OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, HONEY SOFIA V. COLIS, OIC-Director, Human Resource Management Office commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 1-December 31, 2023.

Approved:

HONEY SOFIA V. COLIS
Director, HRMO

11-Jul-23
Date

DANIEL LESLIE S. TAN
Vice President for Admin & Finance

Date

Appointment/Status	Position Title	Number
Director/Regular	Admin. Officer V	1
OIC Head/Regular	Edu. Program Specialist	1
OIC Head/Regular	Admin. Officer III	1
Head/Regular	Admin. Officer II	1
Regular	Admin. Officer II	1
JO	Admin. Aide III	1
	Total	6

Rating Equivalents:
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair

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1 2 JUL 2023

MFOs/PAPs	Success Indicators	Persons Responsible	Target (Jan 1-Dec 31, 2023)	Actual Accomplishments (Jan-June 2023)	Rating				Remarks
					Q^1	E^2	T^3	A^4	
UMFO 5: Support to Operations (STO)									
VPAF STO 1: ISO 9001:2015 Aligned Documents									
HRMO STO 1: ISO 9001:2015 Aligned Documents									
	PI 1. Number of quality procedures prepared/maintained that are aligned and compliant to ISO 9001:2015 standard	HRMO Director, Unit Heads and Staff	10	10	5	5	5	5	
	PI 2. Percentage compliance of HRM practices to ISO 9001:2015 standards	HRMO Director, Unit Heads and Staff	100% compliant	100% compliant	5	5	5	5	
	PI 3. Number of operations manuals/policies prepared and submitted	HRMO Director	1 (Policy on Learning Visits for Admin Staff)	2	5	5	5	5	1 post doc proposal & 1 L&D for Admin (for BOR approval)
VPAF STO 4: Innovations & Best Practices									
HRMO STO 4: Innovations & Best Practices									
	PI 1. Number of HR Information Systems continually improved and implemented	HRMO Director, Unit Heads and Staff	4	4	5	5	5	5	RSP for Admin and Faculty, PDS, eDATS

MFOs/PAPs	Success Indicators	Persons Responsible	Target (Jan 1-Dec 31, 2023)	Actual Accomplishments (Jan-June 2023)	Q[1]	E[2]	T[3]	A[4]	Remarks
	PI 2. Percentage operationalization of HRMIS on Payroll	HRMO Director, Unit Heads and Staff, ICTMC & Accounting Office	80%	87%	5	5	4	4.67	619/714 personnel salary, deductions, & benefits encoded, updated & reconciled with the old Payroll system (error & system bugs detected)
	PI 3. 100% of faculty and staff with licensure notified for renewal of PRC or Bar Identification card	HRMO Director, Unit Heads and Staff	100%	100%	5	5	5	5	OP MC No. 94, s 2023, June 14, 2023
UMFO 6: General Administrative and Support Services (GASS)									
VPAF GASS 1: Administrative and Support Services Management									
HRMO GASS 1: Administrative and Support Services Management									
	PI 1. Percentage of administrative services and financial/ administrative documents acted within time frame	HRMO Director, Unit Heads and Staff	100%	100%	5	5	5	5	Service Record - 480 Certificate of Employment- 563 Cert. of Leave W/o Pay - 98 APB Resolutions - 206 NAPB Resolutions - 193
	PI 2. Number of linkages with external agencies maintained	HRMO Director, Unit Heads and Staff	13	13	5	5	5	5	CSC RO8, CSC WLC, GSIS Maasin, GSIS Central Office, DBM RO8, COA, Ombudsman RO8, PASUC Zonal Center, PASUC National, CHED IAS, CHED RO8, PAG-IBIG Ormoc, SSS Ormoc
	PI 3. Number of offices and units directly supervised, monitored and coordinated	HRMO Director, Unit Heads and Staff	4	4	5	5	5	5	

MFOs/PAPs	Success Indicators	Persons Responsible	Target (Jan 1-Dec 31, 2023)	Actual Accomplishments (Jan-June 2023)	Q[1]	E[2]	T[3]	A[4]	Remarks
	PI 4. Number of major university committees assignment served	HRMO Director, Unit Heads and Staff	11	11	5	5	5	5	APB, NAPB, VFSC-AS, VASC, PMT, NBC 461 Local Evaluation Committee, SIAC, SALN Committee, OSH, Risk Management, GAD, and other Accreditation Committees
	PI 5. Efficient & customer-friendly frontline service	HRMO Director, Unit Heads and Staff	Zero Complaint (addressed feedback, if applicable)	Zero Complaint	5	5	5	5	
HRMO GASS 2: Efficient and effective Human Resource Management and Development									
	PI 1. Percentage compliance on PRIME-HRM Level II Standards, Policies & Practices	HRMO Director, Unit Heads and Staff	100% compliant	100% compliant	4	5	5	4.67	
HRMO GASS 2.1: Effective and efficient implementation of the Recruitment, Selection and Placement and Personnel Records System and Processes									
	PI 1. Percentage of validated and approved appointments by CSC	HRMO Director, Unit Head and Staff	100% (250/250)	100% (164/164)	5	5	5	5	
	PI 2. Number of applicable vacant positions filled-up within prescribed period	HRMO Director, Unit Head and Staff	40	65	5	5	4	4.67	
	PI 3. Number of proposals pertaining to abolition and creation of positions submitted to DBM	HRMO Director, Unit Head and Staff	2	2	5	5	5	5	
	PI 4. Number of faculty appointed for permanency	HRMO Director, Unit Head and Staff	5	12	5	5	5	5	
	PI 5. Number of JO/Parttime contracts processed	HRMO Director, Unit Head and Staff	800	829	5	5	5	5	Parttime=79 JO=750
	PI 6. Percentage of personnel service records maintained	HRMO Director, Unit Head and Staff	100% (700/700)	111%	5	5	5	5	780 regular, casual, contractual personnel
	PI 7. Number of HR eSystems of DBM/GSIS/CSC maintained and updated monthly	HRMO Director, Unit Head and Staff	4	4	5	5	5	5	
HRMO GASS 2.2: Efficient and effective implementation of the University L&D Systems and Processes									
	PI 1. No. of In-house L&D activities planned, implemented/facilitated & reports prepared	HRMO Director, Unit Head and Staff	30	16	5	5	5	5	

