

# OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, HONEY SOFIA V. COLIS, Director for 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 - June 30, 2024.

  
**HONEY SOFIA V. COLIS**  
 Director, HRMO

11-Jul-2024  
 Date

Approved:

  
**ELWIN JAY V. YU**  
 VP for Admin. & Finance



11-Jul-2024  
 Date

Appointment/Status	Position Title	Number	Rating Equivalents: 5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Fair 1 - Poor
Director/Regular	Admin. Officer V	1	
Head/Regular	Edu. Program Specialist	1	
Head/Regular	Admin. Officer II	2	
Regular	Admin. Aide VI	1	
Regular	Admin. Aide IV	2	
Casual	Admin. Aide III	1	
JO	Admin. Aide III	11	
Total		19	

  
 JESSICA L. CONSTANTINO  
 9/10/2024

MFOs/PAPs	Success Indicators	Persons Responsible	Target (Jan 1-Dec 31, 2024)	Actual Accomplishments (Jan-June 2024)	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 5: Support to Operations (STO)									
VPAF STO 1: ISO 9001:2015 aligned documents									
HRMO STO 1: ISO 9001:2015 and PRIME-HRM aligned documents									
	PI 1. Number of quality procedures prepared/revised/maintained/implemented	HRMO Director, Unit Heads and Staff	7	5	5	5	5	5	
	PI 2. Number of operation manuals/policies prepared and submitted	HRMO Director	1	4	5	5	5	5	Amendment Of BOR Resolution No. 135, S. 2022 "Revised In-House Promotion For Faculty", Increase The Hourly Rate Of Faculty Under Contract Of Service (Cos), Internal Policies And Guidelines On Overtime Services And Overtime Pay For VSU Admin Staff, Authority To The University President To Approve Request Of The Faculty Members And Administrative Staff To Travel Abroad On Official Nature

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VPAF STO2: Freedom of Information (FOI) aligned compliance and reporting requirements									
HRMO STO 2: Freedom of Information (FOI) aligned compliance and reporting requirements									
	PI 4. Percentage of request acted	HRMO Director, Unit Heads and Staff	100%	100%	5	5	5	5	
VPAF STO3: ARTA aligned compliance and reporting requirements									
HRMO STO3: ARTA aligned compliance and reporting requirements									
	PI 5. Percentage of external clients served and rated the service at least very satisfactory or higher	HRMO Director, Unit Heads and Staff	100%	100%	5	5	5	5	
VPAF STO 4: Innovations & Best Practices									
HRMO STO 4: Innovations & Best Practices									
	PI 6. Number of systems continuously implemented and used	HRMO Director, Unit Heads and Staff	4	5	5	5	5	5	RSP, PDS, Service Record, Payroll, eDATS
	PI 7. Percentage operationalization of HRMIS on * RSP * L&D	HRMO Director, Unit Heads and Staff, ICTMC, & OVPAF	100% 20%	90% 6%	5	5	4	4.67	
UMFO 6: General Administrative and Support									
VPAF GASS 1: Administrative and Support Services Management									
HRMO GASS 1: Administrative and Support Services Management									
	PI 8. Percentage of clients/personnel supervised for efficient office management and maintenance of rooms, facilities and documents	HRMO Director, Unit Heads and Staff	100%	100%	5	5	5	5	
	PI 9. Percentage of administrative services and financial/administrative documents acted within time frame	HRMO Director, Unit Heads and Staff	100%	100%	5	5	5	5	
	PI 11. 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 12. Number of offices and units directly supervised, monitored and coordinated	HRMO Director and Unit Heads	4	4	5	5	5	5	RSPPRO, LDHRAO, PLBO, PMRRO



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	<b>PI 13.</b> Number of major university committees chaired and coordinated	HRMO Director, Unit Heads and Staff	11	13	5	5	5	5	APB, NAPB, VFSC-AS, VASC, PMT, JC3 Local Evaluation Committee, SIAC, SALN Committee, OSH, Risk Management, GAD, Push-Button, Housing Committee and other Accreditation Committee
	<b>PI 14.</b> Number of administrative meetings conducted for effective management and implementation of offices plans	HRMO Director, Unit Heads and Staff	6	8	5	5	5	5	
	<b>PI 16.</b> Efficient & customer-friendly frontline service	HRMO Director, Unit Heads and Staff	Zero Complaint (addressed feedback, if applicable)	Zero Complaint	5	5	5	5	
<b>HRMO GASS 2: Efficient and effective Human Resource Management and Development</b>									
<b>HRMO GASS 2.1: Effective and efficient implementation of the Recruitment, Selection and Placement and Personnel Record Systems and Processes</b>									
	<b>PI 17.1</b> Percentage of validated and approved appointments by CSC	HRMO Director, Unit Head and RSPPRO Staff	100% (300/300)	100% (320/320)	5	5	5	5	Reclass Acad=234 Admin=24 Casual=41 Contractual=21
	<b>PI 17.2</b> Number of applicable vacant positions filled-up within prescribed period	HRMO Director, Unit Head and RSPPRO Staff	50	39	5	5	4	4.67	Academic=15 Administrative=24 (Administrative Old Items=7 Administrative ROSS=14 Casual/Contractual=3)
	<b>PI 17.3</b> Number of JO/Parttime contracts processed	HRMO Director, Unit Head and RSPPRO Staff	800	841	5	5	5	5	JO=733 PT=108
	<b>PI 17.4</b> Percentage of personnel service records maintained	HRMO Director, Unit Head and RSPPRO Staff	100% (730/730)	100% (727/727)	5	5	5	5	
	<b>PI 17.5</b> Number of HR eSystems of DBM/GSIS/CSC maintained and updated monthly	HRMO Director, Unit Head and RSPPRO Staff	4	5	5	5	5	5	PSIPOP, WEBMSP, IGHRIS, HRIS, AAO Certification
<b>HRMO GASS 2.2: Efficient and effective implementation of the University L&amp;D Systems and Processes</b>									
	<b>PI 17.6</b> No. of In-house L&D activities planned, implemented/facilitated & reports prepared	HRMO Director, Unit Head and LDHRAO Staff	30	20	5	5	5	5	Scheduled=5 Requested=15
	<b>PI 17.7</b> Number of VSU employees trained/developed	HRMO Director, Unit Head and LDHRAO Staff	Faculty:400 Admin:400	Faculty: 207 Admin/JO: 643	5	5	5	5	Faculty: 207 M=101; F=106 Admin:643 M=302; F=341
	<b>PI 17.8</b> Number of requests for participation to L&D non-degree programs facilitated	HRMO Director, Unit Head and LDHRAO Staff	Faculty: 800 Admin: 200	Faculty: 385 Admin: 152	5	5	5	5	



