

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, JENNIFER E. ANDO, OIC-Head, Office of the Head for 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 January 1-June 30, 2022.

Approved:

J. Ando
JENNIFER E. ANDO
OIC-Head, OHRSPPR

7/12/22
Date

H. Sofia V. Colis
HONEY SOFIA V. COLIS
OIC-Director, ODHRM

7/12/22
Date



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

Appointment/Status	Position Title	Number
OIC Director/Regular	Admin. Officer V	1
OIC Head/Regular	Edu. Program Specialist	1
In-Charge/Regular	Admin. Officer III	1
In-Charge/Regular	Admin. Officer II	1
Regular	Admin. Officer II	1
JO	Admin. Aide III	1
Total		6

MFOs/PAPs	Success Indicators	Persons Responsible	Target (Jan 1-Dec 31 2022)	Actual Accomplishments (Jan 1-Jun 30, 2022)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 5: Support to Operations (STO)									
VPAF STO 1: ISO 9001:2015 aligned documents									
ODHRM STO 1: ISO 9001:2015 aligned documents									
	PI 1. Number of quality procedures prepared/maintained	ODHRM Director, OIC-OHRSPPR and Staff	2	2	5	5	5	5	
	PI 2. Number of required mandatory operations manuals prepared and submitted	ODHRM Director, Unit Heads and Staff	2	N/A					For 2nd semester
VPAF STO 4: Innovations & Best Practices									
ODHRM STO 4: Innovations & Best Practices									
	PI 1. Number of inovations developed/revised and implemented	ODHRM Director, OIC-OHRSPPR and Staff	2	2	5	5	5	5	
	PI 2. Percentage operationalization of HRMIS on RSP	ODHRM Director, OIC-OHRSPPR and Staff	60%	10%	5	4	4	4	
	PI 3. Percentage of documents needed for PRIME-HRM Level 3 accreditation gathered and packaged	ODHRM Director, OIC-OHRSPPR and Staff	50%	50%	5	5	5	5	
UMFO 6: General Administrative and Support Services (GASS)									
VPAF GASS 1: Administrative and Support Services Management									
ODHRM GASS 1: Administrative and Support Services Management									

MFOs/PAPs	Success Indicators	Persons Responsible	Target (Jan 1-Dec 31 2022)	Actual Accomplishments (Jan 1-Jun 30, 2022)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 1. Percentage of administrative services and financial/administrative documents acted within time frame	ODHRM Director, Unit Heads and Staff	100%	100%	5	5	5	5	
	PI 2. Number of linkages with external agencies maintained	ODHRM Director, Unit Heads and Staff	12	12	5	5	5	5	CSC Region8, CSC WLC, GSIS Maasin, GSIS CO, DBM Region 8, COA, Ombudsman 8, PASUC Zonal Center, CHED IAS, SSS, PAG-IBIG, LGU
	PI 3. Number of offices and units directly supervised, monitored and coordinated	ODHRM Director and Unit Heads	1	1	5	5	5	5	
	PI 4. Number of major university committees assignment served	ODHRM Director, Unit Heads and Staff	2	6	5	5	5	5	APB, NAPB, VFSC, VASC, NBC 461 CCE, NBC 461 QCE
	PI 5. Efficient & customer-friendly frontline service	ODHRM Director, Unit Heads and Staff	Zero Complaint	Zero Complaint	5	5	5	5	
VPAF GASS 2: Human Resource Management and Development									
ODHRM GASS 2: Human Resource Management and Development									
	PI 1. Percentage compliance on PRIME-HRM Standards, Policies & Practices	ODHRM Director, Unit Heads and Staff	100% compliant	100% compliant	5	5	5	5	
	PI 2. Compliance of HRM Practices to ISO 9001:2015 standards	ODHRM Director, Unit Heads and Staff	100% compliant	100% compliant	5	5	5	5	
ODHRM GASS 2.1: Effective and efficient implementation of the Recruitment, Selection and Placement System and Processes									
	PI 1. Percentage of validated and approved appointments by CSC	ODHRM Director, Unit Head and OHRSPPR Staff	100% (300/300)	100% (232/300)	5	5	5	5	
	PI 2. Number of applicable vacant positions filled-up within prescribed period	ODHRM Director, Unit Head and OHRSPPR Staff	50	47	5	5	5	5	Permanent: 18 Admin: M=9, F=9 Temporary: 17 Admin: M=4 Faculty: M=8; F=5 Casual: 10 M=4; F=6 Cont'l: 2 M=2

MFOs/PAPs	Success Indicators	Persons Responsible	Target (Jan 1-Dec 31 2022)	Actual Accomplishments (Jan 1-Jun 30, 2022)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 3. Number of faculty & administrative positions created/upgraded	ODHRM Director, Unit Head and OHRSPPR Staff	10	N/A					Proposal to be submitted by July.
	PI 4. Number of faculty appointed for permanency	ODHRM Director, Unit Head and OHRSPPR Staff	15	91	5	5	5	5	
	PI 5. Number of JO/Parttime contracts processed	ODHRM Director, Unit Head and OHRSPPR Staff	1000	651	5	5	5	5	
	PI 6. Percentage of personnel service records maintained	ODHRM Director, Unit Head and OHRSPPR Staff	100% (720/720)	100% (720/720)	5	5	5	5	
	PI 7. Number of HR eSystems of DBM/GSIS/CSC maintained and updated monthly	ODHRM Director, Unit Head and OHRSPPR Staff	3	3	5	5	5	5	
		Total Over-all Rating						84.33	
		Average Rating						4.96	
		Adjectival Rating						O	

Received by:

TONI MARC L. DARGANTES

Planning Office

Date: 7/12/2022

Calibrated by:

DANIEL LESLIE S. TAN

Chairman, PMT

Date: JUL 22 2022

Approved:

EDGARDO E. TULIN

University President

Date: 7/25/22

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