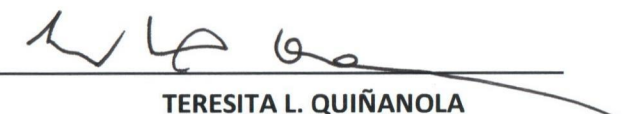
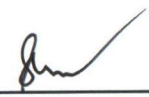


OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, TERESITA L. QUIÑANOLA, Head of the Personnel Records and Performance Evaluation Office 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, 2017 to June 30, 2017**.

  
**TERESITA L. QUIÑANOLA**  
 Head, PRPEO

Noted:

  
**LOURDES B. CANO**  
 Director for Administration  
 and Human Resource Development

Appointment/Status	Position Title	Number
Head	Supervisng Admin. Officer	1
Regular Staff	Admin. Officer V	1
	Admin. Officer III	1
	Admin. Officer II	1
	Admin. Aide IV	1
	Admin. Aide III	1
Sub-total		6
Casual Staff	Admin. Aide III	1
GRAND TOTAL		7

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

NO.	MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 6: General Administration Support Service										
OVPAF MFO 2: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT										
ODAHRD MFO 1: Administrative and Support Services Management										
PRPEO MFO 1.1	Efficient & customer friendly frontline service	No complaint from clients served	All PRPEO Staff	Zero percent complaints from clients served	Zero percent valid complaints from clients served	4	5	5	4.67	

NO.	MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>PRPEO MFO 1.2</b>	Efficient Office Management	Number of personnel directly supervised	TLQuiñanola	6 personnel	6 personnel	5	5	5	5.00	
<b>PRPEO MFO 1.3</b>	Maintained linkages with external agencies	Number of linkages with external agencies maintained	TLQuiñanola	4 (CSC Ormoc & Reg., GSIS, Ombudsman, PASUC Zonal Center)	4 (CSC Ormoc & Reg., GSIS, Ombudsman, PASUC Zonal Center)	5	5	5	5.00	
<b>PRPEO MFO 1.4</b>	Ad hoc assignments performed	No. of ad hoc assignments performed	TLQuiñanola	1 Institutional Accreditation	1 Institutional Accreditation	5	5	4	4.67	
<b>ODAHRD MFO 2: Compliance to ISO requirements/alignment to QMS</b>										
<b>PRPEO MFO 2.1</b>	Compliance to ISO requirements	Number of ISO aligned Work Instructions prepared & finalized	TLQuiñanola, MEGTudtud	8 Work Instructions	15 Work Instructions	5	5	5	5.00	
<b>ODAHRD MFO 3: Compliance to Level 2 Re-accreditation Status under PRIME-HRM of CSC</b>										
<b>PRPEO MFO 3.1</b>	Compliance to PRIME-HRM reaccréditation status using the enhanced tool of CSC	Number of PRIME-HRM areas reaccrédited for level 2 maturity status by CSC	TLQuiñanola, All PRPEO Staff	4 areas	4 areas	5	5	5	5.00	
		Number of PRIME-HRM areas prepared for level 3 maturity status	TLQuiñanola, All PRPEO Staff	1 area (PMS)	1 area (PMS)	5	5	5	5.00	
<b>ODAHRD MFO 4: Compliance to ARTA Report Card Survey of CSC</b>										
<b>PRPEO MFO 4.1</b>	Workshops/Writeshops to revise Citizens Charter assisted/facilitated	Number of workshops/writeshops assisted/facilitated	TLQuiñanola	1 writeshop	1 writeshop	5	5	5	5.00	
<b>ODAHRD MFO 6: Personnel Development Management</b>										
<b>PRPEO MFO 6.1</b>	In-house trainings conducted	Number of in-house trainings/writeshop assisted/facilitated	TLQuiñanola, MEGTudtud	1 in-house training	1 in-house training	5	5	5	5.00	



NO.	MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
ODAHRD MFO 7: Faculty Evaluation Services										
PRPEO MFO 7.1	Results of faculty evaluation summarized and endorsed to APB for action	Number of evaluation results summarized and forwarded to APB	TLQuiñanola	100 evaluation results	300 evaluation results	5	5	5	5.00	
PRPEO MFO 7.2	Review and evaluates NBC 461 folders of faculty	Number of NBC 461 folders of faculty evaluated, processed and submitted	TLQuiñanola, Mr. X (JO staff), MNGravador	150 NBC 461 folders reviewed						to be conducted Jul-Dec
ODAHRD MFO 9: Human Resource Management Services										
PRPEO MFO 9.1	New HR Systems designed and endorsed to higher offices/ bodies	Number of new HR systems designed & endorsed	TLQuiñanola	1 HR System	on process					
PRPEO MFO 9.2	New HR best practices/ innovations introduced and implemented	Number of simplified manuals prepared and submitted for approval	TLQuiñanola, RCBibera, MEGTudtud	1 manual	on process					
ODAHRD MFO 10: Personnel Records Development & Management Services										
PRPEO MFO 10.1	CSC/DBM/GSIS/BOR Rules & Policies on leave administration & employees' compensation implemented	Percentage of policies complied/implemented	TLQuiñanola, MEGTudtud, RCBibera, MNGravador MMLao	100% implementation	100% implementation	5	5	5	5.00	
PRPEO MFO 10.2	SPMS & PBB Implemented	Number of submission of IPCRs monitored & followed-up	TLQuiñanola, MMDe la Torre	95% submission	99% submission	5	5	5	5.00	
PRPEO MFO 10.3	Appointments processed, reviewed and recorded	Number of appointments processed	TLQuiñanola, MMDe la Torre	500 JO appointments	1,014 JO appointments	5	5	5	5.00	
		Number of appointments recorded	MEGTudtud, MMDe la Torre, MNGravador	138 appointments of regular/casual/ contractual employees	214 appointments of regular/casual/ contractual employees	5	5	5	5.00	

