

04/05/19
9/14

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, HONEY SOFIA V. COLIS, Head of the Personnel Records and Performance Evaluation 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, 2019 to June 30, 2019.

Approved:

LOURDES B. CANO
Director for Administration
and Human Resource Development

HONEY SOFIA V. COLIS
Head, PRPEO

19 SEP 2019
OVRPRGEA

Appointment/Status	Position Title	Number
Head	Supervising Admin. Officer	1
Regular Staff	Admin. Officer V	1
	Admin. Officer III	1
	Admin. Officer II	1
	Admin. Aide IV	2
Casual Staff	Admin. Aide III	1
Job Order	Clerk	1
GRAND TOTAL		8

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

NO.	MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
UMFO 5. SUPPORT TO OPERATIONS										
OVPAF MFO 1: ISO Aligned Management and Administrative Support Services										
ODAHRD MFO 1: ISO Aligned Personnel Records Development and Management Services										
PRPEO MFO 1	Implementation of mandatory personnel salary and benefits	Percentage of CSC/DBM/GSIS/BOR Rules & Policies on leave administration & policies on employees' compensation and other benefits implemented	All PRPEO Staff	100% implemented	100% implemented	5	5	4	4.67	
		Percentage/Number of Daily Time Records and leave applications checked and processed	TLQuiñanola RCBibera, FGDidal MMDe la torre	100% of received DTRs and Leave applications checked and processed	100% of received DTRs and Leave applications checked and processed	5	5	4	4.67	

NO.	MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
		Percentage of Notice of Salary Adjustments and Notice of Step Increment prepared, reviewed, and released	TLQuinola FGDidal MNGravador CMBvilbar MMDe la Torre	100% of NOSA & NOSI prepared, reviewed, and released	100% of NOSA & NOSI prepared, reviewed, and released	5	5	5	5.00	
		Percentage of payroll for personnel benefits prepared, reviewed and released	TLQuinola MMLao FGDidal MMDe la Torre MNGravador	100% of payroll prepared, reviewed and released (Salary for regular, casual, contractual, & part time; RATA; Honorarium; Midyear/Year-end bonus; Scholars Salary; Scholars' Stipend; Clothing Allowance; Terminal Leave pay; PEL, CNA bonus; PBB)	100% of payroll prepared, reviewed and released (Salary for regular, casual, contractual, & part time; RATA; Honorarium; Midyear/Year-end bonus; Scholars Salary; Scholars' Stipend; Clothing Allowance; Terminal Leave pay; PEL, CNA bonus; PBB)	5	5	5	5.00	
		Percentage of PACS prepared for submission to Land Bank	MMLao FGDidal MNGravador	100% of PACS prepared	100% of PACS prepared	5	5	5	5.00	
		Number of Reports submitted to CSC, Ombudsman, DBM, PASUC, CHED and budgetary supporting requirements requested by OP/Budget Office	All PRPEO Staff	1 SALN, Terminal/gratuity benefits, Step increments budgetary requirement	1 SALN, Terminal/gratuity benefits, Step increments budgetary requirement	5	5	5	5.00	
		Percentage updating of Personnel Information System for service records	JO Staff	100% PIS updated	100% PIS updated	5	5	5	5.00	
		Number of certifications, service records issued and authentications issued	MEGTuudud RCBibera FGDidal MNGravador CMBvilbar	200 certifications, 150 service records, 300 AAO certifications, 200 authentications	212 certifications, 359 service records, 592 AAO certifications, 200 authentications	5	5	5	5.00	

