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2/12

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

FEB 13 2019

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 **July 1, 2018 to December 31, 2018**.


TERESITA L. QUIÑANOLA
Head, PRPEO

Approved:


LOURDES B. CANO
Director for Administration
and Human Resource Development

Appointment/Status	Position Title	Number
Head	Supervising Admin. Officer	1
Regular Staff	Admin. Officer V	1
	Admin. Officer III	1
	Admin. Officer II	1
	Admin. Aide IV	2
Casual Staff	Admin. Aide III	1
Job Order	Clerk	1
GRAND TOTAL		8

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

NO.	MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
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	Administrative & Support Services Management	Efficient & customer friendly frontline service	All PRPEO Staff	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5.00	
		Number of personnel directly supervised	TLQuiñanola	7 personnel (5 Regular, 1 Casual, & 1 JO)	7 personnel (5 Regular, 1 Casual, & 1 JO)	4	5	5	4.67	
		Number of linkages with external agencies maintained	TLQuiñanola	5 (CSC Ormoc, CSC Reg., Ombudsman, GSIS, PASUC Zonal Center)	5 (CSC Ormoc, CSC Reg., Ombudsman, GSIS, PASUC Zonal Center)	4	5	5	4.67	

NO.	MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
		No. of ad hoc committee assignments performed	TLQuiñanola CBVilbar	2 Committees: NBC461-CCE, & University Awards	NBC461-CCE Committee	5	5	4	4.67	
		No. of Personnel Board assisted	TLQuiñanola	2 Boards (APB and NAPB)	2 Boards (APB and NAPB)	5	5	5	5.00	
		Number of certifications and service records issued	TLQuiñanola, MEGTudtud, RCBibera, MNGravador	195 certifications, 100 service records, 200 AAO certifications, 20 service credits	237 certifications, 257 service records, 600 AAO certifications, 24 service credits	5	5	5	5.00	
		Number of Reports prepared and submitted to Ombudsman & CSC within prescribed period	TLQuiñanola, MEGTudtud MMDe la Torre	1 Report - Performance Rating	1 Report - Performance Rating	5	5	5	5.00	
		Number of authentications of HR records/documents	TLQuiñanola, CMBVilbar	1,000 documents	1,581 documents	5	5	5	5.00	
ODAHRD MFO 2:	Compliance of existing HRM practices to PRIME-HRM STANDARDS, Level 2 maturity status									
PRPEO MFO 2	Efficient and effective talent sourcing and screening using approved criteria	Number of applicant profile, and prescreened applicants for further screening by NAPB	TL Quinanola, MEGTudtud, MNGravador	30 applicant profile, and prescreened applications	79 applicant profile, and prescreened applications	4	5	5	4.67	
		Number of comparative assessments of candidates for vacant Administrative positions prepared, reviewed, and endorsed to NAPB	TLQuiñanola MEGTudtud MNGravador	9 Comparative Assessments	18 Comparative Assessments	5	5	5	5.00	
		No. of psychological exams & skills test for new applicants and candidates for promotion coordinated/conducted	TLQuiñanola MEGTudtud MMDe la Torre	2 written Psych Test and 3 Skills Test	2 written Psych Test and 3 Skills Test	5	5	5	5.00	

