

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 **July 1, 2019 to December 31, 2019**.

Approved:

LOURDES B. CANO
Director for Administration
and Human Resource Development

HONEY SOFIA V. COLIS
Head, PRPEO



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

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

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	5	5.00		

NO.	MFOS/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
		Percentage/Number of Daily Time Records and leave applications checked and processed	RCBibera FGDidal MMDe la Torre CMBvilbar MVSeville	100% of received DTRs and Leave applications checked and processed	100% of received DTRs and Leave applications checked and processed	5	4	4	4.33	
		Percentage of Notice of Step Increment prepared, reviewed, and released	FGDidal CMBvilbar MNGravador	100% of NOSI prepared, reviewed, and released	100% of NOSI prepared, reviewed, and released	5	5	5	5.00	
		Percentage of payroll for personnel benefits prepared, reviewed and released	HSVColis 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; PEI, 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; PEI, CNA bonus; PBB)	5	5	5	5.00	
		Percentage of PACS prepared for submission to Land Bank	HSVColis MMLao FGDidal	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 PMS, Terminal/gratuity benefits, Step increments budgetary requirement	1 PMS, Terminal/gratuity benefits, Step increments budgetary requirement	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	
		Percentage updating of Personnel Information System for service records	HRMIS JO worker	100% PIS updated prior to issuance of Service Record	100% PIS updated prior to issuance of Service Record	4	4	4	4.00	
		Number of certifications, service records, and authentications issued	HSVColis RCBibera MINGravador CMBVilbar	200 certifications, 150 service records, 300 AAO certifications, 60 service credits, 50 authentications	318 certifications, 305 service records, 696 AAO certifications, 75 service credits, 62 authentications	5	5	5	5.00	
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	2 quality procedures	3 quality procedures	5	5	5	5.00	1 PMS 2 RST 2 PMS
ODAHRD MFO 10: Innovations and New Best Practices Development Services										
PRPEO MFO 3	Innovations & new Best Practices	Number of new HR process designed/existing system revised & endorsed to higher offices/bodies	HSVColis as Secretary of APB/NAPB	1 HR Process	1 HR Process	5	5	5	5.00	SALA Process
UMFO 6: General Administration Support Services										
OVP/AF 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 valid 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	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	HSVColis	2 Boards (APB and NAPB)	2 Boards (APB and NAPB)	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	
		Percentage of applicant profile prepared, and applicants prescreened for further screening by NAPP	HSVColis CMBVilbar	100% of applicants prescreened and profile prepared	100% of applicants prescreened and profile prepared	5	5	4	4.67	
		Percentage of comparative assessments of candidates for vacant Administrative positions prepared, reviewed, and endorsed to NAPP	HSVColis MVSeville MNGravoror	100% Comparative Assessments prepared, reviewed and endorsed	100% Comparative Assessments prepared, reviewed and endorsed	5	5	4	4.67	
		No. of psychological exams & skills test for new applicants and candidates for promotion coordinated/conducted	HSVColis MMDe la Torre MVSeville	1 written Psych Test and 1 Skills Test	1 written Psych Test and 10 Skills Test	5	5	5	5.00	
		Percentage of NBC 461 Evaluation Folders of new faculty processed and submitted to APB	HSVColis CMBVilbar	100% of Submitted folders	100% of Submitted folders	5	5	5	5.00	
		Number of Teaching Performance Evaluation by Students (TPES) results reviewed, summarized and endorsed to APB	HSVColis MNGravoror	500 TPES results	500 TPES results	5	5	5	5.00	
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	MNGravoror CMBVilbar	100% of received approved appointments posted and recorded	100% of received approved appointments posted and recorded	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 Contract of Service of JO workers processed, reviewed and recorded	HSVColis MM 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	HSVColis 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 with Outstanding ratings submitted to PMT for further review and forced rank to determine the 5% qualified for step increment based on merit	HSVColis MMDe la Torre FGDidal MMLao MNGgravador	100% of candidates endorsed for selection and qualified employees issued NOSI and payrolls prepared for payment of Step Increment	100% of candidates endorsed for selection and qualified employees issued NOSI and payrolls prepared for payment of Step Increment	5	5	5	5.00	
		Percentage implementation of loyalty award	HSVColis FGDidal MMDe la Torre	100% of entitled employees given the award	100% of entitled employees given the award	5	5	5	5.00	
Total Over-all Rating									117.33	
Average Rating									4.96	
Adjectival Rating									4.89	Outstanding


Received by:


Calibrated by:


Recommending Approval:

Approved by:


REMBERTO A. FERRAREN, PhD
 Vice President for Planning, Resource Generation and External Affairs


REMBERTO A. PATINDOL
 Chairman, PMT


REMBERTO A. PATINDOL
 Vice President


EDGARDO E. TULIN
 University President

1- Quality

2- Efficiency

3- Timeliness

4- Average