OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **MARIA ROBERTA S. MIRAFLOR,** Office of the Head of the **Records and Archives (OHRA)** commits to deliver and agree to be rated on the attainment of the following target in accordance with the indicated measures for the period **July - December, 2021.**

Approved:

MARIA ROBERTA S. MIRAFLOR
Head, OHRA 1/20/22

RYSAN C. GUINOCOR 1/21/22
OIC Director, ODAS

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DATE: JAN 3 1 2022
BY: ___
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OFFICE OF THE VICE PRESIDENT FOR PLANNING, RESOURCE GENERATION AND AUXILIARY SERVICES

Appointment/Status	Position Title	Number
Head of Office	Administrative Officer II	1
Regular Staff	Administrative Aide VI	1
	Administrative Aide II	1
	Guesthouse Caretaker	1
Casual	Administrative Aide III	1
Job Order	Administrative 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 Accomplishments	Q^1	E^2	T^3	A^4	Remarks
UMFO 5: SUPPORT TO OPERATIONS									
VPAF STO 1: ISO aligned management and administrative support services									
ODAS STO 1: ISO 9001:2015 aligned documents and compliant processes									
OHRA STO 1: ISO 9001:2015 aligned documents and compliant processes	**PI 1:** Percentage of clients served rated the services received at least very satisfactory or higher	All OHRA Staff	95% of clients rated services as very satisfactory or higher	95% of clients rated services as very satisfactory or higher	5	5	5	5.00	
	PI. 2 Number of quality procedures revised/updated and registered at QAC	MS Miraflor GM Espinosa JS Posas	One (1) quality procedure and form revised and registered	One (1) quality procedure and form revised and registered	5	5	5	5.00	QP on Request for Information/ Record

MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Rating				Remarks
					Q[1]	E[2]	T[3]	A[4]	
	PI 3: Percentage of ISO evidences compliant with existing ODAS/HRM quality procedures kept intact and readily available to Auditor	All OHRA Staff	100% ISO compliant evidences readily available	100% ISO compliant evidences readily available	5	5	5	5.00	
VPAF STO 2: FREEDOM OF INFORMATION (FOI) ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
ODAS STO 2. FOI aligned frontline services									
OHRA STO 2: FOI aligned frontline services	PI 4: Percentage compliance of reporting requirements in accordance with FOI Manual	MS Miraflor GM Espinosa	100% submission of the 3 required reports: FOI Inventory, FOI Registry & FOI Summary	100% submission of the 3 required reports: FOI Inventory, FOI Registry & FOI Summary	5	5	5	5.00	
			100% implementation and processing of FOI Requests for Information or Document	100% implemented	5	5	5	5.00	
	PI 5: Percentage of draft FOI Manual revised	MS Miraflor	50% of FOI Manual revised	70% of FOI Manual revised	5	5	4	4.67	
VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
ODAS STO 3: ARTA aligned frontline services									
OHRA STO 3: ARTA aligned frontline services	PI 6: Efficient & customer friendly frontline service	All OHRA Staff	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5.00	Note: Please refer to customer satisfaction survey result from QAC
VPAF STO4: INNOVATIONS & BEST PRACTICES									
ODAS STO 4: Innovations & new Best Practices Development Services									
OHRA STO 4: Innovations & new Best Practices	PI 7: Number of new systems/innovations/proposals introduced and implemented	All OHRA Staff	3 approved Quality Procedure; 2 approved forms	3 approved Quality Procedure; 2 approved forms	5	5	5	5.00	
	PI 8: Percent implementation of best practices	MS Miraflor	100% Implementation of handling the request form to the FOI Decision Maker instead of the requestor	100% Implementation of handling the request form to the FOI Decision Maker instead of the requestor	5	5	5	5.00	
			90% Utilization of Network Access Server (NAS) and Google drive for back up storage of scanned documents and other office files	90% Utilization of Network Access Server (NAS) and Google drive for back up storage of scanned documents and other office files	5	5	5	5.00	

MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Q[1]	E[2]	T[3]	A[4]	Remarks
			20% responded requests thru the eFOI portal	40% responded requests thru the eFOI portal	5	4	4	4.33	

UMFO 6: GENERAL ADMINISTRATION SUPPORT SERVICE

VPAF GASS 1: Human Resource Management and Development

ODAS GASS 1. Administrative and Support Services Management

MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Q[1]	E[2]	T[3]	A[4]	Remarks
OHRA GASS 1: Administrative and Support Services	PI 9: Number of linkages with external agencies maintained	All OHRA Staff	6 agencies (NAP Central Office, NAP-RAN Cebu, Baybay Postal Office, VSU Postal Office, PMO-FOI, NPC-DPA)	6 agencies (NAP Central Office, NAP-RAN Cebu, Baybay Postal Office, VSU Postal Office, PMO-FOI, NPC-DPA)	5	5	5	5.00	
	PI 10: Number of committee assignments served/functions performed	MS Miraflor, GM Espinosa	7 Committees (RMIC, SDAC, BAC TWG, PMT, OSH, VSU Awards Committee, AdHOC Comm on e-Signatures)	7 Committees (RMIC, SDAC, BAC TWG, PMT, OSH, VSU Awards Committee, AdHOC Comm on e-Signatures)	5	5	5	5.00	
	PI 11: Number of staff meetings presided and counselling sessions conducted	MS Miraflor	1 meeting per month; monthly mentoring and coaching sessions	1 meeting/mentoring and coaching sessions per month and as the need arises	5	4	5	4.67	

