04/12/17
11/13

[redacted]ICE PERFORMANCE COMMITMENT & REV[redacted]V FORM (OPCR)

I, TERESITA L. QUIÑANOLA, Head of the Personnel Records and Performance Evaluation 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, 2018 to June 30, 2018.**

TERESITA L. QUIÑANOLA
Head, PRPEO

Approved:

LOURDES B. CANO
Director for Administration
and Human Resource Development

Appointment/Status	*Position Title*	*Number*
Head	Supervisng Admin. Officer	1
Regular Staff	Admin. Officer V	1
	Admin. Officer III	1
	Admin. Officer II	1
	Admin. Aide IV	2
Casual Staff	Admin. Aide III	1
Job Order	Clerk	1
GRAND TOTAL		8

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

NO.	MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Rating				Remarks
						Q[1]	E[2]	T[3]	A[4]	
UMFO 6: General Administration Support Service										
OVPAF MFO 2: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT										
ODAHRD MFO 1: Administrative and Support Services Management										
PRPEO MFO 1	**Administrative & Support Services Management**	Efficient & customer friendly frontline service	All PRPEO Staff	Zero percent complaint from clients served	No valid complaints from clients served	5	5	5	5.00	
		Number of personnel directly supervised	TLQuiñanola	7 personnel (5 Regular, 1 Casual, & 1 JO)	7 personnel (5 Regular, 1 Casual, & 1 JO)	5	5	5	5.00	
		Number of linkages with external agencies maintained	TLQuiñanola	5 (CSC Ormoc, CSC Reg., Ombudsman, GSIS, PASUC Zonal Center)	5 (CSC Ormoc, CSC Reg., Ombudsman, GSIS, PASUC Zonal Center)	5	5	5	5.00	
		No. of ad hoc committee assignments performed	TLQuiñanola CBVilbar	2 Committees: NBC461-CCE, & University Awards	2 Committees: NBC461-CCE, & Awards	5	5	5	5.00	

NO.	MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Rating				Remarks
						Q[1]	E[2]	T[3]	A[4]	
		No. of Personnel Board assisted	TLQuiñanola	2 Boards (APB and NAPB)	2 Boards (APB and NAPB)	5	5	5	5.00	
		Number of certifications and service records issued	TLQuiñanola, MEGTudtud, RCBibera, MNGravador	205 certifications, 200 service records, 400 AAO certifications, 40 service credits	321 certifications, 368 service records, 483 AAO certifications, 49 service credits	5	5	4	4.67	
		Number of Reports prepared and submitted to Ombudsman & CSC within prescribed period	TLQuiñanola, MEGTudtud	1 SALN Report	1 SALN Report	5	5	5	5.00	
		Number of authentications of HR records/documents	TLQuiñanola, CMBVilbar	200 documents	375 documents	5	5	4	4.67	
ODAHRD MFO 2:	**Compliance of existing HRM practices to PRIME-HRM STANDARDS, Level 2 maturity status**									
PRPEO MFO 2	**Efficient and effective talent sourcing and screening using approved criteria**	Number of applicant profile, and prescreened applicants for further screening by NAPB	TL Quinanola, MEGTudtud, CMBVilbar MNGravador	30 applicants profile and prescreened	60 applicants profile and prescreened	5	5	5	5.00	
		Number of comparative assessments of candidates for vacant Administrative positions prepared, reviewed, and endorsed to NAPB	TLQuiñanola MEGTudtud MNGravador	6 Comparative Assessments	7 Comparative Assessments	5	5	4	4.67	
		No. of psychological exams & skills test for new applicants and candidates for promotion coordinated/conducted	TLQuiñanola MEGTudtud MMDe la Torre	2 written Psych Test and 1 Skills Test	3 written Psych Tests	5	5	5	5.00	
		Percentage of NBC 461 Evaluation Folders of new faculty processed and submitted to APB	T. Quinanola, CMBVilbar	100% of Submitted folders	100% of Submitted folders	5	5	5	5.00	
		Number of Teaching Performance Evaluation by Students (TPES) results reviewed, summarized and endorsed to APB	TLQuiñanola MNGravador	1,000 TPES results	1,100 TPES results	5	5	5	5.00	