MFOs/PAPs	Success Indicators	Persons Responsible	Target (Jan 1-Dec 31, 2023)	Actual Accomplishments (Jan-June 2023)	Q¹	E²	T³	A⁴	Remarks
	PI 2. Percent increase VSU employees trained/developed of last year	HRMO Director, Unit Head and Staff	15% increase of last year	397	5	5	5	5	Admin-131 Faculty-266
	PI 3. Number of requests for participation to trainings/seminar-workshops/conferences/fora	HRMO Director, Unit Head and Staff	Faculty:500 Admin:200	Faculty:359 Admin:145	5	5	5	5	
	PI 4. Number of requests for sending faculty/staff for new scholarships/fellowships facilitated	HRMO Director, Unit Head and Staff	15	12	5	5	5	5	
	PI 5. Number of VSU Scholars monitored	HRMO Director, Unit Head and Staff	55	246	5	5	5	5	
	PI 6. Number of requests on sabbatical leave for faculty facilitated	HRMO Director, Unit Head and Staff	3	4	5	5	5	5	
**HRMO GASS 2.3: Efficient and effective implementation of the University Performance Management and Rewards and Recognition Systems and Processes**								
	PI 1. Percentage of received IPCRs reviewed and validated	HRMO Director, Unit Head and Staff	100% of recieved IPCRs reviewed and validated	100%	5	5	5	5	
	PI 2. Number of report of performance rating prepared and submitted to higher offices	HRMO Director, Unit Head and Staff	3	1	5	5	5	5	For July to December 2023 rating period
	PI 3. Number of evaluation of JO performance tabulated	HRMO Director, Unit Head and Staff	1,000	613	5	5	5	5	
	PI 4. Number of report on comments and recommendations for development purposes	HRMO Director, Unit Head and Staff	1	1	5	5	5	5	
	PI 5. Number of university employees awarded after rigid screening during anniversary celebrations	HRMO Director, Unit Head and Staff	50	54	5	5	5	5	
	PI 6. Number of employees given loyalty award	HRMO Director, Unit Head and Staff	70						For July to December 2023 rating period
	PI 7. Number of deserving employees nominated to CSC Honors & Awards Program and nomination documents packaged and submitted	HRMO Director, Unit Head and Staff	6	14	5	5	5	5	
	PI 8. Percentage of employees identified as top ranking and given step increment based on merit	HRMO Director, Unit Head and Staff	5%	5%	5	5	5	5	
**HRMO GASS 2.4: Efficient and Effective Implementation of the Payroll and Leave Benefits Systems and Processes**								
	PI 1. Percentage updating of employees' leave records and balances in the HRIS eDATS	HRMO Director, Unit Head and Staff	70%	70%	5	5	4	**4.67**	547/780 updates of leave balances in the HRIS & Leave Cards

MFOs/PAPs	Success Indicators	Persons Responsible	Target (Jan 1-Dec 31, 2023)	Actual Accomplishments (Jan-June 2023)	Q[1]	E[2]	T[3]	A[4]	Remarks
	PI 2. Number of terminal leave benefits processed	HRMO Director, Unit Head and Staff	15	17	5	5	5	5.00	Terminal leave of Previous years=4 2023=13
	PI 3. Number of payroll for salary and wages, honoraria, RATA, etc. processed within prescribed period	HRMO Director, Unit Head and Staff	500	361	5	5	5	5.00	
	PI 4. Number of special payroll for bonuses prepared (mid-year bonus, year-end bonus/Cash Gift, CNA, loyalty bonus, clothing allowance, PEI, SRI, Step Increment based on merit, tuition, stipend & book allowance for scholars)	HRMO Director, Unit Head and Staff	200	178	5	5	5	5.00	
	PI 5. Number of Notice of Step Increment (NOSI) and Notice of Salary Adjustment (NOSA) prepared and released	HRMO Director, Unit Head and Staff	NOSI=130 NOSA=720	NOSI=78 NOSA=733	5	5	5	5.00	
	PI 6. Percentage processing of applications for loan with GSIS	HRMO Director, Unit Head and Staff	100%	100%	5	5	5	5.00	
		Total Over-all Rating						188.7	
		Average Rating						4.96	
		Adjectival Rating							

Received by:

TONI MARC L. DARGANTES

Planning Office
Date: JUL 1 2 2023

Calibrated by:

DANIEL LESLIE S. TAN

Chairman, PMT
Date: JUL 1 4 2023.

Approved by:

EDGARDO E. TULIN

University President
Date: JUL 19, 2023

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