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	<b>PI 17.9</b> Number of requests for sending faculty/staff to L&D degree programs	HRMO Director, Unit Head and LDHRAO Staff	10	Faculty: 16 Admin: 1	5	5	5	5	Faculty:16 PhD=12; MS=4 Admin:1 MS=1
<b>HRMO GASS 2.3: Efficient and effective implementation of the University Performance Management and Rewards and Recognition Systems and Processes</b>									
	<b>PI 17.10</b> Percentage of received IPCRs reviewed and validated	HRMO Director, Unit Head and PMRRO Staff	100% of recieved IPCRs reviewed and validated	98%	5	5	4	4.67	
	<b>PI 17.11</b> Number of report of performance rating prepared and submitted to higher offices	HRMO Director, Unit Head and PMRRO Staff	3	2	5	5	4	4.67	
	<b>PI 17.12</b> Number of evaluation of JO performance tabulated	HRMO Director, Unit Head and PMRRO Staff	1,000	633	5	5	5	5	
	<b>PI 17.13</b> Number of report on comments and recommendations for development purposes	HRMO Director, Unit Head and PMRRO Staff	1	-	-	-	-		For completion 2nd rating period
	<b>PI 17.14</b> Number of university employees awarded after rigid screening during anniversary celebrations	HRMO Director, Unit Head and PMRRO Staff	50	40	5	5	5	5	40 Awardees plus 11 Non-awardee nominees
	<b>PI 17.15</b> Number of employees given loyalty award	HRMO Director, PMRRO and PLBO Staff	70	-	-	-	-		For completion 2nd rating period
	<b>PI 17.16</b> Number of deserving employees nominated to CSC Honors & Awards Program and nomination documents packaged and submitted	HRMO Director, Unit Head and PMRRO Staff	6	13	5	5	5	5	Presidential Lingkod Bayan-4 Dangal ng Bayan-1 Pagasa Award-8
	<b>PI 17.17</b> Percentage of employees identified as top ranking and given step increment based on merit	HRMO Director, PMRRO and PLBO Staff	5%	-	-	-	-		For completion 2nd rating period
<b>HRMO GASS 2.4: Efficient and Effective Implementation of the Payroll and Leave Benefits Systems and Processes</b>									
	<b>PI 17.18</b> Percentage updating of employees' leave records and balances in the HRIS eDATS	HRMO Director, Unit Head and PLBO Staff	92%	59.85% (237/396 updates of leave balances in the HRIS & Leave Cards)	5	5	4	4.67	
	<b>PI 17.19</b> Number of terminal leave benefits processed	HRMO Director, Unit Head and PLBO Staff	8	16	5	5	5	5	Based on the payroll processed
	<b>PI 17.20</b> Number of payroll for compensation and benefits of regular, casual, contractual and part-time instructors, and PCC employees, processed within prescribed period	HRMO Director, Unit Head and PLBO Staff	1200	698	5	5	5	5	

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	<b>PI 17.21</b> Number of Notice of Step Increment (NOSI) and Notice of Salary Adjustment (NOSA) prepared and released	HRMO Director, Unit Head and PLBO Staff	NOSI=100 NOSA=721	NOSI=31 NOSA=N/A	5	5	4	4.67	NOSA (No Salary Adjustment for employees this year yet)
		Total Over-all Rating						153.00	
		Average Rating						4.94	
		Adjectival Rating							

Received by:



**TONI MARC L. DARGANTES**

Planning Office

Date: \_\_\_\_\_

JUL 11 2024

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

Calibrated by:



**ELWIN JAY V. YU**

Chairman, PMT

Date: \_\_\_\_\_

Approved by:



**PROSE IVY G. YEPES**

University President

Date: 9/6/24