


OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **MARIA ROBERTA S. MIRAFLORES**, Office of the Head of **Records and Archives (OHRA)** commits to deliver and agree to be rated on the attainment of the following target in accordance with the indicated measures for the period **July-December, 2021**.

Approved:


MARIA ROBERTA S. MIRAFLORES
 Head, OHRA

22-01

RYSAN C. GUINOCOR
 OIC Director, ODAS

Appointment/Status	Position Title	Number
Head of Office	Administrative Officer II	1
Regular Staff	Administrative Aide VI	1
	Administrative Aide II	1
	Guesthouse Caretaker	1
Casual	Administrative Aide III	1
Job Order	Administrative Aide III	1
	TOTAL	6

Rating Equivalents:

5 - Outstanding

4 - Very Satisfactory

3- Satisfactory

2- Fair

1 - Poor

MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 5: SUPPORT TO OPERATIONS									
VPAF STO 1: ISO aligned management and administrative support services									
ODAS STO 1: ISO 9001:2015 aligned documents and compliant processes									
OHRA STO 1: ISO 9001:2015 aligned documents and compliant processes	PI 1: Percentage of clients served rated the services received at least very satisfactory or higher	All OHRA Staff	95% of clients rated services as very satisfactory or higher	95% of clients rated services as very satisfactory or higher	5	5	5	5.00	
	PI. 2 Number of quality procedures revised/updated and registered at QAC	MS Miraflor GM Espinosa JS Posas	One (1) quality procedure and form revised and registered	One (1) quality procedure and form revised and registered	5	5	5	5.00	QP on Request for Information/ Record