NO.	MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>PRPEO MFO 10.4</b>	SALN submission to Ombudsman and CSC	Number of SALNs reviewed, and transmittal prepared/submitted	TLQuiñanola, MEGTudtud,	600 SALNs and 1 transmittal	598 SALNs and 1 transmittal	5	5	5	5.00	
<b>PRPEO MFO 10.5</b>	Terminal/Gratuity, NOSI, and NOSA of employees prepared and processed	Number of Terminal/gratuity/Step Increments Reports of the budgetary requirements submitted to Budget Office	TLQuiñanola, RCBibera, MEGTudtud, MNGravador	1 Report for Terminal/gratuity benefits 1 Report for Step Increments	1 Report for Terminal/gratuity benefits 1 Report for Step Increments	5	5	5	5.00	
		Number of terminal leave benefits processed	TLQuiñanola, RCBibera, MNGravador	10 Terminal Leave	11 Terminal Leave	5	5	5	5.00	
		Number of NOSA/NOSI of employees of main campus prepared and for satellite campuses reviewed	TLQuiñanola, MEGTudtud, MNGravador	650 NOSA and 30 NOSI	650 NOSA and 39 NOSI	5	5	5	5.00	
<b>PRPEO MFO 10.6</b>	Personnel Information System completed and updated	Percentage of Personnel Information System completed and updated	TLQuiñanola, MEGTudtud	90% information updated	90% information updated	5	5	4	4.67	
<b>PRPEO MFO 10.7</b>	Payrolls & vouchers prepared, reviewed and released	Number of personnel records for payroll updated	MMLao, FGDidal	6,600 records	8,977 records	5	5	5	5.00	
		Number of personnel records for PACS encoded and generated	MMLao, FGDidal	8,890 records	11,840 records	5	5	5	5.00	
		Number of payrolls & PACS prepared, reviewed and released	TLQuiñanola, MMLao, FGDidal, MNGravador	38 payrolls with 1,434 pages and 25 PACS with 236 pages	38 payrolls with 1,434 pages and 25 PACS with 236 pages	5	5	5	5.00	
		Number of Payslips prepared/generated and released	MMLao, FGDidal, MNGravador	3,300 Payslips	5,621 Payslips	5	5	4	4.67	



NO.	MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>PRPEO MFO 10.8</b>	Issuance of service records and certifications of employment, leave balances, performance rating, and summer pay	Number of service records and certifications issued	TLQuiñanola, MEGTudtud, MMDe la Torre, RCBibera	290 certifications, & 180 service records	447 certifications, & 572 service records	5	5	5	5.00	
	Confirmation of GSIS loans	Number of loans confirmed	TLQuiñanola	300 GSIS loans	385 GSIS loans	5	5	5	5.00	
<b>PRPEO MFO 10.9</b>	Authentication of faculty documents and other HR-related documents	Number of authentications	TLQuiñanola, Mr. X (JO staff)	1,000 documents	4,000 documents	5	5	4	4.67	
<b>PRPEO MFO10.10</b>	Preparation of comparative assessment of Administrative staff for hiring/promotion	Number of comparative assessment prepared	TLQuiñanola, MEGTudtud, MNGravador	6 comparative assesement	18 comparative assesement	5	5	5	5.00	

<b>Total Over-all Rating</b>									<b>133.33</b>	
<b>Average Rating</b>									<b>4.94</b>	
<b>Adjectival Rating</b>									<b>Outstanding</b>	

Received by:

Calibrated by:

Recommending Approval:

Approved by:

Planning Office

Date: \_\_\_\_\_

**REMBERTO A. PATINDOL**

Chairman, PMT

Date: \_\_\_\_\_

**REMBERTO A. PATINDOL**

Vice President

Date: \_\_\_\_\_

**EDGARDO E. TULIN**

University President

Date: \_\_\_\_\_

1- Quality

2 - Efficiency

3 - Timeliness

4 - Average