

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

We, **Asteria A. Sevilla & Maria Roberta S. Mirafior**, Officers-in-Charge of the Records Office & Archives Center (ROAC) commits to deliver and agree to be rated on the attainment of the following target in accordance with the indicated measures for the period July-October, 2019 & November-December 2019, respectively.

Approved:

Asteria A. Sevilla
ASTERIA A. SEVILLA

Maria Roberta S. Mirafior
MARIA ROBERTA S. MIRAFIOR

Louordes B. Cano
LOURDES B. CANO
Director, ODAHRD

Appointment/Status	Position Title	Number
OIC	Admin. Officer III	1
Regular Staff	Admin. Aide VI	1
	Admin. Aide II	1
	Guesthouse Caretaker	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

MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	

ROAC 1. Percentage implementation of leave benefits, compensation and other employee benefits	PI 1: No. of leave applications, NOSI, NOSA of faculty and staff filed within the day of receipt	All Records Office Staff	100% accomplishment	100% accomplishment	Q ¹	E ²	T ³	A ⁴	
ROAC 2. No. of certifications and service records issued and authentications of docs.	PI 2: No of records/docs. authenticated	All Records Office Staff	25 authentications	252 docs.	5	4	5	4.66	
ODAHRD MFO 2. ISO aligned Records and Archives Management									
ROAC 3. No. of new archival docs. gathered and displayed at the Archives Center	PI 3: No. of new archival docs. gathered and displayed	All Records Office Staff	2 new display materials	2 new display	4	4	4	4	2019 OP Memos & OP Memo Circulars hardbound
ROAC 4. Percentage of required HR accreditation evidences under PRIME-HRM level 3 maturity in RSP ready for inspection by CSC	PI 4: Percentage of HR evidences/docs gathered	All Records Office Staff	50% of required evidences	100% 201 files updated	5	5	5	5	

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ROAC 5. No. of messengerial services provided and approved disposal of records secured	PI 5: No. of documents delivered to different units and mails dispatched to Post Office within the day of receipt	All Records Office Staff	5,000 docs delivered to recipients and 2,000 mails dispatched to Post office	7,926 docs delivered; 825 mails dispatched	5	5	4	4.66	
ROAC 6. Percentage of compliance of reporting requirements in accordance with FOI Manual	PI 6: No. of request to dispose of records secured from National Archives of the Philippines (NAP) PI 7: No. of required reports prepared and submitted	All Records Office Staff A.Sevilla, V.Acio, G.Espinosa	1 approval to dispose 2 quarterly reports: FOI Registry & FOI Summary	Request for approval in process 100% complied	5	4	4	4.33	
UMFO 6: GENERAL ADMINISTRATION SUPPORT SERVICE									
OVPAF MFO 2. Human Resource Management and Development									
ODAHRD MFO 6. Administrative and Support Services Management									
ROAC MFO 7. Efficient and customer friendly frontline service	PI 8: Efficient and customer friendly frontline services	All Records Office Staff	Zero complaint from clients served	No complaint from clients	5	5	5	5	
	PI 9: No. of communications and other documents systematically filed a day after receipt	All Records Office Staff	5,000 docs.	11,999	5	5	4	4.66	
	PI 10: No. of records reference services served per Request for Records filed	A.Sevilla, G.Espinosa, V.Acio	100 Requests for Records filed/600 records/docs. retrieved/ reproduced	152 Requests; 789 docs. Retrieved/reproduced	5	5	4	4.66	
ROAC MFO 8. No. of linkages with external agencies maintained	PI 12: No. of linkages with government agencies maintained	All Records Office Staff	5 agencies (NAP Manila, NAP Cebu, Baybay Postal Office, VSU Postal Office, COA)	5 agencies	5	5	5	5	
ROAC MFO 9. No. of adhoc committee assignments performed	PI 13: Membership in adhoc committees performed	A. Sevilla A.Bagarinao	SIAc, VASc, Honors & Awards Comm, RMIC, Land Use Comm, 2 adhoc/ formal investigation committees	9 committees	5	5	5	5	Additional committees: Adm. Case No. 40; Committee to re-examine BAC Res. 1 & 2
ODAHRD MFO 7. PRIME-HRM compliant Recruitment, Selection & Placement									
ROAC MFO 10. No. of appointments processed and Reports of Appointments Issued (RAI) submitted to CSC with zero invalidation and JO contracts reviewed	PI 14: No. of original appointments forwarded/received by faculty and staff concerned and another copy filed in their respective 201 files	All Records Office Staff	100% accomplishment	100% accomplishment	5	5	4	4.66	
ODAHRD MFO 8. PRIME-HRM compliant Performance Management System Services									
ROAC MFO 11. No. of teaching effectiveness evaluation of faculty/subjects administered	PI 15: No. of faculty/subjects evaluated	Records Office Staff	2 academic staff/10 subjects	3 academic staff (25 subjects)	5	5	5	5	
ODAHRD MFO 9. PRIME-HRM aligned Learning and Development Services									

ROAC MFO 12. Percentage of PhD & MS scholars monitored as to progress of their studies & requests for renewal of study leave facilitated/assisted	PI 16: Percentage of scholars monitored	A.Sevilla, VASC	100% accomplishment	100% accomplishment	5	5	5	5	5	
ROAC MFO 13. Percentage of faculty development related requests acted by scholarship committee, request to present paper or to attend conference abroad facilitated for action and awards of attendance to approve requests prepared	PI 17: Percentage of requests for scholarships/attendance to trainings screened and indorsed based on policies	A.Sevilla, VASC	95% of requests for scholarships/attendance to trainings screened by the VSU Admin. Scholarship Committee, 5% are direct orders to attend from the Office of the President	95% of requests screened/acted; 5% direct orders from the President	5	5	5	5	5	

ODAHRD MFO 10. PRIME-HRM aligned Rewards & Recognition Services

ROAC MFO 14: Percentage of IPCR ratings with outstanding rating forced ranked and the top 5% employees granted step increment based on merit	PI 18. No. of IPCR with outstanding ratings retrieved/scanned/reproduced	V.Acilo, JO staff	100% accomplishment	100% accomplishment (263 IPCR of faculty and staff)	5	5	5	5	
ROAC MFO 15: Percentage of HAP nominations reviewed, packaged and submitted to CSC	PI 19: Percentage of HAP nominations screened/evaluated and recommended for approval of the VSU President	A.Sevilla PRAISE Committee	100% of nominees as recommended by PRAISE	(1st half)					

ODAHRD MFO 11. Innovations and New Best Practices Development Services

ROAC MFO 16: No. of new HR systems/best practices/innovations introduced and implemented	PI 20: No. of new HR systems endorsed to higher bodies	A.Sevilla	2 approved Procedures Manual	3 approved Procedures	5	5	5	5	QP on Disposition of Records; QP of Personnel Records, QP for Request of Records
ROAC No. 17. No. outside agencies which benchmarked HR practices/systems provided with expert services as Resource Person	PI 21: No. of agencies assisted during the benchmarking activities	A.Sevilla	2 agencies	(1st half)					
Total Over-all Rating					4.94			84.95	
Average Rating								4.72	
Adjectival Rating								0	

Received by:



DATISAT F. ANDRES

Planning Officer

Calibrated by:



REMBERTO A. PATINDOL

PMT Chair

Recommending Approval:



REMBERTO A. PATINDOL

Vice President for Admin. & Finance

Approved by:



EDGARDO E. TULIN

President

Date:

Date:

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