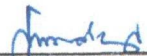



OFFICE PERFORMANCE COMMITMENT & REVIEW FOR (OPCR)


I, Miriam M. De la Torre, In-charge of Performance Management and Rewards and Recognition 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 1, 2021 to June 30, 2021


MIRIAM M. DE LA TORRE
 In-charge, Perf. Mgt. and Rewards & Recognition

Date

Approved:


HONEY SOFIA V. COLIS
 OIC Director, ODHRM

RECEIVED
 110
 22 OCT 2021




Appointment/Status	Position Title	Number
Permanent	In-Charge, PMRR, AO III	1
Job Order	Data Encoder	1
Job Order	Administrative 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 (January-June)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO5. SUPPORT TO OPERATIONS									
OVPAF MFO 1: ISO aligned management and administrative support services									
ODHRM MFO: ISO aligned Personnel Records Development and Management Services									
OHPMRR MFO 1: ISO 9001:2015 aligned documents and compliant processes									
ISO 9001:2015 aligned documents and compliant processes	PI 1. Percentage compliant to ISO-aligned documents and compliant processes	All OHPMRR staff	100% compliant	100%	5	5	5	5	
UMFO 6: General Administration Support Service									
OVPAF MFO 2: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT									
ODHRM MFO 1: Administrative and support services Management									
OHPMRR MFO 2: Administrative and support services									
Administrative and support services	PI 2. Efficient & customer friendly frontline service	All OHPMRR Staff	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5	
	PI 3. No. of linkages with external agencies maintained	MMDe la Torre	2 (CSC Region & Ombudsman)	2 (CSC Region & Ombudsman)	5	5	5	5	
	PI 4. No. of ad hoc committee assignments served/functions performed	MMDe la Torre	2 (PMT& PRAISE)	2 (PMT& PRAISE)	5	5	5	5	

MFOs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2021)	Actual Accomplishments (January-June)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
ODHRM MFO 4: Efficient and Effective implementation of the university Performance Management and Rewards and Recognition systems, policies, processes and practices									
OHPMRR MFO 3: Performance Management and Rewards and Recognition Services									
Performance Management and Rewards and Recognition Services	PI 5. Percentage of employees monitored their submission and actually submitted their IPCRS	All OHPMRR Staff	100% of employees monitored their submission and actually submitted their IPCRS	100% of employees monitored their submission and 98% actually submitted their IPCRS	5	5	4	4.67	
	PI 6. Number of performance evaluation summary result prepared and submitted (PMT, CSC & QAC)	MMDe la Torre	3 performance evaluation summary result prepared and submitted (PMT, CSC & QAC)	1 performance evaluation summary result prepared and submitted (QAC)	5	5	5	5	
	PI 7. Number of evaluation of JO performance tabulated	MMDe la Torre, JO Data Encoder	700 evaluation of JO performance tabulated	623 evaluation of JO performance tabulated	5	5	5	5	
	PI 8. Summary of the ratings and qualitative comments prepared and submitted to L & D Office for analysis and input to L & D interventions	MMDe la Torre, JO Data Encoder	1 Summary of the ratings and qualitative comments prepared and submitted to L & D Office for analysis and input to L & D interventions	1 Summary of the ratings and qualitative comments	5	4	4	4.33	
	PI 9. Number of university employees awarded after rigid screening during anniversary celebrations	MMDe la Torre	20 university employees awarded after rigid screening during anniversary celebrations	91 employees awarded after rigid screening during anniversary celebrations	5	5	5	5	60 Service Awards 26 Mt. Pangasugan Awards 5 Special Awards
	PI 10. Number of employees given loyalty award every September and paid loyalty bonus	All OHPMRR Staff	50 employees given loyalty award every September and paid loyalty bonus						For 2nd half
	PI 11. Number of deserving employees nominated to the CSC Honors & Awards Program and nomination documents packaged and submitted to CSC	All OHPMRR Staff	4 deserving employees nominated to the CSC Honors & Awards Program and nomination documents packaged and submitted to CSC	5 employees nominated to the CSC Honors & Awards Program and nomination documents packaged and submitted to CSC	5	5	5	5	

MFOs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2021)	Actual Accomplishments (January-June)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 12. Percentage of employees identified as top ranking and given step increment based on merit	MMDe la Torre	5% employees identified as top ranking and given step increment based on merit	5% employees identified as top ranking and given step increment based on merit for CY 2020	5	5	5	5	
	PI 13. Number of new R & R benefits proposed, approved and availed by qualified employees	MMDe la Torre	1 new R & R benefits proposed, approved and availed by qualified employees	1 R&R proposed to BOR	4	5	5	5	R & R for Admin Staff with university awards was proposed to BOR but was referred to CSC for opinion. However, CSC commented that the intended Rest and Renewal Leave for non-teaching employees is also not under the provisions of CSC Memorandum Circular No. 41, s. 1998, as amended
	PI 14. Number of performance management and rewards and recognition systems compliant to level 3 of PRIME-HRM prepared, submitted and approved by CSC (SPMS & PRAISE)	All OHPMRR Staff	2 systems (SPMS & PRAISE)	1 system (SPMS & PRAISE)	5	5	5	5	Submitted to CSC for approval
	PI 15. Percentage of documents needed for level 3 accreditation packaged and readily available for assessment and displayed at the HR Accreditation Center	All OHPMRR Staff	100% of documents needed for level 3 accreditation packaged and readily available for assessment and displayed at the HR Accreditation Center						For 2nd half
ODHRM MFO 6: Innovations & new Best Practices Development Services									
OHPMRR MFO 4: Innovations and Best Practices									
Innovations and Best Practices	PI 16. Number of entry to the DAP search for 2021 Government Best Practice Recognition submitted and defended, if required (SPMIS)	All OHPMRR Staff	1 entry to the DAP search for 2021 Government Best Practice Recognition submitted and defended, if required (SPMIS)	N/A					Dependent on the schedule of DAP calling for submission of entry

MFOs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2021)	Actual Accomplishments (January-June)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Additional activities not identified in the target	PI 17. No. of existing Quality Procedures revised/improved	MMDe la Torre	2 Quality Procedures revised and improved	2 existing Quality Procedures revised and improved	5	5	5	5	
		Total Over-all Rating							68.67
		Average Rating							4.905
		Adjectival Rating							Outstanding

Received by:


DILBERTO O. FERRAREN
DALISAY F. ANDRES
 Planning Office
 Date: OCT 14 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: OCT 13 2021

1- Quality

2 - Efficiency

3 - Timeliness

4 - Average