

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **MARIA ROBERTA S. MIRAFLORES**, Office of the Head of the 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 **January - December, 2022**.

  
**MARIA ROBERTA S. MIRAFLORES**  
 Head, OHRA

Approved:

**RYSAN C. GUINOCOR**  
 OIC Director, ODAS

Appointment/Status	Position Title	Number
Head	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 <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
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 1.1: 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 RAO Staff	95% of clients rated services as very satisfactory or higher					0.00	
	PI. 2 Number of quality procedures revised/updated and registered at QAC	MS Miraflores, dDRC, Alternate dDRC	one (1) quality procedures revised and registered					0.00	
	PI. 3 Percentage implementation of all administrative and HR processes in accordance with existing approved quality procedures	All OHRA Staff	100% processes implemented according to QP					0.00	Zero NC during external audit
	PI. 4 Number of Reports submitted to NAP	MS Miraflores, GM Espinosa	5 required reports submitted to NAP during disposition of records					0.00	

[illegible]



MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
ODAS GASS 1. Administrative and Support Services Management									
OHRA GASS 1: Administrative and Support Services	PI 14. Number of administrative services/documents acted within time frame	All OHRA Staff	2,000 communications and other documents systematically filed and acted within time frame					0.00	
	PI 15: Number of linkages with external agencies maintained	All OHRA Staff	6 agencies (NAP Central Office, NAP-RAN Cebu, Baybay Postal Office, VSU Postal Office, PMO-FOI, NPC-DPA)					0.00	
	PI 16: Number of committee assignments served/functions performed	MS Miraflor, GM Espinosa	7 Committees (RMIC, SDAC, BAC TWG, PMT, OSH, VSU Awards Committee, AdHOC Comm on e-Signatures)					0.00	4 committees: (MS Miraflor: SIAC-HAP, SDAC, BAC- TWG, RMIC) and (GM Espinosa: BAC- TWG, RMIC)
	PI 17: Number of staff meetings presided and counselling sessions conducted	MS Miraflor	1 meeting per month; monthly mentoring and coaching sessions					0.00	
ODAS GASS 5: Records and Archives Services Management									
OHRA GASS 2: Records and Archives Sevices	PI 18: Percentage of documents and records received systematically filed in their 201 filed within the day of receipt	All OHRA Staff	100% HR documents filed within the day					0.00	
	PI 19: Number of requests for authentication of records/ documents served	All OHRA Staff	125 records/documents requested					0.00	
	PI 20: Number of new archival documents gathered and displayed at the Archives Center	All OHRA Staff	3 display materials					0.00	
	PI 21: Number of memos/ circulars and other issuances delivered to different staff/offices concerned within the day of receipt	MS Miraflor AP Bagarinao	3,500 documents					0.00	
	PI 22: Number mails delivered to/from Post Office and delivered official mails to facutly and staff concerned received from Post Office	All OHRA Staff	250 mails dispatched to Post Office and 1,000 mails received from Post Office and delivered to office/staff concerned					0.00	Due to pandemic, the mode of communications were already through the net
	PI 23: Percentage of payment slips delivered monthly to different offices/staff concerned	MS Miraflor AP Bagarinao	100%						

MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	PI 24: Number of request to dispose of records secured from National Archives of the Philippines (NAP)	MS Miraflor GM Espinosa VC Acilo JS Posas	1 approval to dispose					0.00	Actual disposition of records was not pushed through due to pandemic
<b>VPAF GASS 2: Human Resource Management and Development</b>									
<b>ODAS/HRM GASS 7: PRIME-HRM compliant Recruitment, Selection &amp; Placement</b>									
<b>OHRA GASS 7: PRIME-HRM compliant Recruitment, Selection &amp; Placement</b>	PI 25: Number of appointments processed and Reports of Appointments Issued (RAI) submitted to CSC with zero invalidation and JO contracts reviewed	All OHRA Staff	100 copies					0.00	
<b>ODAS/HRM GASS 8: PRIME-HRM compliant Performance Management services</b>									
<b>OHRA GASS 8: PRIME-HRM compliant Performance Management services</b>	PI 26: Percentage of IPCR with outstanding ratings retrieved/scanned/reproduced for submission to PMT	MS Miraflor GM Espinosa VC Acilo JB Posas	100% accomplishment					0.00	
		Total Over-all Rating						<b>0.0</b>	
		Average Rating						<b>0.00</b>	
		Adjectival Rating							

Received by:

Calibrated by:

Recommending approval:

Approved by:

**DANIEL LESLIE S. TAN**

Director, Planning and Monitoring Office

Date: \_\_\_\_\_

**DANIEL LESLIE S. TAN**

Chairman, PMT

Date: \_\_\_\_\_

**DANIEL LESLIE S. TAN**

Vice President for Administration & Finance

Date: \_\_\_\_\_

**EDGARDO E. TULIN**

University President

Date: \_\_\_\_\_

- 1- Quality
- 2 - Efficiency
- 3 - Timeliness
- 4 - Average