NO.	MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
ODAHRD MFO 7: ISO Aligned Records and Archives Management Services										
PRPEO MFO 2	ISO aligned documents	Number of quality procedures prepared/ revised	HSVColis MMDe la Torre	1 Quality Procedure	3 Quality Procedures	5	5	5	5.00	
UMFO 6: General Administration Support Services										
OVPAF MFO 2: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT										
ODAHRD MFO 1: Administrative and Support Services Management										
PRPEO MFO 4	Administrative & Support Services Management	Efficient & customer friendly frontline service	All PRPEO Staff	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5.00	
		Number of linkages with external agencies maintained	PRPEO Staff	5 (CSC Ormoc, CSC Reg., Ombudsman, GSIS, PASUC Zonal Center)	5 (CSC Ormoc, CSC Reg., Ombudsman, GSIS, PASUC Zonal Center)	5	5	5	5.00	
		No. of ad hoc committee assignments performed	TLQuiñanola HSVColis CBVilbar	100% of ad hoc assignments	100% of ad hoc assignments	5	5	5	5.00	
ODAHRD MFO 2:	PRIME-HRM compliant Recruitment, Selection & Placement									
PRPEO MFO 5	Efficient and effective talent sourcing and screening using approved criteria	No. of Personnel Board assisted	TLQuiñanola HSVColis	2 Boards (APB and NAPB)	2 Boards (APB and NAPB)	5	5	5	5.00	
		Percentage of applicant profile prepared, and applicants prescreened for further screening by NAPB	TLQuiñanola HSVColis CMBVilbar	100% of applicants prescreened and profile prepared	100% of applicants prescreened and profile prepared	5	5	5	5.00	
		Percentage of comparative assessments of candidates for vacant Administrative positions prepared, reviewed, and endorsed to NAPB	TLQuiñanola HSVColis MEGTudtud MNGravador	100% Comparative Assessments prepared, reviewed and endorsed	100% Comparative Assessments prepared, reviewed and endorsed	5	5	5	5.00	
		Number of Teaching Performance Evaluation by Students (TPES) results reviewed, summarized and endorsed to APB	TLQuiñanola HSVColis MNGravador	500 TPES results	600 TPES results	5	5	5	5.00	

NO.	MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
PRPEO MFO 6	Percentage of approved recommendations to hire/promote processed within turn around time	Percentage of approved appointments/ contracts of regular, casual, contractual, substitute and part time employees recorded/posted	MNGGravador CMBVilbar	100% of received approved appointments posted and recorded	100% of received approved appointments posted and recorded	5	5	5	5.00	
		Percentage of Contract of Service of JO workers processed, reviewed and recorded	T. Quiñanola M. De La Torre MNGGravador	100% of received JO contracts	100% of received JO contracts	5	5	5	5.00	
ODAHRD MFO 3:	PRIME-HRM compliant Performance Management System services									
PRPEO MFO 7	EOP compliant performance management system administered and submission of IPCRs monitored	Percentage submission of approved IPCRs (targets and accomplishments) followed up, and received IPCRs reviewed and report of IPCR ratings submitted to PMT, CSC, & other bodies	TLQuiñanola, MMDe la Torre, MNGGravador	100% of IPCRs submitted were reviewed and a report submitted to PMT, CSC & other bodies	100% of IPCRs submitted were reviewed and a report submitted to PMT, CSC & other bodies	5	5	5	5.00	
ODAHRD MFO 5:	PRIME-HRM Aligned Rewards & Recognition Services									
PRPEO MFO 8	Implementation of rewards and recognition policies monitored, followed up and facilitated	Percentage of IPCR ratings submitted to PMT for review to determine those qualified for PBB	TLQuiñanola MMDe la Torre	100% of received IPCR ratings forwarded to PMT	100% of received IPCR ratings forwarded to PMT	5	5	5	5.00	
		Percentage implementation of university awards	TLQuiñanola MMDe la Torre	100% of deserving employee included as potential nominees to university award	100% of deserving employee included as potential nominees to university award	5	5	5	5.00	
Total Over-all Rating						5			104.33	
Average Rating									4.96	
Adjectival Rating									4.97	Outstanding

Received by:

Calibrated by:

Recommending Approval:

Approved by:

Planning Office

REMBERTO A. PATINDOL

Chairman, PMT

REMBERTO A. PATINDOL

Vice President

EDGARDO E. TULIN

University President

Date: 7/13

Date: 9/13

Date: 9/13

Date: 9/13

1- Quality

2- Efficiency

3- Timeliness

4- Average