OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, MARIA ROBERTA S. MIRAFLOR, 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.

Approved:

MARIA ROBERTA S. MIRAFLOR

Head, OHRA

OIC Director, ODAS

Appointment/Sta	atus 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	

			Persons			Rating				
MFOs/PAPs	Success Indicators	Responsible	Target	Actual Accomplishments	Q ¹	E ²	T ³	A ⁴	Remarks	
UMFO 5: SUPPORT	TO OPERATIONS									
VPAF STO 1: ISO al	igned management and administrat	ive support services								
ODAS STO 1: ISO 96	001:2015 aligned documents and co	empliant processes								
ISO 9001:2015	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 Miraflor, 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 Miraflor, GM Espinosa	5 required reports submitted to NAP during disposition of records					0.00		

		Persons			Rating				
MFOs/PAPs	Success Indicators	Responsible	Target	Actual Accomplishments	Q ¹	E ²	T ³	A ⁴	Remarks
	PI. 5 Percentage digitizing and uploading of memos, circulars and personal records to the eRecords System	MS Miraflor GM Espinosa VC Acilo JS Posas	85% digitizing and uploading of memos, circulars and personal records to the eRecords System					0.00	
	PI.6 Percentage of ISO evidences compliant with existing ODAS/HRM quality procedures kept intact and readily available to Auditor	All OHRA Staff	100% ISO compliant evidences readily available					0.00	
VPAF STO 2: FREE	DOM OF INFORMATION (FOI) ALIGN	IED COMPLIANCE A	ND REPORTING REQUIREMENT	rs					
DDAS STO 2. FOI al	igned frontline services								
OHRA STO 2: FOI aligned frontline services	PI 7: Percentage compliance of reporting requirements in accordance with FOI Manual		100% submission of the 3 required reports annually: FOI Inventory, FOI Registry & FOI Summary					0.00	
	PI 8. Percentage of online request responded thru eFOI portal	MS Miraflor	90% of online requests					0.00	
VPAF STO3: ARTA	ALIGNED COMPLIANCE AND REPO	RTING REQUIREME	NTS						
DDAS STO 3: ARTA	aligned frontline services								
OHRA STO 3: ARTA aligned frontline services	PI 9: Efficient & customer friendly frontline service	All OHRA Staff	Zero percent complaint from clients served					0.00	Note: Please refer to customer satisfaction survey result from QAC
VPAF STO4: INNOV	ATIONS & BEST PRACTICES								
DDAS STO 4: Innov	ations & new Best Practices Develo	pment Services							
OHRA STO 4: Innovations & new Best Practices	PI 10: Number of new systems/innovations/proposals introduced and implemented	All OHRA Staff	3 approved Quality Procedure; 2 approved forms					0.00	
	Manual and revised existing manual prepared	RC Guinocor MS Miraflor	1 Operations manual					0.00	Operations Manual for OHRA
	PI 13: Percent implementation of best practices	Posas	Utilization of Network Access Server (NAS) and Google drive for back up storage of scanned documents and other office files					0.00	
			Takes charge in forwarding the request form to the Decision Maker instead of the requestor					0.00	
			100% Requests for Information/Documents					0.00	Sending of letter reply to requestors the requests of personal and sensitiversonal information of some employees without consent from the data subject

	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Rating				
MFOs/PAPs					Q ¹	E ²	T ³	A ⁴	Remarks
ODAS GASS 1. Adn	ninistrative and Support Services M	anagement							
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: Red	cords and Archives Services Manag	ement							
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%						

	Success Indicators	Persons Target		Actual Accomplishments	Rating				
MFOs/PAPs			Target		Q ¹	E ²	T ³	A ⁴	Remarks
	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
VPAF GASS 2: Hum	nan Resource Management and Deve	elopment							
ODAS/HRM GASS 7	: PRIME-HRM compliant Recruitme	nt, Selection & Place	ement						
OHRA GASS 7: PRIME-HRM compliant Recruitment, Selection & Placement	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	
ODAS/HRM GASS 8	: PRIME-HRM compliant Performar	nce Management ser	vices						
OHRA GASS 8: PRIME-HRM compliant Performance Management services	retrieved/scanned/reproduced for	MS Miraflor GM Espinosa VC Acilo JB Posas	100% accomplishment					0.00	
		Total Over-all Rating						0.0	
		Average Rating						0.00	
		Adjectival Rating							

Received by:	Calibrated by:	Recommending approval:	Approved by:
DANIEL LESLIE S. TAN	DANIEL LESLIE S. TAN	DANIEL LESLIE S. TAN	EDGARDO E. TULIN
Director, Planning and Monitoring Office	Chairman, PMT	Vice President for Administration & Finance	University President
Date:	Date:	Date:	Date:

- 1- Quality
- 2 Efficiency

- 3 Timeliness
- 4 Average