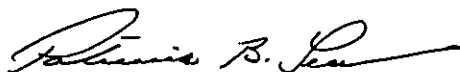
#### 4. TIMELINE

The SUCs shall submit to CHED not later than August 28, 2012 both electronic and printed copies of the accomplished Forms A, A-1 and B for endorsement to the Department of Budget and Management – Budget Management Bureau B (BMB-B) on or before August 30, 2012.

#### 5. EFFECTIVITY

This Memorandum Order shall take effect immediately.

For the Commission:



**PATRICIA B. LICUANAN, Ph.D.**  
Chairperson





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**ANNEX-A: LIST OF SUCs PERFORMANCE INDICATORS FOR FY 2012**

Performance Indicators	
<b>I. Operations</b>	
<b>1. Advanced and Higher Education Services</b>	
All levels but with different targets	<ul style="list-style-type: none"> <li>• Percentage of FTEs in mandated*/priority programs**</li> <li>• Average percentage passing in licensure in mandated/priority programs</li> <li>• Percentage of accredited programs among mandated/priority programs and relative to total</li> <li>• Percentage of graduates in the mandated/priority programs graduated within the prescribed period</li> </ul>
<b>2. Research Services</b>	
Levels I & II	<ol style="list-style-type: none"> <li>1. Number of research-based teaching materials, analyses/essays/papers</li> <li>2. Number of research outputs presented locally (within institution)</li> </ol>
Levels III & IV	<ol style="list-style-type: none"> <li>1. Number of outputs presented in regional/national/international fora / conferences</li> <li>2. Number of outputs published in CHED accredited journals /internationally indexed journals</li> <li>3. Number of research outputs patented / copyrighted</li> <li>4. Ratio of R&amp;D outputs to total number of full time graduate program faculty</li> </ol>
All levels	<ul style="list-style-type: none"> <li>• Percentage of research projects conducted and completed on schedule</li> </ul>
<b>3. Extension Services</b>	
	<ul style="list-style-type: none"> <li>• Number of person-days trained (man-hour) weighted by length of training</li> <li>• Number of IEC materials/techno guides developed/used</li> <li>• Number of beneficiaries served</li> <li>• Number of LGUs/communities/other clientele assisted</li> <li>• Number of technologies transferred/adopted</li> <li>• Number of training and extension activities assessed as very good to excellent/relevant or useful!</li> <li>• Number of training/extension activities conducted on schedule</li> </ul>
<b>4. Hospital Services</b>	
	<ul style="list-style-type: none"> <li>• Number of patients treated/admitted</li> <li>• Number of in-patient days</li> <li>• Number of out-patient visits</li> <li>• Accreditation of DOH and Philhealth</li> <li>• Promptness of medical services ***</li> </ul>
<b>II. Support to Operations (STO)</b>	
	<ul style="list-style-type: none"> <li>• Percentage of poor/disadvantaged students served by support services for non-academic needs</li> <li>• Personnel development and welfare support: number of personnel enabled to pursue studies/training and provided other support services</li> <li>• Number of students / personnel provided with non-academic related services (e.g. Library Services, Medical/Dental Services, Guidance Services, ICT Services, etc.)</li> </ul>
<b>III. General Administration and Support Services (GASS)</b>	
	<ul style="list-style-type: none"> <li>• Percentage of internally generated income to total operating budget /cost</li> <li>• Cost/Amount of infrastructure projects and other physical facilities funded out of internally generated income</li> </ul>

\* specified in charter

\*\* programs that are needed for regional and national development, aligned with the institution's vision, do not duplicate course offerings of other HEIs within the SUC's service area and do not crowd out private sector provision

\*\*\* may be based on Report Card Survey (RCS)

