

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **MARIA ROBERTA S. MIRAFLOR**, Office of the Head of the Records and Archives (OHRA) 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, 2022**.

MARIA ROBERTA S. MIRAFLOR
Head, OHRA

Approved:

RYSAN C. GUINOCOR
Director, ODAS



Appointment/Status	Position Title	Number
Regular Staff	Administrative Officer II	1
	Administrative Aide VI (Clerk)	1
	Administrative Aide II (Utility/Messeng	1
	Guesthouse Caretaker	1
Casual	Administrative Aide III	1
Job Order	Administrative Aide III	1
	TOTAL	6

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

MFOs/PAPs	Success Indicators	Persons Responsible	Target	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 GM Espinosa JS Posas	One (1) quality procedure and form revised and registered	One (1) quality procedure for revision once FOI Manual is approved; additional form was added and for registration	5	5	5	5.00	QP on Request for Information/ Record
	PI 3: Percentage of ISO evidences compliant with existing ODAS/HRM 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	

MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
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 GM Espinosa	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	
			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	50% of FOI Manual revised	85% of FOI Manual revised	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	Note: Please refer to customer satisfaction survey result from OAC
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	100% Implementation of handling the request form to the FOI Decision Maker instead of the requestor	100% Implementation of handling the request form to the FOI Decision Maker instead of the requestor	5	5	5	5.00	
	PI 8: Percent implementation of best practices		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	
			20% responded requests thru the eFOI portal	100% responded requests thru the eFOI portal	5	5	5	5.00	
			90% implementation of orientation on updates on the process of records inventory and appraisal	100% implemented the orientation on updates on the process of records inventory and appraisal	5	5	5	5.00	
			90% updating of VSU Records Disposition Schedule (RDS)	100% reviewed and submitted the VSU Records Disposition Schedule (RDS) to NAP for updating	5	5	5	5.00	

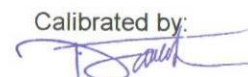
MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 6: GENERAL ADMINISTRATION SUPPORT SERVICE									
VPAF GASS 1: Human Resource Management and Development									
ODAS GASS 1. Administrative and Support Services Management									
OHRA GASS 1: Administrative and Support Services	PI 9: Number of linkages with external agencies maintained	All OHRA Staff	6 agencies (NAP Central Office, NAP-RAN Cebu, Baybay Postal Office, VSU Postal Office, PMO-FOI, NPC-DPA)	6 agencies (NAP Central Office, NAP-RAN Cebu, Baybay Postal Office, VSU Postal Office, PMO-FOI, NPC-DPA)	5	5	5	5.00	
	PI 10: Number of committee assignments served/functions performed	MS Miraflor, GM Espinosa	7 Committees (RMIC, SDAC, BAC TWG, PMT, OSH, VSU Awards Committee, AdHOC Comm on e-Signatures)	7 Committees (RMIC, SDAC, BAC TWG, PMT, OSH, VSU Awards Committee, AdHOC Comm on e-Signatures)	5	4	5	4.67	
	PI 11: Number of staff meetings presided and counselling sessions conducted	MS Miraflor	1 meeting per month; monthly mentoring and coaching sessions	2 meetings done	5	5	5	5.00	
ODAS/HRM GASS 5: Records and Archives Services Management									
OHRA GASS 2: Records and Archives Seviles	PI 12: Number of leave applications, NOSI, NOSA filed within the day of receipt	MS Miraflor GM Espinosa VC Acilo	2,000 documents filed	3,054 documents filed	5	5	5	5.00	
		MS Miraflor GM Espinosa VC Acilo	150 personnel files of academic staff based on the new CSC checklist updated	338 files updated	5	5	5	5.00	
		MS Miraflor GM Espinosa VC Acilo JS Posas	3,000 academic 201 files uploaded/migrated to e-records systems	5,601 files uploaded	5	5	5	5.00	
	PI 13: Number of issuances filed within the day of receipt	MS Miraflor IV Sedrome	150 docs filed within the day of receipt	700 docs filed	5	5	5	5.00	
	PI 14: Number of records reference services served per request for filing	MS Miraflor GM Espinosa JS Posas	102 requests	848 request for information served and acted on time	5	5	5	5.00	
	PI 15: Number of requests for authentication of records/ documents served	All OHRA Staff	125 records/documents requested	400 records/documents requested for authentication	5	5	5	5.00	
	PI 16: Percentage digitizing and uploading of memos, circulars and personal records to the eRecords System	MS Miraflor GM Espinosa VC Acilo JB Posas	70% digitizing and uploading of memos, circulars and personal records to the eRecords System	95% digitizing and uploading of memos, circulars and personal records to the eRecords System	5	5	5	5.00	


MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 17: Number of new archival documents gathered and displayed at the Archives Center	All OHRA Staff	3 display materials	3 photos of our VP for Administration & Finance	5	5	5	5.00	
	PI 18: Number of memos/ circulars and other issuances delivered to different staff/offices concerned within the day of receipt	MSMiraflor ABagarinao	3,650 documents	4,263 copies of OP memos/circulars and other issuances delivered to concerned staff/offices	5	5	5	5.00	
	PI 19: Number mails delivered to/from Post Office and delivered official mails to faculty and staff concerned received from Post Office	MSMiraflor GM Espinosa IV Sedrome AP Bagarinao	200 mails	641 outgoing mails (381 mails dispatched to Post Office; 260 mails delivered to recipients)	5	5	5	5.00	
	PI 20: Percentage of payment slips delivered monthly to different offices/staff concerned	MSMiraflor AP Bagarinao	100% delivery of payslips	100% accomplishment	5	5	5	5.00	
VPAF GASS 2: Human Resource Management and Development									
ODAS GASS 7: PRIME-HRM compliant Recruitment, Selection & Placement									
OHRA GASS 7: PRIME-HRM compliant Recruitment, Selection & Placement	PI 21: Number of appointments processed and Reports of Appointments Issued (RAI) submitted to CSC	All OHRA Staff	100 copies facilitated	470 copies facilitated	5	5	4	4.67	
ODAS GASS 8: PRIME-HRM compliant Performance Management services									
OHRA GASS 8: PRIME-HRM compliant Performance Management services	PI 22: Percentage of IPCR with outstanding ratings retrieved/scanned/reproduced for submission to PMT	MS Miraflor GM Espinosa VC Acilo JB Posas	100% accomplishment	100% accomplishment	5	5	4	4.67	
ODAS GASS 10: PRIME-HRM Aligned Rewards & Recognition Services									
OHRA GASS 10: PRIME-HRM Aligned Rewards & Recognition Services	PI 23: Percentage of HAP nominations screened/evaluated and recommended for approval of the VSU President	MS Miraflor, PRAISE Committee	100% assistance on different requests of nominees as recommended by PRAISE	100% assistance on different requests of nominees as recommended by PRAISE	5	5	5	5.00	
Total Over-all Rating								143.7	
Average Rating								4.95	
Adjectival Rating								Outstanding	

Received by: 
TONI MARC L. DARGANTES
 Planning Office

Date: 7/13/2022

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

Calibrated by: 
DANIEL LESLIE S. TAN
 Chairman, PMT
 Date: JUL 22 2022

Approved by: 
EDGARDO E. TULIN
 University President
 Date: 7/13/2022