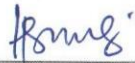


OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, Regina C. Bibera, Head, Office of the Head of Payroll and Leave Benefits, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January-December 31, 2021

Approved:



HONEY SOFIA V. COLIS
OIC, Director, ODHRM

Date



REMBERTO A. PATINDOL
VP for Admin. & Finance



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

Appointment/Status	Position Title	Number
Head	Admin. Officer II	1
Regular Staff	Admin. Aide IV	2
Job Order	Admin. Aide I	2
	TOTAL	5

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									
<u>OHPLB MFO 1: Administrative and support services Management</u>	PI. 1 Efficient & customer friendly frontline service	All OHPLB Staff	Zero percent complaint from clients served	Zero percent complaint from clients served	4	5	5	4.67	
	PI. 2 Number of administrative services and financial/ administrative documents acted within time frame	HSVColis, RCBibera and OPHLB Staff	60 (financial/personnel) documents	47	5	5	4	4.67	to be fully accomplished on the 2nd half
	PI. 3 No. of linkages with external agencies maintained	ODHRM, HSVColis, J. Ando, Mdela Torre, RCBibera & ODHRM Staff	14 (CSC Ormoc, CSC Reg., DBM, PASUC Zonal Center, PASUC National, PASUC Zonal Center, OPCCB DBM, NAP, IATF, CSC Central, CHED, Ombudsman & GSIS)	14 (CSC Ormoc, CSC Reg., DBM, PASUC Zonal Center, PASUC National, PASUC Zonal Center, OPCCB DBM, NAP, IATF, CSC Central, CHED, Ombudsman & GSIS)	5	5	5	5	
	PI.5 No. of HR activities and interventions implemented during PSC celebration	HSVColis, RCBibera and OPHLB Staff staff	1 HR activities/interventions						to be accomplished on the 2nd half

MFOs/PAPs	Success Indicators	Person Responsible	Target (January-December 2021)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
<u>ODHRM MFO 4:Efficient and Effective implementation of the university Performance Management and Rewards and Recognition systems, policies, processes and practices</u>									
<u>OHPLB MFO 2: Efficient and Effective implementation of the university Performance Management and Rewards and Recognition systems, policies, processes and practices</u>	PI.29 Number of employees given loyalty awards every September and paid loyalty bonus	HSVColis, RCBibera, FGDidal, Matthew	50 employees given loyalty awards every September and paid loyalty bonus						to be accomplished on the 2nd half
	PI.31 Percentage of employees identified as top ranking and given step increment based on merit	HSVColis, Mdela Torre, FGDidal	5% employees identified as top ranking and given step increment based on merit						to be accomplished on the 2nd half
<u>ODHRM MFO 5: Efficient and Effective implementation of the Payroll and Leave Benefits systems, policies, Processes and practices</u>									
<u>OHPLB MFO 3: Efficient and Effective implementation of the Payroll and Leave Benefits systems, policies, Processes and practices</u>	PI 40. Percentage updating of employee leave records and balances in the HRIS	ODHRM, HSVColis, , RDBebira & OHRSPPR Staff	100% of updating of employee leave records and balances in the HRIS	50%	4	4	4	4	to be fully accomplished on the 2nd half
	PI 41 Number of terminal leave benefits prepared, finalized and submitted for release of funds/processing for payment of terminal leave pay	ODHRM, HSVColis, , RDBebira & OHRSPPR Staff	10 terminal leave benefits prepared, finalized and submitted for release of funds/processing for payment of terminal leave pay	18 of terminal leave benefits prepared, finalized and submitted for release of funds/processed for payment of terminal leave pay	5	5	4	4.67	
	PI 42 Number of monthly Report of Absences and Under-time prepared and submitted to CSC	ODHRM, HSVColis, , RDBebira & OHRSPPR Staff	12 monthly Report of Absences and Under-time prepared and submitted to CSC						NA due to stoppage of the use of biometric system (indicated OP MC)
	PI 43 Percentage of proportionate vacation pay of faculty on teacher's leave computed and processed for payment	ODHRM, HSVColis, , RDBebira & OHRSPPR Staff	100% of proportionate vacation pay of faculty on teacher's leave computed and processed for payment						NA due to no summer (Grant of SC Proposal) UADCO approval
	PI 44 Percentage of approved requests for grant of service credits with complete supporting papers processed and encoded in the Edats	ODHRM, HSVColis, , RDBebira & OHRSPPR Staff	100% approved requests for grant of service credits with complete supporting papers processed and encoded in the Edats	50%	5	5	4	4.67	to be fully accomplished 2nd half

