Opr/780
1-31-

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, LOURDES B. CANO, Director, Office of the Director for Administration & Human Resource Development commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated following targets in accordance with the indicated measures for the period July-December 31, 2018.

APPROVED:

LOURDES B. CANO	Date	**REMBERTO A. PATINDOL**		**EDGARDO E. TULIN**
Director, ODAHRD		Chairman, PMT		University President

Appointment/Status	Position Title	Number
Head	Chief Admin. Officer	1
Regular Staff	Edu. Program Specialist	1
	Admin. Officer III	1
	Admin. Aide VI	1
	Admin. Aide IV	1
	Admin. Aide III	1
Job Order	Admin. Aide I	2
	TOTAL	8

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

NO.	MFOs/PAPs	Success Indicators	Persons Responsible	Target (July-December 2018)	Actual Accomplishments as December 31, 2018	Q¹	E²	T³	A⁴	Remarks
UMFO 6: General Administration Support Service										
OVPAF MFO 2: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT										
ODAHRD MFO 1:	**Administrative and support services Management**	**PI. 1** Efficient & customer friendly frontline service	All ODAHRD, PRPEO& RECORDS Staff	Zero percent complaint from clients served	Zero complaint from clients served	5	5	5	5	
		PI. 2 Number of administrative services and financial/ administrative documents acted within time frame	LB Cano and ODAHRD staff	3,000 of documents	6843 documents	5	5	5	5	
		PI. 3 No. of linkages with external agencies maintained	LBCano, T. Quiñanola, A. Sevilla, J. Ando	14 (CSC Ormoc, CSC Reg., DBM, PASUC Zonal Center, PASUC National, PASUC Zonal Center, OPCCB DBM, NAP, IATF, CSC Central, CHED, Ombudsman & GSIS)	14 (CSC Ormoc, CSC Reg., DBM, PASUC Zonal Center, PASUC National, PASUC Zonal Center, OPCCB DBM, NAP, IATF, CSC Central, CHED, Ombudsman & GSIS)	5	5	5	5	
		PI.4 No. of Personnel Board/Committee assignment performed	LBCano, T. Quiñanola, A.	PRPEO (2 Personnel boards & 4 Committees) ODAHRD (2 boards, 7 committees) AAS (5 committees)	PRPEO (2 Personnel boards & 4 Committees) ODAHRD (2 boards, 7 committees) Records (5 committees)	5	5	5	5	Personnel Board: APB & NAPB; Committees: VSFC-Academic, VSFC-Admin, BAC, PMT, PRAISE, UADCO & AdHoc
		PI.5 Percentage updating of e-GMIS & uploading to DBM	Pres. E. Tulin, L.B. Cano, L. Managbanag	100% monthly updating of e-GMIS and uploading to DBM	100% monthly updating of e-GMIS and uploading to DBM	5	5	5	5	(12 updatingMandatory by DBM to update and upload eGMIS monthly & eGHRS per schedule

