



OTP MONITORING FORM Year: 2021

(1)										(11)	(12)	(13)				(17)	(18)
Metrics (Based on Strat Plan)	Action Plan in OTP		Issue based on SWOT		Associated Risk (refer to ROAM)		Last year Monitoring			Target Date of Imple- mentation	Actual Date of Imple- mentation	Monitorin g Date	During Monitoring			Effectiven ess of Action Plan	Recommendation
	(2) Code	(3) Description	(4) Code	(5) Description	(6) Code	(7) Description	(8) Target	(9) Accomplis hment	(10) Percent Accomplish- ment				(14) Target	(15) Accompli shment	(16) Percent Accomplish- ment		
Number of renovated /upgraded office areas for faculty and staff (Under Upgrade learning Facilities of Goal 6)	ODAS/ OHRA- 21-APR1	Request for a bigger storage area to accommodate records turned over for disposition	ODAS/ OHRA- 21-W1	Lacking storage area of disposable documents from other units for classificatio n & possible disposal	ODAS/ OHRA- 21-W1- R1	Loss of documents before it is being officially and legally disposed	Communic ated with the PPO Director and Foreman on the request for the expansion of a bigger storage area	Head of the Records Office was informed that request is on-hold due to rationalizat ion of offices	50%	1st quarter of 2021	March, 2021	November 25, 2021	1 request	1 request	100%	Effective	Contingency Plan: Maximize storage space in the office to accommodate records for disposition
	ODAS/O HRA-21- APR3	Request for additional manpower who can assist in the classification of records for disposition	ODAS/ OHRA- 21-W3; ODAS/ OHRA- 21-W10	Lacking personnel to handle the records manageme nt function and disposal of records Lacking manpower to gather additional archival documents	ODAS/ OHRA- 21-W3- R3	Delay in the classification of disposable records and other functions	Coordinat e with NAPB members to hire additional staff to assist in the disposition of records	Coordinat ed with NAPB members to request for additional manpower	50%	2nd quarter of 2021	April, 2021	November 25, 2021	50%	Requeste d for additional manpow er to assist in the classifica tion of records and during disposal	60%	Moderate ly Effective	To follow-up request
	ODAS/O HRA-21- APR5	Observe and implement guidelines on	ODAS/ OHRA- 21-W5	No disclaimer provision for	ODAS/ OHRA-	Administrativ e and criminal sanctions due	Follow the Approved FOI	Observed and followed	100%	2nd quarter of 2021	April, 2021	November 25, 2021	Coordin ate the revision	Constantl y coordinat	90%	Effective	Frequent coordination on the approval of

		request for information		the released documents as to its allowable usage	21-W5-R5	to Violation of Data Privacy Act (DPA)	Manual and the ISO Approved PM-REC-02	the Approved FOI Manual and the ISO Approved PM-REC-02					of FOI Manual	ed with OIC ODAS Director on the approval of revision of FOI Manual			the revised FOI Manual
Competent IT personnel hired, retained and retrained (Under Responsive management information system of Goal 5)	ODAS/OHRA-21-APR10	Request for regular position of an IT personnel for continuous implementation of e-Records Management System	ODAS/OHRA-21-W8	Lack of IT manpower to fast-track digitizing and uploading of HR data into the completed HRMIS system and to maintain the system	ODAS/OHRA-21-W8-R8	Delays the full automation of e-Records Management System	Include in the OHRA's WFP the request to hire IT personnel; Coordinate with HRMIS for the maintenance of existing database	Coordinate with HRMIS for the maintenance of existing database	100%	2nd quarter of 2021	April, 2021 (Constant coordination with HRMIS Staff and Programmers for technical concerns)	November 25, 2021	1 request	1 request	80%	Effective	Constantly coordinate with HRMIS technical staff for technical concerns

Note: This form is to be accomplished by the Academic and Administrative Units, it will be reviewed by the respective College Deans or Center Director

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Date: December 1, 2021

Reviewed by:

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OIC Director
Office of the Director of Administrative Services

Date: December 2, 2021