

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **MARIA ROBERTA S. MIRAFLOR**, Head of the Records and Archives Office, commits to deliver and agree to be rated on the attainment of the following target in accordance with the indicated measures for the period **January - June, 2023**.

MARIA ROBERTA S. MIRAFLOR
Head, RAO

Approved:

RYSAN C. GUINOCOR
Director, ASO



Appointment/Status	Position Title	Number
Regular Staff	Administrative Officer II	1
	Administrative Aide VI (April-June)	1
	Administrative Aide II (Utility/Messenger)	1
	Guesthouse Caretaker (Jan-April)	1
Casual	Administrative Aide III	1
Job Order	Administrative Aide III	2
	TOTAL	7

Rating Equivalents:

5 - Outstanding
4 - Very Satisfactory
3- Satisfactory
2- Fair
1 - Poor

MFOs/PAPs	Success Indicators	Persons Responsible	Target (Jan-Dec)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 5: SUPPORT TO OPERATIONS									
VPAF STO 1: ISO aligned management and administrative support services									
ODAS STO 1: ISO 9001:2015 aligned documents and compliant processes									
OHRA STO 1: ISO 9001:2015 aligned documents and compliant processes	PI 1: Percentage of clients served rated the services received at least very satisfactory or higher	All OHRA Staff	95% of clients rated services as very satisfactory or higher	100% of clients rated services as very satisfactory or higher	5	5	5	5.00	
	PI. 2 Number of quality procedures revised/updated and registered at QAC	MS Miraflor JS Posas	One (1) quality procedure and form revised and registered	Revised and registered one (1) quality procedure	5	5	5	5.00	QP on Disposition of Records

MFOs/PAPs	Success Indicators	Persons Responsible	Target (Jan-Dec)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 3: Percentage of ISO evidences compliant with existing OHRA/ODAS quality procedures kept intact and readily available to Auditor	All OHRA Staff	100% ISO compliant evidences readily available	100% ISO compliant evidences readily available	5	5	5	5.00	
VPAF STO 2: FREEDOM OF INFORMATION (FOI) ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
ODAS STO 2. FOI aligned frontline services									
OHRA STO 2: FOI aligned frontline services	PI 4: Percentage compliance of reporting requirements in accordance with FOI Manual	MS Miraflor LV Pagalan JGV Degenion	100% submission of the 3 required reports: FOI Inventory, FOI Registry & FOI Summary	100% submission of the 3 required reports: FOI Inventory, FOI Registry & FOI Summary	5	5	5	5.00	
		All OHRA Staff	100% implementation and processing of FOI Requests for Information or Document	100% implemented	5	5	5	5.00	
	PI 5: Percentage of draft FOI Manual revised	MS Miraflor	90% responded requests thru the eFOI portal	100% requests responde	5	5	4	4.67	
VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
ODAS STO 3: ARTA aligned frontline services									
OHRA STO 3: ARTA aligned frontline services	PI 6: Efficient & customer friendly frontline service	All OHRA Staff	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5.00	
VPAF STO4: INNOVATIONS & BEST PRACTICES									
ODAS STO 4: Innovations & new Best Practices Development Services									
OHRA STO 4: Innovations & new Best Practices	PI 7. Number of new systems/innovations/proposals introduced and implemented	All OHRA Staff	3 approved Quality Procedure; 2 approved forms maintained	3 approved Quality Procedure; 2 approved forms maintained	5	5	5	5.00	
	PI 8. Number of draft Operations Manual and revised existing manual prepared	RC Guinocor MS Miraflor	1 Operations manual	25% revision of Records Manual	5	4	4	4.33	
	PI 9. Percent implementation of best practices	All OHRA Staff	90% Utilization of Network Access Server (NAS) and Google drive for back up storage of scanned documents and other office files	100% Utilization of Network Access Server (NAS) and Google drive for back up storage of scanned documents and other office files	5	5	5	5.00	
			70% implementation of orientation on updates on the process of records inventory and appraisal	50% implemented the orientation on updates on the process of records inventory and appraisal	5	5	4	4.67	