NO.	MFOs/PAPs	Success Indicators	Persons Responsible	Target (July-December 2018)	Actual Accomplishments as December 31, 2018	Q[1]	E[2]	T[3]	A[4]	Remarks
ODAHRD MFO 2:	**Compliance of existing HRM practices to PRIME-HRM STANDARDS, Level 2 maturity status (Recruitment, Selection & Placement Services)**	**PI.6** 2018 ORAOHRA compliant Merit System prepared and approved	LB. Cano, M. F. Gayanilo, OP	2 Merit Systems (faculty & staff) revised per 2018 ORAOHRA prepared and submitted to CSC	2 Merit Systems (faculty & staff) revised per 2018 ORAOHRA prepared and submitted to CSC	5	5	5	5	2 MSP based on 2018 ORAOHRA was approved by CSC on November 12, 2018 (Note: MSPs approved during the first half was based on 2017 ORAOHRA)
		PI.7 Efficient and effective talent sourcing and screening using approved criteria	LB. Cano, T. Quinanola, J. Ando, L. Managbanag, F. Israel, CSC Western Leyte, Department Personnel Committees, VSU web team	100% of vacancies posted and 100% applications processed and applicants screened	100% of vacancies posted and 100% applications processed and applicants screened	5	5	5	5	
		PI.8 Percentage of approved recommendations to hire/promote and appointments processed within turn around time and reports submitted	LB. Cano, T. Quiñanola, L. Managbanag, F. Israel, APB/NAPB Chair, Pres. E. Tulin	100% of all approved recommendations issued with appointments; 6 Reports each (accession & separation) and 6 RAI	100% of all approved recommendations issued appointments; 6 Reports each (accession & separation) and 6 RAI and 6 Appointments Transmittal Form	5	5	5	5	Appointments processed: 175 regular, 95 casual & contractuals; __ contracts of parttime teachers
		PI.9 Effective and efficient implementation of on boarding program for new employees	LB. Cano, J. Ando, T. Quinanola, M. F. Gayaniloa, all department/office heads/VPS/Deans	2 orientations (faculty & administrative staff)	2 orientations (faculty & administrative staff)	5	5	5	5	
		PI.10 Number of orientations on RSP policies conducted	l. Cano, J. Ando, M. F. Gayanilo	20 in main campus 4 in external campuses	20 in main campus 4 in external campuses	5	5	5	5	20 series of orientation for the whole month of August and in the external campuses Alang-alang (Oct. 18); Villaba (October 12); Isabel (Nov. 6) & Tolosa (Nov. 16)
	Performance Management System services	**PI. 11** Percentage of EEOP compliant performance management system administered and submission of IPCRs monitored	LB. Cano, T. Quiñanola, M. De la Toree, J. Ando, supervisors of all levels	100% IPCR targets and ratings submission monitored and actual submission received	100% of OPCR targets & with ratings monitored and submission received	5	5	4	4.667	OPCR with accomplishments (January-June) and OPCR targets (July-December)
		PI. 12 Number of target setting workshops facilitated	l. Cano, J. Ando, M. F. Gayanilo	1 target setting workshop	1 target setting workshop	5	5	5	5	For OVPAF, OP & OVPPRGEA groups
		PI.13 Number of orientations on PM policies conducted	l. Cano, J. Ando, M. F. Gayanilo	20 in main campus 3 in external campuses	20 in main campus 4 in external campuses	5	5	5	5	
	Learning and Development Services	**PI. 14** Percentage implementation of learning and development policies for faculty and staff facilitated and monitored	L. Cano, Scholarship Committees, A. Sevilla, J. Ando, M. F. Gayanilo	95% of requests for scholarships and attendance to trainings screened by respective scholarship committees 95% of scholars monitrored and assisted	100% of request submitted to the committee were screened and acted upon	5	5	5	5	5% are direct orders to attend from the President; urgent requests are referred to committees through referendum

NO.	MFOs/PAPs	Success Indicators	Persons Responsible	Target (July-December 2018)	Actual Accomplishments as December 31, 2018	Rating				Remarks
						Q^1	E^2	T^3	A^4	
		PI.15 Number of in-house trainings conducted based on approved training design and executed, monitored and evaluated	L. Cano, T. Quinanola, A. Sevilla, J. Ando, M. F. Gayanilo, OP	6 in-house trainings facilitated	9 In-house training	5	5	5	5	
		PI.16 Number of orientations on L & D policies conducted	l. Cano, J. Ando, M. F. Gayanilo	20 in main campus 3 in external campuses	20 in main campus 4 in external campuses	5	5	5	5	
	Rewards & Recognition Services	PI. 17 Percentage implementation of approved personnel benefits	T. Quinanola, PRPEO staff	100% implemented	100% implemented	5	5	5	5	Step increment based on merit, year end bonus, CNA, PEI, loyalty bonus, monetization
		PI.18 Number of orientations on R & R policies conducted	l. Cano, J. Ando, M. F. Gayanilo	20 in main campus 3 in external campuses	20 in main campus 3 in external campuses	5	5	5	5	
ODAHRD MFO. 3	Compliance of existing office HRM practices compliant to ISO	PI. 19 Percentage compliance to ISO 9001:2015 documentation requirements	L.B. Cano, TL. Quiñanola, A. Sevilla	100% of procedures revised, finalized and implemented	100% implemented (8 procedures)	5	5	5	5	RSP (Faculty); RSP (Admin.); PM; L & D (faculty); L & D (admin); R & R
		PI. 20 Percentage compliance to 5S on office and documents management	L.B. Cano, TL. Quiñanola, A. Sevilla	95% 5S compliant	95% 5S compliant	5	5	5	5	
ODAHRD MFO. 4	Percentage of CSC validation of approved appointments	PI. 21 Percentage CSC validation of approved appointments	L.B. Cano, TL. Quiñanola, L. Managbanag, F. Israel, APB, NAPB, Pres. Tulin	100% validation (zero invalidation)	zero invalidation	5	5	5	5	
ODAHRD MFO. 5	Efficient data base/records management compliant to ISO standards	PI. 23 Number of computer based HR records management system maintained and updated	L.B. Cano, TL. Quiñanola, A. Sevilla	3 systesm (1 ODAHRD 50% uploaded; 1 PRPEO 25% uploaded; 1 Records 20% records uploaded)	3 system (1 ODAHRD 60% uploaded; 1 PRPEO 25% uploaded; 1 Records 20% records uploaded)	5	5	5	5	HR documents and evidences are uploaded at the kms@vsu.edu.ph
		PI. 24 Number of Personnel Information System updated	L.B. Cano, E. Tudtud	100% updated	100% updated	5	5	5	5	
ODAHRD MFO6:	Innovations & new Best Practices Development Services	PI. 25. Number of new HR systems introduced and implemented	LB. Cano, T. Quiñanola, A. Sevilla	6 HR systems	6 HR systems	5	5	5	5	2 RSP, 2 L & D, 1 PM, & 1 R & R
		PI. 26. Number of best practices introduced, implemented and benchmarked	L. Cano	6HR best practices	9 HR best practices, 4 other agencies benchmarked on HR best practices (PIT, LTO Region 8, LGU Baybay, NSU)	5	5	5	5	1. Revised Behavioral Event Interview Instrument for Admin Staff, 2. VSU Competence frame work model, 3 VSU Standard PDF & functions for Instructors, 4 VSU Standard PDF & functions for Asst. Prof., 5 VSU Standard PDF & functions for Assoc. Prof., 6 VSU Standard PDF & functions for Prof. VI & Univ. Prof., 7 VSU Standard PDF & functions for SAO, 8 Competency assessment rating forms for faculty, 9 Revised instrument to rate teaching applicant
		PI. 27. Number of innovations introduced and implemented	L. Cano	3 operations manual (ODAHRD, PRPEO & Records Management)	3 operations manual	5	5	5	5	CBHRMS Operations Manual; RSP Operations Manual for RSP (faculty); and Operations Manual for RSP (admin. Staff)

