"Exhibit A"

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, <u>Asteria A. Sevilla</u>, Officer-in-Charge of the <u>Records Office & Archives Center</u> commits to deliver and agree to be rated on the attainment of the following target in accordance with the indicated measures for the period <u>January - June 2017</u>

Recommending Approval:

Approved:

ASTERIA A. SEVILLA

OIC, Records Office & Archives Center

LOURDES B. CANO Director, ODAHRD

EDGARDO E. TULII

President

Appointment/Status Position Title		Number
OIC Head	Admin. Officer II	1
Regular Staff	Admin. Aide VI	1
	Admin. Aide II	1
	Guesthouse Caretaker	1
Casual	Admin. Aide III	1
Job Order	Admin. Aide III	1
	TOTAL	6

Rating Equivalents:	
5 - Outstanding	
4 - Very Satisfactory	
3- Satisfactory	
2- Fair	
1 - Poor	
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MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishment	Rating				Remarks
					Q1	E ²	T ³	A ⁴	
UMFO 6: GENERAL ADMII	NISTRATIVE AND SUPPORT SERVI	CES	•						
OVPAF MFO 2: HUMAN RE	SOURCE MANAGEMENT AND DE	VELOPMENT							
ODAHRD MFO I: Administ	rative and Support Services Man	agement .							
ROAC MFO 1: Efficient and customer friendly frontline services	PI 1: No complaint from clients served	A.A. Sevilla All Records Office Staff	Zero complaint from clients served	Zero percent valid complaints from clients served	5	5	5	5	
ROAC MFO 2: Efficient office and files management	PI 2: No. of communications and other documents systematically filed a day after receipt	A.A. Sevilla All Records Office Staff	5,000 docs.	12,464 docs.	5	5	4	4.67	Appointments of faculty & staff w/ supporting docs., Leave Applications, SALN, NOSA/ NOSI, IPCR, Faculty Workload, Teaching Performance Evaluation, etc

	PI 3: No. of records reference services served per Request for Records	A.A. Sevilla All Records Office Staff	500 Requests for Records	945 Requests for Records	5	5	5	5	
	PI 4: No. of archival records scanned for back-up files	Job Order staff	BOR Resolutions Series of 2010-2015	BOR Resolutions Series of 2006-2015	5	5	5	5	
ROAC MFO 3: No. of personnel directly supervised	PI 5: No. of personnel supervised	A. Sevilla	4 personnel	5 personnel	5	5	5	5	
	PI 6: No. of administrative offices monitored daily, Flag Ceremonies at Admin. Bldg. and University- wide activities monitored	A.A. Sevilla All Records Office Staff	20 admin. Offices and Flag Ceremonies at Admin. Bldg.	28 admin.offices monitored and Flag Ceremonies at Admin. Bldg. every Monday	5	5	5	5	
ROAC MFO 4: No. of linkages with external agencies maintained	PI 7: No. of linkages with external agencies maintained	A.A. Sevilla All Records Office Staff	2 agencies (NAP Manila, NAP Cebu, Baybay Postal Office, VSU Postal Office)	5 agencies (NAP Manila, NAP Cebu, Baybay Postal Office, VSU Postal Office), COA	5	5	5	5	
ROAC MFO 5: Adhoc assignments performed	PI 8: No. of ad hoc assignments performed	A. Sevilla	4 committees	6 committees	5	5	5	5	Adm. Scholarship Comm., Honors & Awards Comm., SIAC, RMIC, Investigation Comm., QMS Task Force Committee
ODAHRD MFO 2: Compliance	to ISO requirements/alignment to	QMS							
ROAC MFO 6: No. of ISO aligned Work Instructions prepared and finalized	PI 9: No. of Work Instructions prepared	A. Sevilla	6 Work Instructions	6 Work Instructions	4	4	4	4	
	PI 10: No. of meetings facilitated and attended	A. Sevilla	4 meetings 1 writeshop	5 meetings 1 writeshop	5	5	5	5	
	PI 11: No. of Minutes of Meetings prepared and finalized for signature of the members	A. Sevilla	4 Meetings	5 Minutes of Meetings prepared/ finalized	5	5	5	5	

