

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, JENNIFER E. ANDO, OIC-Head, Office of the Head of Recruitment, Selection, Placement and Personnel Records commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July 1-December 31, 2021

Approved:

JENNIFER E. ANDO
OIC-Head, OHRSPPR

Date

HONEY SOFIA V. COLIS
OIC-Director, ODHRM

RECEIVED
28 FEB 2022



Appointment/Status	Position Title	Number
Head/Regular	Edu. Program Specialist	1
Regular	Admin. Officer II	1
Regular	Admin. Aide IV	1
Regular	Admin. Aide III	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

TOTAL		6							
MFOs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2021)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 5: Support to Operations (STO)									
VPAF STO 1: ISO aligned procedures and documents									
ODHRM STO 1: ISO aligned procedures and documents									
	PI 1. Percentage of ISO aligned procedures and documents	OHRSPPR Staff	100%	100% (2 Quality Procedures revised)	5	5	5	5	
UMFO6: General Administrative and Support Services (GASS)									
VPAF GASS 1: Administrative and Support Services Management									
ODHRM GASS 1: Administrative and Support Services Management									
	PI 2. Efficient & customer friendly frontline service	OHRSPPR Staff	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5	
	PI 3. Number of administrative services and financial/ administrative documents acted within time frame	OHRSPPR Staff	3,000	3489 documents: JO contract =1,221 PT faculty contracts =213 Service Record =523 Cert of Employment =610 APB res. =554 NAPB res. =368	5	5	5	5	

MFOs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2021)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 4. Number of linkages with external agencies maintained	OHRSPPR Staff	14	14 (CSC Osmoc, CSC Reg., CSC Central, DBM 8, DBM-OPCCB, PASUC National, PASUC Zonal Center, Local IATF, CHED 8, CHED National, Ombudsman Visayas, GSIS Maasin, GSIS Central, CROWD)	5	5	5	5	
	PI 5. Number of ad hoc committee assignments served/ functions performed	OHRSPPR Staff	2 personnel boards,	6 Board/Ad Hoc Committees: APB, NAPB, OSH, Citizen Charter Committee, Local NBC 461 Committee, GAD	5	5	5	5	
VPAF GASS 2: Human Resource Management and Development									
ODHRM MFO 5: Effective and efficient implementation of the Recruitment, Selection and Placement System and									
	PI 6. Percentage of screening and evaluation of applicants to vacant positions processed in accordance with the Merit System and appointment of selected employees processed and approved without invalidation by CSC	OHRSPPR Staff	100%	100% 282 appts & 78 Report on Appt. Issued (RAI) were approved without invalidation	5	5	4	4.67	
	PI 7. Number of users of the system enrolled to the HRIS system and actively using/updating his/her account	OHRSPPR Staff	700	899 (Regular & Casual=711; JO=188)	5	5	5	5	
	PI 8. Number of reports generated from the system	OHRSPPR Staff	100%	100% 185 each Job posts, rating assessment, appointment	5	5	4	4.67	
	PI 9. Number of Merit systems compliant to level 3 of PRIME-HRM approved by CSC	OHRSPPR Staff	2 (1 MSP for Faculty & 1 MSP for Administrative)	2 (1 MSP for Faculty & 1 MSP for Administrative) submitted to CSC	5	5	5	5	
	PI 10. Percentage of documents needed for level 3 accreditation packaged, readily available for assessment and displayed at the HR Accreditation Center	OHRSPPR Staff	100%	N/A Still awaiting for the revised PRIME-HRM Level 3 Assessment Tool from CSC Central					

MFOs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2021)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 11. Number of external recognition received	OHRSPPR Staff	1	N/A Still awaiting for the revised PRIME-HRM Level 3 Assessment Tool from CSC Central Office					
	PI 12. Number of faculty & administrative positions created/upgraded	OHRSPPR Staff	30	18 (17 Instructor I, 1 Instructor II) DBM disallowed the requested 5 admin positions per existing SUC Staffing Standard Guidelines	5	4	5	4.67	
Other Accomplishments									
	Number of faculty appointed for permanency	OHRSPPR Staff	100%	11 faculty members and 1 admin staff appointed for permanency: Main=4 faculty, 1 admin Isabel=1 Villaba=1 Tolosa=4 Alangalang=1	5	5	5	5	
		Total Over-all Rating						54	
		Average Rating						4.91	
		Adjectival Rating						O	

Received by:

Calibrated by:

Recommending approval:

Approved by:


DILBERTO O. FERRAREN

Planning Office
Date: 21 Jan 2022


DANIEL LESLIE S. TAN

Chairman, PMT
Date: 1/18/22


DANIEL LESLIE S. TAN

VP for Admin & Finance
Date: 1/18/22


EDGARDO E. TULIN

University President
Date: 1/19/22

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