NO.	MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Rating				Remarks
						Q[1]	E[2]	T[3]	A[4]	
PRPEO MFO 3	**Percentage of approved recommendations to hire/promote processed within turn around time**	Percentage of approved appointments/ contracts of regular, casual, contractual, substitute and part time employees recorded/posted	TLQuiñanola MEGTudtud MMDe la Torre MNGravador CMBVilbar	100% of received approved appointments posted and recorded	100% of received approved appointments posted and recorded	5	5	4	4.67	
		Percentage of apppointments of JO workers processed, reviewed and recorded	T. Quiñanola, M. De La Torre, MNGravador	100% of received JO appointments/contracts	100% of received JO appointments/contracts	5	5	5	5.00	
PRPEO MFO 5	**Percentage of EOP compliant performance management system administered and submission of IPCRs monitored**	Percentage submission of approved IPCRs (targets and accomplishments) followed up, monitored and received	TLQuiñanola, MMDe la Torre, MNGravador	100% of approved IPCRs received	100% of approved IPCRs received	5	5	5	5.00	
		Percentage implementation of development planning of individual employees	TLQuiñanola, MMDe la Torre, MNGravador	100% calibrated and approved IPCR with ratings duly supported with Employee Development Plan	100% calibrated and approved IPCR with ratings duly supported with Employee Development Plan	5	5	5	5.00	
PRPEO MFO 6	**Implementation of rewards and recognition policies monitored, followed up and facilitated**	Percentage of IPCR ratings submitted to PMT for review to determine those qualified for PBB	TLQuiñanola, MMDe la Torre	100% of received IPCR ratings forwarded to PMT	100% of received IPCR ratings forwarded to PMT	5	5	5	5.00	
		Percentage implementation of university awards	TLQuinanola, MMDe la Torre	100% of deserving employee included as potential nominees to university award	100% of deserving employee included as potential nominees to university award	5	5	5	5.00	
PRPEO MFO 7	**Implementation of approved personnel benefits**	Percentage of CSC/DBM/GSIS/BOR Rules & Policies on leave administration & policies on employees' compensation and other benefits implemented	TLQuiñanola, MEGTudtud, MMDe la Torre, RCBibera, FGDidal, MMLao, MNGravador	100% implemented	100% implemented	5	5	4	4.67	
		Number of leave applications processed	TLQuiñanola, RCBibera, FGDidal	3,500 Leave applications	3,975 Leave applications	5	5	4	4.67	

NO.	MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Rating				Remarks
						Q[1]	E[2]	T[3]	A[4]	
		Number of Notice of Salary Adjustments prepared, reviewed, and released	TLQuiñanola MEGTudtud MNGravador	670 NOSA	734 NOSA	5	5	5	5.00	
		Number of Notice of Step Increment based on length of service prepared, reviewed, and released	TLQuiñanola MEGTudtud MNGravador	30 NOSI	49 NOSI	5	4	4	4.33	
		Number of NBC 461 folders of faculty evaluated, processed and submitted to Zonal Center	TLQuiñanola, CBVilbar	200 NBC 461 folders reviewed	324 NBC 461 folders reviewed	5	5	5	5.00	
		Number of payroll for personnel benefits prepared, reviewed and released	TLQuiñanola, MEGTudtud, MMLao, MNGravador	981 PAYROLLS: (650 regular, 6 RATA, 6 honorarium, 150 Midyear bonus, 36 scholars salary, 6 scholars' stipend, 20 Clothing Allowance, 5 terminal leave, 12 casual/contractual, 90 part-time)	1,131 PAYROLLS: (740 regular, 12 RATA, 6 honorarium, 150 Midyear bonus, 50 scholars salary, 6 scholars' stipend, 30 Clothing Allowance, 9 terminal leave, 10 monetizaton, 12 casual/contractual, 106 part-time)	5	5	5	5.00	
		Number of PACS prepared for submission to Land Bank	TLQuiñanola, MMLao, FGDidal	197 PACS	262 PACS	5	5	5	5.00	
ODAHRD MFO. 3	**Compliance of existing HRM practices compliant to ISO 9001:2015 STANDARDS**									
PRPEO MFO 8	**Compliance to ISO 9001:2015 documentation requirements**	Percentage of existing work instructions revised, finalized and fully implemented	PRPEO Staff	100% of work instructions revised, finalized and implemented	100% of work instructions revised, finalized and implemented	5	5	5	5.00	
PRPEO MFO 9	**Percentage compliance to 5S on office and documents management**	Percentage of 5S implementation in the office	PRPEO Staff	100% 5S compliant as to Office set up	100% 5S compliant as to Office set up	5	5	5	5.00	

NO.	MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Rating				Remarks
						Q[1]	E[2]	T[3]	A[4]	
ODAHRD MFO 5	**Efficient database/records management compliant to ISO standards**									
PRPEO MFO 10	**Computer based HR records management system maintained and updated**	Percentage updating of Personnel Information System for service records	TLQuiñanola, MEGTudtud,	100% PIS updated prior to issuance of Service Record	100% PIS updated prior to issuance of Service Record	5	5	5	5.00	
PRPEO MFO 11	**Innovations & new Best Practices Development Services**	Number of new HR systems designed/existing system revised & endorsed to higher offices/bodies	T. Quiñanola as Secretary of APB/NAPB	1 HR System	2 HR System	5	5	4	4.67	
PRPEO MFO 12	**Compliance to HR Accreditation**	Number of PRIME-HRM core area evidences/documents duly packaged/bookbound and submitted to CSC	PRPEO Staff	2 PRIME-HRM core areas (RSP & PMS)	2 PRIME-HRM core areas (RSP & PMS)	5	5	5	5.00	
		Percentage updating of HR evidences based on latest indicators displayed at HR accreditation center	PRPEO Staff	100% updating of required HR evidences in PRIME-HRM	100% updating of required HR evidences in PRIME-HRM	5	5	5	5.00	
Total Over-all Rating									**157.00**	
Average Rating									**4.91**	
Adjectival Rating									**Outstanding**	

Received by:

Planning Office

Date: _____

Calibrated by:

REMBERTO A. PATINDOL
Chairman, PMT

Date: _____

Recommending Approval:

REMBERTO A. PATINDOL
Vice President

Date: _____

Approved by:

EDGARDO E. TULIN
University President

Date: _____

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