

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, Regina C. Bibera, In charge of Payroll and Leave Benefits 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-December 31, 2021

Approved:

REGINA C. BIBERA
In Charge, PLB

Date

HONEY SOFIA V. COLIS
OIC-Director, ODHRM

Appointment/Status	Position Title	Number
Head	Admin. Officer II	1
Regular Staff	Admin. Aide IV	2
Job Order	Admin. Aide I	2
	TOTAL	5

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



MFOs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2021)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 6: General Administration and Support Services									
VPAF GASS 1: Administrative & Support Services Management									
ODHRM GASS 1: Administrative and Support Services									
	PI 1. Efficient & customer friendly frontline service	OHPLB Staff	Zero percent complaint from clients served	One query/complaint served/processed & resolved	5	5	5	5	
	PI 2. Number of administrative services and financial/ administrative documents acted within time frame	OHPLB Staff	60	92 Cert LWOP	5	5	5	5	
	PI 3. No. of linkages with external agencies maintained	OHPLB Staff	14	14 (CSC Ormoc, CSC Reg, CSC Central, DBM Reg., DBM-OPBCB,PASUC Zonal , PASUC National, NAP, Local IATF, CHED Reg., Ombudsman, GSIS Maasin, GSIS Central, LBP Baybay)	5	5	5	5	
VPAF GASS 2: Human Resource Management and Development									
ODHRM MFO 5: Efficient and Effective Implementation of the Payroll and Leave Benefits Systems, Policies and Processes									

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 employees given loyalty awards every September and paid loyalty bonus	OHPLB Staff	50	76	5	5	5	5	
	PI 5. Percentage of employees identified as top ranking and given step increment based on merit	OHPLB Staff	5%	5%	5	5	5	5	
	PI 6. Percentage updating of employee leave records and balances in the HRIS	OHPLB Staff	100%	70%	5	5	4	4.67	
	PI 7. Number of terminal leave benefits prepared, finalized and submitted for release of funds/processing for payment of terminal leave pay	OHPLB Staff	10	36	5	5	5	5	
	PI 8. Number of Monthly Report of Absences and Under-time prepared and submitted to CSC	OHPLB Staff	12	NA	NA	NA	NA		NA due to none strict use biometrics
	PI 9. Percentage of proportionate vacation pay of faculty on teacher's leave computed and processed for payment	OHPLB Staff	100%	100%	5	5	5	5	Acad calendar for SY 2020-2021 was revised and extended and there was no summer classes. Aside from the teacher leave from Aug. 7-22, faculty under teachers leave status were granted of 42 service credits per OP Memo No. 76, s. 2021
	PI 10. Percentage of approved requests for grant of service credits with complete supporting papers processed and encoded in the eDATS	OHPLB Staff	100%	80%	4	4	4	4	The encoding of service credits and leave status of Faculty still needs system adjustment by the programmer
	PI 11. Percentage of approved request/recommendation for faculty on their leave status for the semester encoded in the eDATS for proper adjustment of leave status in the system	OHPLB Staff	100%	100%	4	4	4	4	The encoding of service credits and leave status of Faculty still needs system adjustment by the programmer

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	PI 12. Number of semi-monthly payroll and LDDAP for all regular, casual and contractual employees and PCC employees prepared and processed within prescribed period	OHPLB Staff	24	24 Semi-monthly payroll and LDDAP (731-reg. Employees 67-casua/contractual employees, 8-PCC employees)	5	5	5	5	
	PI 13. Percentage of monthly payroll and preparation pay for part-time instructors prepared and processed within the prescribed period	OHPLB Staff	100%	100%	5	5	5	5	
	PI 14. Number of monthly payroll for salary and stipend for all VSU Scholars prepared and processed within the prescribed period	OHPLB Staff	24	12-salary of scholars 12-stipend of scholars	5	5	5	5	
	PI 15. Number of payroll for book allowance of all VSU Scholars prepared and processed within the prescribed period	OHPLB Staff	2	2	5	5	5	5	
	PI 16. Number of monthly payroll for RATA and honorarium of entitled officials prepared and released for processing	OHPLB Staff	12	96-RATA	5	5	5	5	
	PI 17. Number of special payroll prepared for regular and casual employees (mid-year bonus, year-end bonus, CNA, loyalty bonus, clothing allowance, PIB, Step Increment based on merit)	OHPLB Staff	7	10 special payrolls: Clothing allowance-30 Step Increment merit - 10 Salary Differential - 67 Terminal leave benefits -39 Overload pay-33 Mid-year bonus-27 YE bonus/cash gift-37 PEI-30 CNA-32 SRI-30	5	5	5	5	

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	PI 18. Number of Payslips prepared/generated and released	OHPLB Staff	7,000	7884 - Payslips for regular, casual and contractual 1039- Payslips for Part-time faculty	5	5	5	5	
	PI 19. Percentage compliance to request for special payroll served	OHPLB Staff	100%	100%	5	5	5	5	
	PI 20. Percentage of PACS for ATM loading for Salaries of regular, casual/contractual employees and scholars, RATA & Honorarium, Midyear bonus, Year End, Stipend/ Book allowance for scholars, Clothing allowance, terminal leave, PEI, Christmass bonus and other benefits. prepared, reviewed and released	OHPLB Staff	100%	100%	5	5	5	5	
	PI 21. Number of Notice of Step Increment (NOSI) and Notice of Salary Adjustment (NOSA) prepared and released	OHPLB Staff	NOSI=130 NOSA=738	NOSI=208 NOSA=749	5	5	5	5	
	PI 22. Percentage processing of applications for loan with GSIS	OHPLB Staff	100%	100%	5	5	5	5	
	PI 23. Percentage operationalization of Payroll System Module of the HRIS	OHPLB Staff	100%	70%	5	4	4	4.33	Not fully operational yet due to: Suspension of use of biometrics Need test run with Acct Office (while in tandem with the old system to ensure continued processing of payroll)
	PI 24. Percentage of documents needed for level 3 accreditation packaged and readily available for assessment and displayed at HR Accreditation Center	OHPLB Staff	100%	N/A	NA	NA	NA		Still awaiting for the revised PRIME-HRM Level 3 Assessment Tool from CSC Central Office
ODHRM MFO 11: Innovations & new Best Practices Development Services									
	PI 25. Number of modules of the HRIS fully operationalized	OHPLB Staff	2	2 (Daily Attendance & Leave Application)	5	5	5	5	

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	PI 26. Number of external agencies benchmarking on VSU's HR processes and practices	OHPLB Staff	1	NA					NA due to pandemic
		Total Over-all Rating							112.00
		Average Rating							4.87
		Adjectival Rating							Outstanding

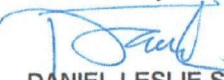
Received by:


DILBERTO O. FERRAREN

Planning Office

Date: 9 feb 22

Calibrated by:


DANIEL LESLIE S. TAN

Chairman, PMT

Date: 2/8/22

Recommending approval:


DANIEL LESLIE S. TAN

VP for Admin & Finance

Date: 2/8/22

Approved by:


EDGARDO E. TULIN

University President

Date: 2/9/22

1- Quality

2 - Efficiency

3 - Timeliness

4 - Average