

6pt/16735
10/17


OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

"Exhibit A"

I, Asteria A. Sevilla, Officer-in-Charge of the Records Office & Archives Center (ROAC) 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 - June 2018.

Approved:


ASTERIA A. SEVILLA
OIC, Records Office & Archives Center


LOURDES B. CANO
Director, ODAHRD

Appointment/Status	Position Title	Number
OIC Head	Admin. Officer III	1
Regular Staff	Admin. Aide VI	1
	Admin. Aide II	1
	Guesthouse Caretaker	1
Casual	Admin. Aide III	1
Job Order	Admin. 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 Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 6: GENERAL ADMINISTRATIVE AND SUPPORT SERVICES									
OVPAF MFO 2: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT									
ODAHRD MFO I: Administrative and Support Services Management									
ROAC MFO 1. Efficient office and files management	PI 1: Efficient and customer friendly frontline services	All Records Office Staff	Zero complaint from clients served	No valid complaint	5	5	5	5	
	PI 2: No. of communications and other documents systematically filed a day after receipt	All Records Office Staff	5,000 docs.	7,620 docs.	5	5	4	4.66	
	PI 3: No. of records reference services served per Request for Records	A.Sevilla, G.Espinosa, V.Acilo	100 Requests for Records filed/400 records retrieved/ reproduced	138 requests/681 records retrieved and reproduced	5	5	5	5	
	PI 4: No. of attendance monitoring in different admin. offices/units daily including University-wide activities and flag raising ceremonies in Admin. Bldg.	All Records Office Staff	24 Admin. Offices monitored daily except on Mondays due to monitoring of Flag Ceremonies at Admin. Bldg. every Monday	24 Admin. Offices monitored daily except on Mondays, Flag ceremonies at Admin. Bldg.monitored on Mondays and 1 university-wide activity (Women's Month Celebration)	5	5	4	4.66	
ROAC MFO 2: No. of messengerial services provided	PI 5: No. of documents delivered to different units and mails dispatched to Post Office within the day of receipt	All Records Office Staff	5,000 docs delivered to recipient and 4,000 mails dispatched to Post office	7,850 docs. Delivered/6,091 mails dispatched to Post Office	5	5	4	4.66	

ROAC MFO 3: No. of approved disposal of records secured	PI 6: No. of request to dispose of records secured from National Archives of the Philippines (NAP)	All Records Office Staff	1 approved request	1 approved request	5	5	5	5	
ROAC MFO 4: No. of personnel directly supervised	PI 7: No. of personnel directly supervised	A. Sevilla	3 regular, 1 casual, 1 J.O.	3 regular, 1 casual, 1 J.O.	5	5	5	5	
ROAC MFO 5: No. of linkages with external agencies maintained	PI 8: No. of linkages with government agencies maintained	All Records Office Staff	5 agencies (NAP Manila, NAP Cebu, Baybay Postal Office, VSU Postal Office, COA)	5 agencies	5	5	5	5	
ROAC MFO 6: No. of adhoc committee assignments performed	PI 9: Membership in adhoc committees performed	A. Sevilla A. Bagarinao	SIAC, VASC, Honors & Awards Comm, QMS, RMIC, 2 Investigating Committees	5 adhoc committees, 4 Investigating committees	5	5	5	5	

ODAHRD MFO 2: Compliance of existing HRM practices to PRIME-HRM Standards - Level 2 Maturity Status

ROAC MFO 7: Percentage implementation of learning and development policies for faculty and staff facilitated and monitored	PI 10: Percentage of requests for scholarships/attendance to trainings screened and indorsed based on policies	A. Sevilla VASC	95% of requests for scholarships/attendance to trainings screened by the VSU Admin. Scholarship Committee	95% of requests for scholarships/attendance to trainings screened by the VSU Admin. Scholarship Committee	5	5	5	5	5% are direct orders to attend from the Office of the President
ROAC MFO 8: Percentage of nominees to CSC Honors & Awards Program assisted and nomination write up submitted on or before deadline	PI 13: HAP nominations screened/evaluated and recommended for approval of the VSU President	A. Sevilla PRAISE Committee	100% of nominees	100% of nominees	5	5	5	5	

ODAHRD MFO 3. Compliance of existing office HRM practices compliant to 9001:2015 Standards

ROAC MFO 9: Percentage compliance to ISO 9001:2015 documentation requirement	PI 14: Percentage of Work Instructions revised, finalized and implemented.	All Records Office Staff	100% of work instructions revised, finalized and implemented	second half only				0	
ROAC MFO 10: Percentage compliance to 5S on office and documents management	PI 15: Percentage 5S compliant	All Records Office Staff	95% 5S compliant	90% 5S compliant	4	4	4	4	

ODAHRD MFO 5. Efficient database/records management compliant to ISO standards

ROAC MFO 11: Number of computer based HR records management system maintained and updated	PI 16: No. of computer based HR systems maintained & percentage of records uploaded/ updated	A. Sevilla staff	1 system/20% records uploaded	1 system/20% records uploaded	5	5	5	5	BOR Resolutions almost completely uploaded in the database
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ODAHRD MFO 6. Innovations and New Best Pratices Development Services

ROAC MFO 12: No. of new HR systems/best practices/ innovations introduced and implemented	PI 17: No. of new HR systems endorsed to higher bodies	A. Sevilla VASC	1 HR system	second half only				0	Mentoring System for Admin. Staff (for submission to UADCO)
ROAC No. 13. No. of manualized PRIME-HRM evidences/documents duly packaged and submitted to CSC	PI 18. No. of manualized PRIME-HRM packaged	A. Sevilla JO Staff	1 PRIME-HRM documents manual (R&R)	1 bound PRIME-HRM Manual)	5	5	5	5	
ROAC MFO 14: Number of operations manual per office prepared	PI 19: No. of simplified office manual prepared and submitted	A. Sevilla	1 operations manual (Records Management)	second half only				0	
ROAC MFO 15: No. of new accreditation/ archival documents gathered and displayed at Archives/ Accreditation Centers	PI 20: Accreditation and Archives Center management	All Records Office Staff	8 new display materials	10 (5 new display materials at the Accreditation Center and 5 at the Archives Center)	5	5	5	5	
ROAC MFO 16: Percentage updating of HR evidences based latest indicators displayed at HR Accreditation Center	PI 21: Percentage required evidences per indicator under R&R gathered, bookbound and displayed at HR accreditation center	All Records Office Staff	100% of required evidences per indicator under R&R collected, bookbound, displayed	second half only				0	
ROAC MFO 17. Percentage passing to PRIME-HRM level maturity status	PI 22. Percentage of evidences ready for on site assessment	All Records Office Staff	100% of required evidences displayed and passed the Level 2 accredited status	second half only				0	
	Total Over-all Rating							72.99	
	Average Rating							4.86	
	Adjectival Rating							0	

Received by:

Calibrated by:

Recommending Approval:

Approved by:

Planning Office

REMBERTO A. PATINDOL
PMT Chair

REMBERTO A. PATINDOL
Vice President for Admin. & Finance

EDGARDO E. TULIN
President

Date: _____

Date: _____

Date: _____

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