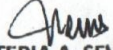
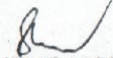


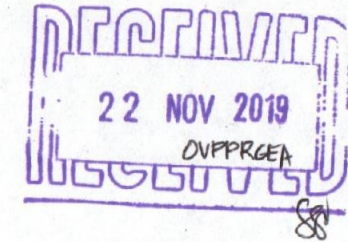
OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **Asteria A. Sevilla**, Officer-in-Charge of the **Records Office & Archives Center** (ROAC) 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 2019**.


ASTERIA A. SEVILLA
 OIC, Records Office & Archives Center

Approved:


LOURDES B. CANO
 Director, ODAHRD



Appointment/Status	Position Title	Number
OIC	Admin. Officer III	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 5: SUPPORT TO OPERATIONS									
OVPAF MFO 2: ISO aligned management and administrative support services									
ODAHRD MFO 1: ISO aligned Personnel Records Development & Management Services									
ROAC 1. Percentage implementation of leave benefits, compensation and other employee benefits	PI 1: No. of leave applications, NOSI, NOSA of faculty and staff filed within the day of receipt	All Records Office Staff	100% accomplishment	100% accomplished	5	5	4	4.66	
ROAC 2. No. of certifications and service records issued and authentications of docs.	PI 2: No of records/docs. authenticated	All Records Office Staff	25 authentications	115 docs. authenticated	5	5	5	5	
ODAHRD MFO 2. ISO aligned Records and Archives Management									
ROAC 3. No. of new archival docs. gathered and displayed at the Archives Center	PI 3: No. of new archival docs. gathered and displayed	All Records Office Staff	2 new display materials	2 new display	5	5	5	5	2018 OP issuances (hardbound)
ROAC 4. Percentage of required HR accreditation evidences under PRIME-HRM level 3 maturity in RSP ready for inspection by CSC	PI 4: Percentge of HR evidences/docs gathered	All Records Office Staff	50% of required evidences	2nd half					

ROAC 5. No. of messengerial services provided and approved disposal of records secured	PI 5: No. of documents delivered to different units and mails dispatched to Post Office within the day of receipt	All Records Office Staff	5,000 docs delivered to recipients and 2,000 mails dispatched to Post office	8,436 docs. delivered; 1,584 mails	5	5	5	5	
	PI 6: No. of request to dispose of records secured from National Archives of the Philippines (NAP)	All Records Office Staff	1 approval to dispose	1 approval and actual disposal	5	5	5	5	date of disposal- 4/5/2019

ODAHRD 5. FOI aligned compliance and reporting requirements

ROAC 6. Percentage of compliance of reporting requirements in accordance with FOI Manual	PI 7: No. of required reports prepared and submitted	A. Sevilla, V. Acilo, G. Espinosa	2 quarterly reports: FOI Registry & FOI Summary	100% accomplished	5	5	5	5	
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UMFO 6: GENERAL ADMINISTRATION SUPPORT SERVICE

OVPAF MFO 2. Human Resource Management and Development

ODAHRD MFO 6. Administrative and Support Services Management

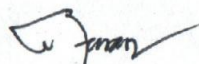
ROAC MFO 7. Efficient and customer friendly frontline service	PI 8: Efficient and customer friendly frontline services	All Records Office Staff	Zero complaint from clients served	no complaint	5	5	5	5	
	PI 9: No. of communications and other documents systematically filed a day after receipt	All Records Office Staff	5,000 docs.	11,349 docs filed	5	5	4	4.66	
	PI 10: No. of records reference services served per Request for Records filed	A. Sevilla, G. Espinosa, V. Acilo	100 Requests for Records filed/600 records/docs. retrieved/ reproduced	137 Request for Records served/580 docs	5	5	5	5	
	PI 11: No. of attendance monitoring in different admin. offices/units daily including University-wide activities and flag raising ceremonies in Admin. Bldg.	All Records Office Staff	24 Admin. Offices monitored daily except on Mondays due to monitoring of Flag Ceremonies at Admin. Bldg. every Monday	25 offices monitored	5	5	4	4.66	
ROAC MFO 8. No. of linkages with external agencies maintained	PI 12: No. of linkages with government agencies maintained	All Records Office Staff	5 agencies (NAP Manila, NAP Cebu, Baybay Postal Office, VSU Postal Office, COA)	5 agencies	5	5	5	5	
ROAC MFO 9. No. of adhoc committee assignments performed	PI 13. Membership in adhoc committees performed	A. Sevilla A. Bagarinao	SIAC, VASC, Honors & Awards Comm, RMIC, Land Use Comm, 2 adhoc/ formal investigation committees	100% accomplishment	5	5	5	5	

