

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, LUVILLA G. ALCOVER, Head for the Learning, Development and Human Resource Accreditation 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-December 31, 2024.


LUVILLA G. ALCOVER
Head, LDHRAO

11-Jul-24
Date


HONEY SOFIA V. COLIS
Director, HRMO

11-Jul-24
Date



Appointment/Status	Position Title	Number
Head/Regular	Admin. Officer II	1
Regular	Admin. Aide VI	1
JO	Training Assistant	1
JO	Clerk	1
Total		4

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


Jessica J. Constantino

MFOs/PAPs	Success Indicators	Persons Responsible	Target (Jan 1-Dec 31, 2024)	Actual Accomplishments (January-June 2024)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
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 Head and Staff	3	3	5	5	5	5	
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 Head and Staff	100%	100% (475/475)	5	5	4	4.67	Faculty: Degree - 104 Non-Degree - 243 Plan - 4 Admin: Degree - 1 Non-Degree - 123
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%	4	5	5	4.67	
VPAF STO 4: Innovations & Best Practices									
HRMO STO 4: Innovations & Best Practices									
	PI 7. Percentage operationalization of HRMIS on L&D	HRMO Director, Unit Head, OVPAF & ICTMC	20%	6%	5	5	5	5	For completion 2nd rating period
UMFO 6: General Administrative and Support Services (GASS)									
VPAF GASS 1: Administrative and Support Services Management									

MFOs/PAPs	Success Indicators	Persons Responsible	Target (Jan 1-Dec 31, 2024)	Actual Accomplishments (January-June 2024)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
HRMO GASS 1: Administrative and Support Services Management									
	PI 8. Percentage of clients/personnel supervised for efficient office management	HRMO Director, Unit Head and Staff	100%	100%	5	5	5	5	
	PI 9. Percentage of administrative services and financial/administrative	HRMO Director, Unit Head and Staff	100%	100%	5	5	5	5	
	PI 11. Number of linkages with external agencies maintained	HRMO Director, Unit Head and Staff	10	10	5	5	5	5	CSC Field Office, CSC Regional Office, PAG-IBIG, SSS, PhilHealth, BFP, GSIS, EOD, AFP, GPPB
	PI 12. Number of staff directly supervised, monitored and coordinated	HRMO Director, Unit Head and Staff	3	3	5	5	5	5	
	PI 13. Number of major university committees served	HRMO Director, Unit Head and Staff	4	7	5	5	5	5	VSFC-AS, VASC, SDG, PQA, SIAC, VAC, Housing
	PI 14. Number of administrative meetings conducted for effective management and implementation of offices plans & targets	HRMO Director, Unit Head and Staff	6	4	5	5	5	5	For completion 2nd rating period
	PI 16. Efficient & customer-friendly frontline service	HRMO Director, Unit Head and Staff	Zero Complaint (addressed feedback, if applicable)	Zero Complaint	5	5	5	5.00	
HRMO GASS 2: Efficient and effective Human Resource Management and Development									
HRMO GASS 2.2: Efficient and effective implementation of the University L&D Systems and Processes									
	PI 17.6 No. of In-house L&D activities planned, implemented/facilitated & reports prepared	HRMO Director, Unit Head and Staff In-charge	30	20	5	5	5	5	Scheduled=5 Requested=15
	PI 17.7 Number of VSU employees trained/developed	HRMO Director, Unit Head and Staff In-charge	Faculty:400 Admin:400	Faculty:207 Admin (Reg & COS):643	5	5	5	5	Faculty: 207 M=101; F=106 Admin:643 M=302; F=341
	PI 17.8 Number of requests for participation to L&D non-degree programs facilitated	HRMO Director, Unit Head and Staff In-charge	Faculty: 800 Admin: 200	Faculty: 385 Admin: 152	5	5	5	5.00	
	PI 17.9 Number of requests for sending faculty/staff to L&D degree programs	HRMO Director, Unit Head and Staff In-charge	10	Faculty: 16 Admin: 1	5	5	5	5	Faculty:16 PhD=12; MS=4 Admin:1 MS=1
	PI 17.10 Number of VSU Scholars monitored	HRMO Director, Unit Head and Staff In-charge	150	PhD=112 MS=50	5	5	5	5	
		Total Over-all Rating							79.33
		Average Rating							4.96
		Adjectival Rating							0


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Received by:




TONI MARC L. DARGANTES
Planning Office
Date: JUL 12 2024

Calibrated by:



ELWIN JAY V. YU, MD *OSC-UP 7/12/24*
Chairman, PMT
Date: _____

Approved by:



PROSE IVY G. YEPES, EdD
University President
Date: 9/6/24

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