

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, JENNIFER E. ANDO, Officer-In-Charge, Office of the Head of Learning and Development & Human Resource Accreditation 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-December 31, 2021

Approved:

JENNIFER E. ANDO
Officer-In-charge, OLDHRA

Date

HONEY SOFIA V. COLIS
OIC-Director, ODHRM



Appointment/Status	Position Title	Number
Head	Edu. Program Specialist	1
Regular Staff	Admin. Aide IV	1
Job Order	Admin. Aide I	1
	TOTAL	3


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

MFOs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2021)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 6: General Administration Support Service									
UMFO5. SUPPORT TO OPERATIONS									
OVPAF MFO 1: ISO aligned management and administrative support services									
OVPAF MFO 2: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT									
ODHRM MFO 1: Administrative and support services Management									
	PI. 1 Efficient & customer friendly frontline service	All L & D & HR Accreditation Staff	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5	
	PI. 2 Number of L&D services and documents acted within time frame	HSVColis, JEAndo, MFLGayanilo and ODHRM staff	100% documents acted	100% acted	5	5	5	5	4,803 documents acted (Recommendations, endorsement, referendum, Minutes, excerpts
	PI. 3 No. of linkages with external agencies maintained	ODHRM, HSVColis, J. Ando, Mdela Torre, RDBebira & ODHRM Staff	4 (CSC Ormoc, CSC Reg., DBM, & CHED)	5 linkages with external agencies maintained	5	5	5	5	5 DBM, CHED-IAS, CSC FIELD OFFICE & CSC REGION 8
	PI.4 No. of ad hoc committee assignments served/functions performed	ODHRM, HSVColis, J. E. Ando, M.F. Gayanilo and ODHRM Staff	OHLDHRA (2 Scholarship Committee)	2 Personnel Board & 4 Committees	5	5	5	5	2 Personnel Board (APB & NAPB) 4 Committee (VSFC-AS, VASC, Student Housing Comm. & Comm. to investigate DepStat Complaint, AACCUP CAFS Comm.)


MFOs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2021)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI.5 No. of HR activities and interventions implemented during PSC celebration	Pres. E. Tulin, HSVColis, JEAndo & ODHRM Staff	20 HR activities/interventions	20	5	5	5	5	
ODHRM MFO 3: PRIME-HRM aligned Learning and Development Services									
	PI.13 Number of In-house seminar workshops/ skills trainings/orientations conducted/facilitated	ODHRM, J. Ando, MLGayanilo, ODHRM Staff & VSFC-AS	30 In-house seminar workshops/ skills trainings/orientations conducted/facilitated	35	5	5	5	5	
	PI.14 Number of training designs prepared	ODHRM, J. Ando, MLGayanilo, & ODHRM Staff	30 training designs prepared	35 trainings conducted/ organized with reports prepared	5	5	5	5	
	PI.15 Number of training reports	ODHRM, J. Ando, MLGayanilo, & ODHRM Staff	30 training reports	30	5	5	4	4.67	
	PI.16 Number of proceedings prepared	ODHRM, J. Ando, MLGayanilo, & ODHRM Staff	30 proceedings prepared	30	5	5	4	4.67	
	PI.17 Number of participants attended the seminar-workshops /trainings/ orientations	ODHRM, J. Ando, MLGayanilo, & ODHRM Staff	500 participants attended the seminar-workshops /trainings/ orientations	1796 participants	5	5	5	5	
	PI.18 Number of L & D activities served as master of ceremony/facilitator	ODHRM, J. Ando, MLGayanilo, & ODHRM Staff	10 L & D activities served as master of ceremony/facilitator	12	5	5	5	5	
	PI.19 Number of requests for external trainings/seminar-workshops/attendance to conferences for a/sabbatical leave/scholarships/fellowships facilitated	ODHRM, J. Ando, MLGayanilo, ODHRM Staff & VSFC-AS	400 requests for external trainings/seminar-workshops/attendance to conferences for a/sabbatical leave/scholarships/fellowships facilitated	447	5	5	5	5	
	PI.20 Number of requests from faculty facilitated	ODHRM, J. Ando, MLGayanilo, ODHRM Staff & VSFC-AS	150 requests from faculty facilitated	156 (through calls, emails and walk-ins)	5	5	5	5	
	PI.21 Number of requests from staff facilitated	ODHRM, J. Ando, MLGayanilo, ODHRM Staff & VSFC-AS	50 requests from staff facilitated	133 (18 new, 60 ongoing, 55 reinstated but not finished yet)	5	5	5	5	
	PI.22 Number of sabbatical leave facilitated	ODHRM, J. Ando, MLGayanilo, ODHRM Staff & VSFC-AS	10 sabbatical leave facilitated	13	5	5	5	5	13 request approved by BOR

MFOs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2021)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI.23 Number of scholarships/fellowships/financial assistantships facilitated	ODHRM, J. Ando, MLGayanilo, ODHRM Staff & VSFC-AS	15 scholarships/fellowships/financial assistantships facilitated	18	5	5	5	5	15 new scholars for 2021 (local & abroad) & undergo orientation
	PI.24 Number of Learning and Development Policies/ Program compliant to level 3 of PRIME-HRM submitted to CSC	HSVColis, J. Ando, MLGayanilo	2 Learning and Development Policies/ Programs	2 enhance Learning & Development policies submitted to CSC	5	5	5	5	
ODHRM MFO 11: Innovations & new Best Practices Development Services	PI.29. Number of new HR systems/innovations introduced and implemented	HSVColis, J. Ando, MLGayanilo	1 new HR system/innovation prepared	1 (Study Leave Module)	5	5	5	5	ready for implementation
		Total Over-all Rating							4.96
		Average Rating							4.96
		Adjectival Rating							O


Received by:


DILBERTO O. FERRAREN
 Planning Office
 Date: 19 Jan 2022

Calibrated by:


DANIEL LESLIE S. TAN
 Chairman, PMT
 Date: 1/18/22

Approved by:


EDGARDO E. TULIN
 University President
 Date: 1/19/22

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