ODAS/HRM GASS 5: Records and Archives Services Management

MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Q[1]	E[2]	T[3]	A[4]	Remarks
OHRA GASS 2: Records and Archives Sevices	PI 12: Number of leave applications, NOSI, NOSA filed within the day of receipt	MS Miraflor GM Espinosa JS Posas	3,046 documents filed	4,088 documents filed	5	5	5	5.00	
		MS Miraflor GM Espinosa JS Posas	150 personnel files of academic staff based on the new CSC checklist updated	220 files updated	5	5	5	5.00	
		MS Miraflor GM Espinosa JS Posas	1,000 academic 201 files uploaded/migrated to e-records systems	2,160 files uploaded	5	5	5	5.00	
	PI 13: Number of issuances filed within the day of receipt	MS Miraflor IV Sedrome	150 docs filed within the day of receipt	885 docs filed	5	5	5	5.00	
	PI 14: Number of records reference services served per request for filing	MS Miraflor GM Espinosa JS Posas	102 requests	848 request for information served and acted on time	5	5	5	5.00	
	PI 15: Number of requests for authentication of records/ documents served	All OHRA Staff	125 records/documents requested	400 records/documents requested for authentication	5	5	5	5.00	

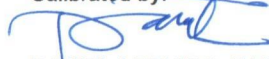| MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Q[1]	E[2]	T[3]	A[4]	Remarks
	PI 16: Percentage digitizing and uploading of memos, circulars and personal records to the eRecords System	MS Miraflor GM Espinosa VC Acilo JB Posas	70% digitizing and uploading of memos, circulars and personal records to the eRecords System	95% digitizing and uploading of memos, circulars and personal records to the eRecords System	5	5	5	5.00	
	PI 17: Number of new archival documents gathered and displayed at the Archives Center	All OHRA Staff	3 display materials	2 display materials	5	5	4	4.67	2021 OP Memos & Circulars
	PI 18: Number of memos/ circulars and other issuances delivered to different staff/offices concerned within the day of receipt	MSMiraflor ABagarinao	3,650 documents	5,340 copies of OP memos/circulars and other issuances delivered to concerned staff/offices	5	5	5	5.00	
	PI 19: Number mails delivered to/from Post Office and delivered official mails to facutly and staff concerned received from Post Office	MSMiraflor GM Espinosa IV Sedrome AP Bagarinao	200 mails	462 mails dispatched to Post Office and 400 mails delivered to recipients	5	5	5	5.00	Due to pandemic, the mode of communications were already through the net
	PI 20: Percentage of payment slips delivered monthly to different offices/staff concerned	MSMiraflor AP Bagarinao	100% delivery of payslips	100% accomplishment	5	5	4	4.67	payslips from July-Dec 2021 (6 months)
VPAF GASS 2: Human Resource Management and Development									
ODAS GASS 7: PRIME-HRM compliant Recruitment, Selection & Placement									
OHRA GASS 7: PRIME-HRM compliant Recruitment, Selection & Placement	**PI 21:** Number of appointments processed and Reports of Appointments Issued (RAI) submitted to CSC	All OHRA Staff	100 copies facilitated	470 copies facilitated	5	5	4	4.67	
ODAS GASS 8: PRIME-HRM compliant Performance Management services									
OHRA GASS 8: PRIME-HRM compliant Performance Management services	**PI 22:** Percentageof IPCR with outstanding ratings retrieved/scanned/reproduced for submission to PMT	MS Miraflor GM Espinosa VC Acilo JB Posas	100% accomplishment	100% accomplishment	5	5	5	5.00	
ODAS GASS 10: PRIME-HRM Aligned Rewards & Recognition Services									
OHRA GASS 10: PRIME-HRM Aligned Rewards & Recognition Services	**PI 23:** Percentage of HAP nominations screened/evaluated and recommended for approval of the VSU President	MS Miraflor, PRAISE Committee	100% assistance on diffferent requests of nominees as recommended by PRAISE	100% assistance on diffferent requests of nominees as recommended by PRAISE	5	5	5	5.00	
		Total Over-all Rating						137.7	

MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Rating				Remarks
					Q[1]	E[2]	T[3]	A[4]	
		Average Rating						4.92	
		Adjectival Rating						Outstanding	

Received by:

DILBERTO O. FERRAREN
Director, Planning Office

Date: 31 Jan 2022

Calibrated by:

DANIEL LESLIE S. TAN
Chairman, PMT

Date: 1/24/22

Recommending approval:

DANIEL LESLIE S. TAN
Vice President for Administration & Finance

Date: 1/21/22

Approved by:

EDGARDO E. TULIN
President

Date: 1/31/22

1- Quality

2 - Efficiency

3 - Timeliness

4 - Average