



**OPCR MONITORING FORM**  
Accomplishment for the period of January-November 2021

Office of the VP for Administration and Finance				CENTERS/INSTITUTES/OFFICES/COLLEGES UNDER ODAS								
							OP/VP Office			Office 1		
(1)	(2)	(3)	(4)	(5) Target	(6) Actual Accomplishment	(7) % Accomplishment	(8) Target	(9) Actual Accomplishment	(10) % Accomplishment	(11) Target	(12) Actual Accomplishment	(13) % Accomplishment
UMFO No.	MFO Description	Success Indicator (SI)	Metrics in the Strat Plan? Yes/No									
UMFO 1:	Advanced Education Services											
UMFO 2:	Higher Education Services											
UMFO 3:	Research Innovation Services											
UMFO 4:	Extension Services											
UMFO 5:	Support to Operations (STO)											
	VPAF STO1: ISO aligned management and administrative support system											
	ODAS STO 1: ISO 9001:2015 aligned documents and compliant processes											
	OHRA STO 1.1: ISO 9001:2015 aligned documents and compliant processes											
	PI 1. Percentage of clients served rated the services received at least very satisfactory or higher			95% of clients rated services as very satisfactory or higher	99% of clients rated services as very satisfactory or higher	104%						
	PI 2. Number of Reports submitted to NAP and FOI			5 required reports submitted to NAP during disposition of records and 3 required reports to FOI every quarter	5 required reports submitted to NAP during disposition of records and 3 required reports to FOI every quarter	100%						
	PI 3. Percentage digitizing and uploading of memos, circulars and personal records to the e-Records System			90% digitizing and uploading of memos, circulars and personal records to the e-Records System	95% digitizing and uploading of memos, circulars and personal records to the e-Records System	106%						

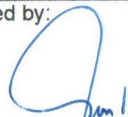
PI 4. Percentage of ISO evidences compliant with existing quality procedures kept intact and readily available to Auditor		100% ISO compliant evidences readily available	100% ISO compliant evidences readily available	100%						
PI 5. Number of quality procedures prepared/revised		3 quality procedures prepared/revised	3 quality procedures prepared/revised	100%						
<b>VPAF STO2: Freedom of Information (FOI) aligned compliance and reporting requirements</b>										
<b>ODAS STO 2. FOI aligned frontline services</b>										
<b>OHRA STO 2: FOI aligned frontline services</b>										
PI 6. Percentage compliance of reporting requirements in accordance with FOI Manual		100% submission of the 3 required reports: FOI Inventory, FOI Registry & FOI Summary	100% submission of the 3 required reports: FOI Inventory, FOI Registry & FOI Summary	100%						
<b>VPAF STO3: ARTA aligned compliance and reporting requirements</b>										
<b>ODAS STO 3: ARTA aligned frontline services</b>										
<b>OHRA STO 3: ARTA aligned frontline services</b>										
PI 7: Efficient & customer friendly frontline service		Zero percent complaint from clients served	Zero percent complaint from clients served	100%						
<b>VPAF STO4: Innovations &amp; Best Practices</b>										
<b>ODAS STO 4: Innovations &amp; new Best Practices Development Services</b>										
<b>OHRA STO 4: Innovations &amp; new Best Practices</b>										
PI 8: Number of new systems/innovations/proposals introduced and implemented		3 approved Quality Procedure; 2 approved forms	3 approved Quality Procedure; 2 approved forms	100%						
PI 9: Percent implementation of best practices		100% Requests for Information/Documents	100% implemented; Sending of letter reply to requestors on their requests of personal and sensitive personal information of some employees without consent from the data subject	100%						
PI 10: Percentage operationalization of HR Management Information System (HRMIS)		100% operationalization of e-Records system	100% operationalization of e-Records system	100%						
<b>UFMO 6: General Administration and Support Services</b>										
<b>VPAF GASS 1: Human Resource Management and Development</b>										
<b>ODAS GASS 1. Administrative and Support Services Management</b>										
<b>OHRA GASS 1: Administrative and Support Services</b>										
<b>VPAF GASS 1: Administrative and Support Services Management</b>										
Percentage of clients/personnel supervised for efficient office management and maintenance of rooms, facilities and documents		100% of clients being supervised	100% of clients being supervised	100%						



PI 11. Number of administrative services/documents acted within time frame		5,500 communications and other documents systematically filed and acted within time frame	8,957 communications and other documents acted within time frame	163%						
PI 10. Number of linkages with external agencies maintained		6 agencies (NAP Central Office, NAP-RAN Cebu, Baybay Postal Office, VSU Postal Office, PMO-FOI, NPC-DPA)	6 agencies (NAP Central Office, NAP-RAN Cebu, Baybay Postal Office, VSU Postal Office, PMO-FOI, NPC-DPA)	100%						
PI 11: Number of committee assignments served/functions performed		7 Committees (RMIC, SDAC, BAC TWG, PMT, OSH, VSU Awards Committee, AdHOC Comm on e-Signatures)	7 Committees (RMIC, SDAC, BAC TWG, PMT, OSH, VSU Awards Committee, AdHOC Comm on e-Signatures)	100%						
PI 12: Number of staff meetings presided and counselling sessions conducted		3 meetings; monthly mentoring and coaching sessions	5 meetings conducted; regular mentoring and coaching sessions	167%						
<b>ODAS/HRM GASS 5: Records and Archives Services Management</b>										
<b>OHRA GASS 2: Records and Archives Services</b>										
PI 13: Percentage of documents and records received systematically filed in their 201 filed within the day of receipt		100% HR documents filed within the day	100% HR documents filed within the day	100%						
PI 14: Number of requests for authentication of records/ documents served		250 records/documents requested	400 records/documents requested for authentication	160%						
PI 15: Number of new archival documents gathered and displayed at the Archives Center		3 display materials	3 display materials displayed	100%						
PI 16: Number of memos/ circulars and other issuances delivered to different staff/offices concerned within the day of receipt		3,650 documents	5,340 copies of OP memos/circulars and other issuances delivered to concerned staff/offices	146%						
PI 17: Number mails delivered to/from Post Office and delivered official mails to faculty and staff concerned received from Post Office		300 mails	443 mails dispatched to Post Office and 1,863 mails received from Post Office and delivered to office/staff concerned	148%						
PI 18: Number of requests to dispose of records secured from National Archives of the Philippines (NAP)		1 approval to dispose	1 approved request to dispose records from NAP-RAN Cebu but no actual disposition done due to pandemic	100%						
<b>VPAF GASS 2: Human Resource Management and Development</b>										
<b>ODAS GASS 7: PRIME-HRM compliant Recruitment, Selection &amp; Placement</b>										
<b>OHRA GASS 7: PRIME-HRM compliant Recruitment, Selection &amp; Placement</b>										

PI 19: Number of appointments processed and Reports of Appointments Issued (RAI) submitted to CSC with zero invalidation and JO contracts reviewed		300 copies	470 copies appointments processed	156%						
<b>ODAS GASS 8: PRIME-HRM compliant Performance Management services</b>										
<b>OHRA GASS 8: PRIME-HRM compliant Performance Management services</b>										
PI 20: Percentage of IPCR with outstanding ratings retrieved/scanned/reproduced for submission to PMT		100% accomplishment	100% accomplishment	100%						
<b>% Accomplishment Average</b>										

Prepared by:



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Date: December 1, 2021

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