NO.	MFOs/PAPs	Success Indicators	Persons Responsible	Target (July-December 2018)	Actual Accomplishments as December 31, 2018	Rating				Remarks
						Q^1	E^2	T^3	A^4	
		PI. 28 No. of new accreditation/ archival documents gathered and displayed at Archives Center	L. Cano, A. Sevilla, T. Quinanola, M. dela Torree, F. Israel, M. F. Gayanilo, L. Managbanag	10 new display materials	21 new display materials	5	5	5	5	2 bound MSP Manual, 2 L & D, 6 bound PRIME HRM on R & R & HRRM & Other Records packages, 2 cps each submitted to CSC Manila, CSC Region & 1 for display & 5 bound document of CSC Nominees for HAP Award and 3 certificates
		PI. 29 Percentage updating of HR evidences based latest PRIME-HRM indicators are displayed at HR accreditation center	ODAHRD, PRPEO, RECORDS	100% of required evidences per indicator in four HR areas collected, bookbound and displayed	100% of required evidences per indicator in four HR areas collected, bookbound and displayed	5	5	5	5	2 Book bound RSP, 2 L & D, 1 PM, 1 R & R, 2 Records Management,
		PI. 30 Number of PRIME-HRM areas awarded level 2 reaccredited status	ODAHRD, PRPEO, RECORDS, all HR Committees, OP. all employees	4 HR areas awarded level 2 reaccredited status by CSC	4 areas plus 3 additional awards	5	5	5	5	7 awards were receved during the regioal congress last October 25, 2018 at Summit Hotel, Tacloban city (4 for 4 HR areas, 1 for the HRM Office, 1 for Pres. E. Tulin and, 1 for the best competency based MSP
		PI. 31 Percentage compliant to PRIME-HRM bronze award cateory	L. Cano, M. F. Gayanilo	100% compliant to PRIME-HRM bronze award indicators	Passed and qualified the CSC bronze award	5	5	5	5	The awarding will be this May during the National HR congress
		Total Over-all Rating							144.7	
		Average Rating							4.822	
		Adjectival Rating								

Received by:

DALISAY F. ANDRES
Planning Office
Date: _____

Calibrated by:

REMBERTO A. PATINDOL
Chairman, PMT
Date: _____

Recommending approval:

REMBERTO A. PATINDOL
VP for Admin & Finance

Approved by:

EDGARDO E. TULIN
University President
Date: _____

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