

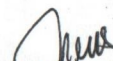
"Exhibit A"

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

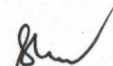
I, Asteria A. Sevilla, Officer-in-Charge of the Records Office & Archives Center commits to deliver and agree to be rated on the attainment of the following target in accordance with the indicated measures for the period January - June 2017

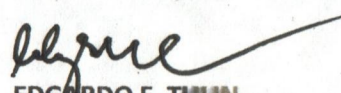
Recommending Approval:

Approved:


ASTERIA A. SEVILLA

OIC, Records Office & Archives Center


LOURDES B. CANO
 Director, ODAHRD


EDGARDO E. TULIN
 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

MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 6: GENERAL ADMINISTRATIVE AND SUPPORT SERVICES									
OVPAF MFO 2: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT									
ODAHRD MFO 1: Administrative and Support Services Management									
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

[illegible]

ROAC MFO 8: No. of PRIME-HRM areas ready for assessment for level 2 reaccredited maturity status by CSC	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	
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 evaluation services									
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 Resource Management Services									
ROAC MFO 12: No. of new HR systems designed and endorsed to higher offices/bodies	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 & Management 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 and Archives Management									
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 <i>Lingkod Bayan</i> 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:

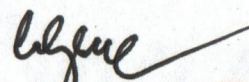
Recommending Approval:

Approved by:



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