

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARIA ROBERTA S. MIRAFLOR**, of the **Office of the Director for Administrative Services (ODAS)** and **Office of the Vice President for Administration & Finance (OVPAF)** commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July to December 31, 2021.

Approved:

MARIA ROBERTA S. MIRAFLOR

Ratee

RYSAN C. GUINOCOR

Immediate Supervisor

MFO & PAPs	Success Indicators	Tasks Assigned	Percentage of Accomplishment as of Dec. 31, 2021		Percent Accomplishment	Rating				Remarks
			Target	Actual		Q ¹	E ²	T ³	A ⁴	
UMFO 5: SUPPORT TO OPERATIONS										
VPAF STO1: ISO 9001:2015 aligned documents										
ODAS STO1: ISO aligned Personnel Records Development & Management Services										
OHRA STO1: Effective Office Management	PI 1: Percentage implementation of filing and digitizing documents for uploading to the e-Records system	Supervises the staff in the implementation of effective file management	100% accomplishment	100% accomplishment	100%	5	5	5	5.00	
ODAS STO2: ISO aligned Records and Archives Services Management										
OHRA STO2: Records and Archives Management	PI 2: Number of new archival documents gathered and displayed	Gathers new evidences and documents for display at the Archives Center	2 new display materials	1 new display material	50%	5	5	4	4.67	
	PI 3. Percentage implementation of ISO aligned Records and Archives Services	Facilitates Records Office Staff on ISO matters	100%	100%	100%	5	5	5	5.00	
		Reviews and endorses requested records and forms from agency staff and external clients	100%	100%	100%	5	5	5	5.00	
		Attends to meetings and orientations on Records Management	100%	100%	100%	5	5	5	5.00	
	PI 4: Percentage implementation on the updating of the agency RDS	Encodes and monitors agency Records Disposition Schedule (RDS) for updating purposes	90%	90%	100%	5	5	4	4.67	
ODAS STO3: FOI aligned frontline services										
OHRA STO3: FOI aligned frontline services	PI 5: Percentage and compliance of reporting requirements in accordance with FOI Manual	Prepares and submits FOI reports before the deadline	3 FOI reports	3 FOI reports	100%	5	5	5	5.00	Agency Inventory, Registry and Summary
UMFO 6: GENERAL ADMINISTRATION SUPPORT SERVICE										
VPAF GASS 1: Human Resource Management and Development										
ODAS GASS 1. Administrative and Support Services Management										