



OPERATIONAL PLAN MONITORING FORM

| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) |
|---|-----------------------------------|--|--------------------------|--|---|---|---|
| Quality Objective (OTP Objective) | Code (Objective Indicators) | Indicators (OTP Quality Objective) | Code (Action Plan) | OTP Action Plan | Percent Completion of the Action Plan (Max 100%) | Percent attainment of the Quality Objective (Average completion of the action plan 100%) | Task/Action* |
| To safeguard and protect permanent and current records | B.1 | Percentage of permanent and current records kept annually | ODAS/OHRA-21-APR1 | Request for a bigger storage area to accommodate records turned over for disposition | 100% | 90% | Maintain existing controls |
| To dispose of cords as approved by the NAP | B.4 | Number of request for disposal of records approved by NAP disposal | ODAS/OHRA-21-APR3 | Request for additional manpower who can assist in the classification of records for disposition | 60% | 60% | Continue current activities for the implementation of the action plan |
| | | Number of actual disposal of records as approved by NAP | | | | | |
| To cater requests on documents in compliance to Data Privacy Act and Freedom of Information | B.5 | Percentage of compliance of reporting requirements in accordance with FOI Manual | ODAS/OHRA-21-APR5 | Observe and implement guidelines on request for information and create a disclaimer provision for the released documents | 90% | 90% | Maintain existing controls |
| | | Number of internal policies to implement the DPA and FOI Law | | | | | |

*refer GL-VPR-01 for the measure of effectiveness of the actions to minimize/eliminate risk

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