assessment for level 2 reaccredited maturity status	PI 12: No. of PRIME-HRM areas reaccredited for level 2 maturity status by the CSC	A.A. Sevilla All Records Office Staff	4 areas	4 areas	4	4	4.	4	
by CSC ROAC MFO 9: No. of PRIME-HRM areas prepared for level 3 maturity status	PI 13: No. of PRIME-HRM areas prepared for level 3 maturity status	A.A. Sevilla All Records Office Staff	1 area (Rewards & Recognition)	(2nd half)					
ODAHRD MFO 5: Compliance	with CSC HAP								
ROAC MFO 10: No. of nominations submitted to CSC	PI 14: No. of nominations evaluated/submitted for approval of the Office of the President	A. Sevilla, SIAC	3 HAP nominations facilitated	2 for Individual Category, 2 for Group Category	5	5	5	5	Dr. L.B. Cano, Dr. E.A. Vasquez, PhilRootcrops, ViCARP
ODAHRD MFO 7: Faculty eval	uation services							2 76	
ROAC MFO 11: No. of faculty/subjects evaluated	PI 15: No. of evaluation of faculty members/subjects evaluated	G. Espinosa	6 faculty members/25 subjects	7 faculty members/27 subjects	5	-5	5	5	
ODAHRD MFO 9. Human Res	ource Management Services								
	PI 16: Percentage of revision completed and indorsed	A. Sevilla	1 HR System	1 HR system (Revised Admin. Personnel Dev. Program)	5	5	5	5	
ROAC MFO 13: No. of new best HR practices/innovations introduced and implemented	PI 17: No. of new best practices introduced/implemented	A.A. Sevilla All Records Office Staff	2 new HR best practices	15 min. 5S Habit; prepared Flyer on Citizen's Charter	5	5	4	4.67	
ROAC MFO 14: No. of simplified manuals prepared and submitted for approval	PI 18: Percentage of simplified Manual prepared and submitted for approval	A.Sevilla	1 Manual	(2nd half)					
ODAHRD MFO 10: Personnel	Records Development & Manageme	ent Services							
ROAC MFO 15: Percentage of CSC/DBM/ GSIS/BOR Rules & Policies on leave administration and policies on employees' compensation	PI 19: Percentage of leave applications of faculty and staff classified and filed including NOSA/NOSI	V. Acilo, G.Espinosa	100% compliance	100% complied	5	5	5	5	Leave applications of all faculty and staff, NOSA. NOSI, etc.

ROAC MFO 16: No. of authentications of HR records/documents	PI 20: No. of documents retrieved for reproduction/authentication	A.A. Sevilla All Records Office Staff	200 docs.	756 docs.	5	5	5	5	PDS, SALN, Perf. Evaluation of Faculty/Staff, Docs.for Accreditation, NOSA/NOSI, etc.
ODAHRD MFO 11. Records a	nd Archives Management						2		
ROAC MFO 17: No. of new archival documents gathered and displayed at the Archives Center	PI 21: No. of additional docs. gathered and displayed	A.A. Sevilla All Records Office Staff	3 paintings of Lingkod Bayan Awardees & 4 archival docs.	3 paintings of Lingkod Bayan Awardees, 6 archival docs. gathered/bound	5	5	5	5	
ROAC MFO 18: No. of new accreditation docs gathered and displayed at HR Accreditation Center	PI 22: No. of additional accreditation docs. gathered and displayed	A.A. Sevilla All Records Office Staff	100% evidences under enhanced PRIME-HRM updated	100% complied	5	5	4	4.67	
ROAC MFO 19: No. of messengerial services provided	PI 23: No. of docs. delivered to different units and mails dispatched to Post Office within the day of receipt	A. Bagarinao, V. Acilo, G. Espinosa	2,500 documents delivered to recipients and 4,000 mails dispatched within the day	5,656 docs. delivered w/in the day of receipt & 6,412 dispatched to Post office	5	5	5	5	
ROAC MFO 20: No. of approved disposal of records secured	PI 24: No. of records/records series evaluated based on RDS/GRDS	A.A. Sevilla All Records Office Staff	200 records	305 records/ records series	5	5	5	5	
	Total Over-all Rating							107.01	
	Average Rating							4.86	
	Adjectival Rating							0	

Received by:	Calibrated by:	Recommending Approval:	Approved by:
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Planning	REMBERTO A. PATINDOL PMT Chair	REMBERTO A. PATINDOL Vice President for Admin. & Finance	EDGARDO E. TULIN President
Date:	Date:	Date:	Date:

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