MFOs/PAPs	Success Indicators	Person Responsible	Target (January-December 2021)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 45 Percentage of approved request for faculty on their leave status for the semester encoded in the eDATS for proper adjustment of leave status in the system	ODHRM, HSVColis, , RDBebira & OHRSPPR Staff	100% approved request for faculty on their leave status for the semester encoded in the eDATS for proper adjustment of leave status in the system	50%	5	5	5	5	to be accomplished 2nd half
	PI 46 Number of semi-monthly payroll and LDDAP for all regular, casual and contractual employees prepared and processed within prescribed period	ODHRM, HSVColis, , RDBebira & OHRSPPR Staff	24 semi-monthly payroll and LDDAP for all regular, casual and contractual employees prepared and processed within prescribed period	852-VSU reg employees, 156-VSU casual/contractual employees, 24-PCC employees	5	5	5	5	to be completed on the 2nd half
	PI 47 Number of monthly payroll for RATA and honorarium of entitled officials prepared and released for processing	ODHRM, HSVColis, , RDBebira & OHRSPPR Staff	12 monthly payroll for RATA and honorarium of entitled officials prepared and released for processing	50%	5	5	5	5	to be fully completed on the 2nd half
	PI 48 Number of special payroll prepared (mid-year bonus, year-end bonus, CNA, loyalty bonus, clothing allowance, PIB, Step Increment based on merit, SRI)	ODHRM, HSVColis, , RDBebira & OHRSPPR Staff	7 special payroll prepared (mid-year bonus, year-end bonus, CNA, loyalty bonus, clothing allowance, PIB, Step Increment based on merit, SRI)	42-salary of scholars 1-stipend of scholars	5	5	5	5	to be completed on the 2nd half
	PI49 Percentage compliance to request for special payroll served	ODHRM, HSVColis, , RDBebira & OHRSPPR Staff	100% compliance to request for special payroll served	1-book allowance	5	5	5	5	to be completed on the 2nd half
	PI.50 Percentage processing of applications for loan with GSIS as alternate AAO	ODHRM, HSVColis, , RDBebira & OHRSPPR Staff	100% processing of applications for loan with GSIS as alternate AAO	48-RATA 10-Honorarium	5	5	5	5	to be completed on the 2nd half
	PI.51 Percentage operationalization of Payroll System Module of the HRIS	ODHRM, HSVColis, , RDBebira & OHRSPPR Staff	100% of operationalization of Payroll System Module of the HRIS	27-Clothing 10-Step Increment merit, 28-Differential, 5-Terminal, 12-Overload, 27-Mid-year bonus	5	5	5	5	to be completed on the 2nd half
	PI.52 Percentage of documents needed for level 3 accreditation packaged and readily available for assessment and displayed at HR Accreditation Center	ODHRM, HSVColis, , RDBebira & OHRSPPR Staff	100% of documents needed for level 3 accreditation packaged and readily available for assessment and displayed at HR Accreditation Center						to be accomplished on the 2nd half
ODHRM MFO 11: Innovations & new Best Practices Development Services									

MFOs/PAPs	Success Indicators	Person Responsible	Target (January-December 2021)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
<u>OHPLB MFO 4: Innovations & new Best Practices Development Services</u>	PI.55 Number of modules of the HRIS fully operationalized	ODHRM	2 modules (eDATS, Payroll System) of the HRIS 100% operationalized						Programing of eDATS, Payroll System is still on progress.
	PI.56 Number of external agencies benchmarking on VSU's HR processes and practices	ODHRM	1 external agency benchmarking on VSU's HR processes and practices	N/A					This was not implemented due to COVID-19 Pandemic
<u>OTHER FUNCTIONS UNDER ODHRM MFO 5: Efficient and Effective implementation of the Payroll and Leave Benefits systems, policies, Processes and practices</u>									
<u>OPHLB MFO 5: Other function related to the Efficient and Effective implementation of the Payroll and Leave Benefits systems, policies, Processes and practices</u>	PI 58. Percentage of monthly payroll and preparation pay for part-time instructors prepared and processed within the prescribed period	HSVColis, FGDidal	100% of monthly payroll and preparation pay for part-time instructors prepared and processed within the prescribed period	50%	5	5	5	5	to be fully completed on the 2nd half
	PI.59 Number of monthly payroll for Salary and Stipend for all VSU Scholars prepared and processed within the prescribed period	HSVColis, MMLao	24 monthly payroll for Salary and Stipend for VSU Scholars prepared and processed within the prescribed period	42-salary of scholars 1-stipend of scholars	5	5	5	5	to be completed on the 2nd half
	PI. 60 Number of payroll for book allowance of all VSU Scholars prepared and processed within the prescribed period	HSVColis, MMLao	2 payroll for book allowance of VSU Scholars prepared and processed within the prescribed period	1-book allowance	5	5	5	5	to be completed on the 2nd half
	PI 61. No. of Payslips prepared/generated and released	Prepares/generate Payslips of regular employees	7,000 Payslips generated, prepared and printed	3,888 Payslips generated, prepared and printed 426 Payslips for Part-time instructors	5	5	5	5	to be fully accomplished on the 2nd half
	PI.62. Percentage of PACS for ATM loading for Salaries of regular, casual/contractual employees and scholars, RATA & Honorarium, Midyear bonus, Year End, Stipend/ Book allowance for scholars, Clothing allowance, terminal leave, PEI, Christmass bonus and other benefits. prepared, reviewed and released	HSVColis, MMLao, MSantiago	100% of PACS prepared, reviewed and released	100% of PACS prepared, reviewed and released	5	5	5	5	

MFOs/PAPs	Success Indicators	Person Responsible	Target (January-December 2021)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 63. Number of Notice of Step Increment (NOSI) and Notice of Salary Adjustment (NOSA) prepared and released	HSVColis, FGDidal	NOSI=130, NOSA=738	NOSI=68, NOSA=749	5	5	5	5	to be completed on the 2nd half
	PI.64 Percentage of processed leave request	HSVColis, Rbebira, FGDidal	100% of leave request by faculty & Administrative staff processed and posted to leave card	100% of leave request by faculty & Administrative staff processed and posted to leave card	5	5	5	5	
Total Over-all Rating								97.680	
Average Rating								4.884	
Adjectival Rating								Outstanding	

Received by:


DALISAY F. ANDRES, PhD

Planning Office


Date: AUG 31 2021

Calibrated by:


REMBERTO A. PATINDOL
Chairman, PMT

Date: _____

Recommending approval:


REMBERTO A. PATINDOL
VP for Admin & Finance

Approved by:


EDGARDO E. TULIN
University President

Date: _____

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