ODAHRD MFO 7. PRIME-HRM compliant Recruitment, Selection & Placement

ROAC MFO 10. No. of appointments processed and Reports of Appointments Issued (RAI) submitted to CSC with zero invalidation and JO contracts reviewed	PI 14. No. of original appointments forwarded/received by faculty and staff concerned and another copy filed in their respective 201 files	All Records Office Staff	100% accomplishment	95% accomplished	5	5	4	4.66	
ODAHRD MFO 8. PRIME-HRM compliant Performance Management System Services									
ROAC MFO 11 No. of teaching effectiveness evaluation of faculty/subjects administered	PI 15: No. of faculty/subjects evaluated	Records Office Staff	2 academic staff/10 subjects	2 academic staff/10 subjects	5	5	5	5	
ODAHRD MFO 9. PRIME-HRM aligned Learning and Development Services									
ROAC MFO 12. Percentage of PhD & MS scholars monitored as to progress of their studies & requests for renewal of study leave facilitated/assisted	PI 16: Percentage of scholars monitored	A.Sevilla, VASC	100% accomplishment	95% accomplished	4	4	4	4	
ROAC MFO 13. Percentage of faculty development related requests acted by scholarship committee, request to present paper or to attend conference abroad facilitated for action and awards of attendance to approve requests prepared	PI 17: Percentage of requests for scholarships/attendance to trainings screened and indorsed based on policies	A.Sevilla, VASC	95% of requests for scholarships/attendance to trainings screened by the VSU Admin. Scholarship Committee, 5% are direct orders to attend from the Office of the President	95% of requests screened by the VSU Admin. Scholarship Committee, 5% are direct orders to attend from the Office of the President	5	5	5	5	
ODAHRD MFO 10. PRIME-HRM aligned Rewards & Recognition Services									
ROAC MFO 14: Percentage of IPCR ratings with outstanding rating forced ranked and the top 5% employees granted step increment based on merit	PI 18. No. of IPCR with outstanding ratings retrieved/scanned/ reproduced	All Records Office Staff	100% accomplishment	2nd half					
ROAC MFO 15: Percentage of HAP nominations reviewed, packaged and submitted to CSC	PI 19: Percentage of HAP nominations screened/ evaluated and recommended for approval of the VSU President	A.Sevilla PRAISE Committee	100% of nominees as recommended by PRAISE	100% of nominees recommended	5	5	5	5	
ODAHRD MFO 11. Innovations and New Best Practices Development Services									
ROAC MFO 16: No. of new HR systems/best practices/ innovations introduced and implemented	PI 20: No. of new HR systems endorsed to higher bodies	A.Sevilla	1 HR system	2nd half					

ROAC No. 17. No. of outside agencies which benchmarked HR practices/systems provided with expert services as Resource Person	PI 21: No. of agencies assisted during the benchmarking activities	A.Sevilla	2 agencies	2 agencies	4	4	4	4	
	Total Over-all Rating							85.64	
	Average Rating				4.89		4.67	4.76	
	Adjectival Rating							0	

Received by:



Planning Office

Date: _____

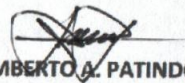
Calibrated by:



REMBERTO A. PATINDOL
PMT Chair

Date: _____

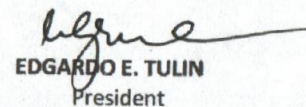
Recommending Approval:



REMBERTO A. PATINDOL
Vice President for Admin. & Finance

Date: _____

Approved by:



EDGARDO E. TULIN
President

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