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			70% updating of VSU Records Disposition Schedule (RDS)	70% reviewed and submitted the VSU Records Disposition Schedule (RDS) to NAP for updating	5	5	4	4.67	
			100% of staff attended the seminars/trainings	100% of staff attended the seminars/trainings	5	5	5	5.00	BRAM, ISO-related seminars
UMFO 6: GENERAL ADMINISTRATION SUPPORT SERVICE									
VPAF GASS 1: Human Resource Management and Development									
ODAS GASS 3. Administrative Services									
ODAS GASS 3.5: Records and Archives Management Services									
OHRA GASS 1: Administrative and Support Services	PI 10. Number of administrative services/documents acted within time frame	All OHRA Staff	2,000 communications and other documents systematically filed and acted within time frame	5,553 communications and other documents systematically filed and acted within time frame	5	5	5	5.00	
	PI 11. Number of linkages with external agencies maintained	All OHRA Staff	7 agencies (NAP Central Office, NAP-RAN Cebu, Baybay Postal Office, VSU Postal Office, PMO-FOI, NPC-DPA, ARTA)	7 agencies (NAP Central Office, NAP-RAN Cebu, Baybay Postal Office, VSU Postal Office, PMO-FOI, NPC-DPA, ARTA)	5	5	5	5.00	
	PI 12. Number of committee assignments served/functions performed	MS Miraflor	7 Committees (RMIC, SDAC, BAC TWG, PMT, OSH, VSU Awards Committee, AdHOC Comm on e-Signatures)	7 Committees (RMIC, PMT, OSH, VSU Awards, AdHOC Comm on e-Signatures, LSU-AdPA, CART, COP)	5	5	5	5.00	
	PI 13. Number of staff meetings presided and counselling sessions conducted	MS Miraflor, OHRA Staff	1 meeting per quarter; monthly mentoring and coaching sessions	100% accomplished	5	5	5	5.00	
OHRA GASS 2: Records and Archives Services	PI 14. Number of leave applications, NOSI, NOSA filed within the day of receipt	MS Miraflor JV Degenion VC Acilo	3,500 documents filed	5,193 documents filed	5	5	5	5.00	
		MS Miraflor JV Degenion VC Acilo	300 personnel files of academic staff based on the new CSC checklist	525 files updated	5	5	5	5.00	
		MS Miraflor JV Degenion VC Acilo JS Posas	3,000 personnel files and other permanent records uploaded/migrated to e-records systems	8,964 files migrated to e-records systems and NAS	5	5	5	5.00	
	PI 15. Number of issuances filed within the day of receipt	MS Miraflor IV Sedrome	150 docs filed within the day of receipt	644 docs filed	5	5	5	5.00	

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	PI 16. Number of records reference services served per request for filing	All OHRA Staff	200 requests	502 requests served	5	5	5	5.00	
	PI 17. Number of requests for authentication of records/ documents served	All OHRA Staff	125 records/documents requested	4 records/documents requested for authentication served	4	5	5	4.67	
	PI 18. Percentage digitizing and uploading of memos, circulars and personal records to the eRecords System	MS Miraflor VC Acilo JB Posas	70% digitizing and uploading of memos, circulars and personal records to the eRecords System	100% digitizing and uploading of memos, circulars and personal records to the eRecords System	5	5	5	5.00	
	PI 19. Number of new archival documents gathered and displayed at the Archives Center	All OHRA Staff	2 display materials	4 display materials bound	5	5	5	5.00	
	PI 20. Number of memos/ circulars and other issuances delivered to different staff/offices concerned within the day of receipt	MS Miraflor AP Bagarinao	3,500 documents	7,826 copies of OP memos/circulars and other issuances delivered to concerned staff/offices	5	5	5	5.00	
	PI 21. Number mails delivered to/from Post Office and delivered official mails to faculty and staff concerned received from Post Office	MS Miraflor IV Sedrome AP Bagarinao JV Degenion	250 mails dispatched to Post Office and 1,000 mails received from Post Office and delivered to office/staff concerned	451 mails dispatched to Post Office and 253 mails received from Post Office and delivered to office/staff concerned	5	5	5	5.00	
	PI 22. Percentage of payment slips delivered monthly to different offices/staff concerned	MS Miraflor AP Bagarinao	100% delivery of payslips	100% accomplishment	5	5	5	5.00	
		Total Over-all Rating							138.0
		Average Rating							4.93
		Adjectival Rating							Outstanding

Received by:

TONI MARC L. DARGANTES

Planning Office

Date: 7/10/2023

Calibrated by:

DANIEL LESLIE S. TAN

Chairman, PMT

Date: JUL 11 2023

Approved by:

EDGARDO E. TULIN

University President

Date: JULY 12, 2023

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