NO.	MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
		Percentage of NBC 461 Evaluation Folders of new faculty processed and submitted to APB	T. Quinanola, CMBVilbar	100% of Submitted folders	100% of Submitted folders	5	5	5	5.00	
		Number of Teaching Performance Evaluation by Students (TPES) results reviewed, summarized and endorsed to APB	TLQuiñanola MNGravador	1,000 TPES results	1,300 TPES results	5	5	5	5.00	
PRPEO MFO 3	Percentage of approved recommendations to hire/promote processed within turn around time	Percentage of approved appointments/ contracts of regular, casual, contractual, substitute and part time employees recorded/posted	TLQuiñanola MEGTudtud MMDe la Torre MNGravador CMBVilbar	100% of received approved appointments posted and recorded	100% of received approved appointments posted and recorded	4	4	4	4.00	
		Percentage of appointments of JO workers processed, reviewed and recorded	T. Quiñanola, M. De La Torre, MNGravador	100% of received JO appointments/contracts	100% of received JO appointments/contracts	5	5	5	5.00	
PRPEO MFO 4	Effective and efficient implementation of on boarding program for new employees	Number of orientations served as Resource Person	T. Quinanola, MEGTudtud	2 orientations served as RP	2 orientations served as RP	4	5	5	4.67	
PRPEO MFO 5	Percentage of EOP compliant performance management system administered and submission of IPCRs monitored	Percentage submission of approved IPCRs (targets and accomplishments) followed up, monitored and received	TLQuiñanola, MMDe la Torre, MNGravador	100% of approved IPCRs received	100% of approved IPCRs received	5	5	5	5.00	
		Percentage implementation of development planning of individual employees	TLQuiñanola, MMDe la Torre, MNGravador	100% calibrated and approved IPCR with ratings duly supported with Employee Development Plan	100% calibrated and approved IPCR with ratings duly supported with Employee Development Plan	5	5	5	5.00	

NO.	MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
PRPEO MFO 6	Implementation of rewards and recognition policies monitored, followed up and facilitated	Percentage of IPCR with Outstanding ratings submitted to PMT for further review and forced rank to determine the 5% qualified for step increment based on merit	TLQuiñanola, MMDe la Torre	100% of received IPCRs with Outstanding rating	100% of received IPCRs with Outstanding rating	5	5	5	5.00	
		Percentage implementation of Step Increment based on meritorious performance	TLQuiñanola, MEGTudtud, MMLao, MNGravador	100% of qualified employees issued NOSI & payrolls prepared for payment of step increment	100% of qualified employees issued NOSI & payrolls prepared for payment of step increment	5	5	5	5.00	
		Percentage implementation of loyalty award	TLQuinanola, MEGTudtud	100% of entitled employees given the award	100% of entitled employees given the award	5	5	5	5.00	
PRPEO MFO 7	Implementation of approved personnel benefits	Percentage of CSC/DBM/GSIS/BOR Rules & Policies on leave administration & policies on employees' compensation and other benefits implemented	TLQuiñanola, MEGTudtud, MMDe la Torre, RCBibera, FGDidal, MMLao, MNGravador	100% implemented	100% implemented	5	5	5	5.00	
		Number of leave applications processed	TLQuiñanola, RCBibera, FGDidal	2,500 Leave applications	4,567 Leave applications	5	5	4	4.67	
		Number of Notice of Step Increment based on length of service prepared, reviewed, and released	TLQuiñanola, MEGTudtud, MNGravador	20 NOSI	95 NOSI	5	5	4	4.67	

NO.	MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
		Number of payroll for personnel benefits prepared, reviewed and released	TLQuiñanola, MEGTudtud, MMLao, MNGravador	819 PAYROLLS: (Salary for regular, casual, contractual, & part time; RATA; Honorarium; Year-end bonus; Scholars Salary; Scholars' Stipend; Clothing Allowance; Terminal Leave pay; PEI; CNA; Monetization; Step Increment)	1,143 PAYROLLS: (Salary for regular, casual, contractual, & part time; RATA; Honorarium; Year-end bonus; Scholars Salary; Scholars' Stipend; Clothing Allowance; Terminal Leave pay; PEI; CNA; Monetization; Step Increment)	5	5	5	5.00	
		Number of PACS prepared for submission to Land Bank	TLQuiñanola, MMLao, FGDidal	203 PACS	250 PACS	5	5	5	5.00	
ODAHRD MFO. 3	Compliance of existing HRM practices compliant to ISO 9001:2015 STANDARDS									
PRPEO MFO 8	Compliance to ISO 9001:2015 documentation requirements	Percentage of existing work instructions revised, finalized and fully implemented	PRPEO Staff	100% of work instructions revised, finalized and implemented	100% of work instructions revised, finalized and implemented	5	5	5	5.00	
PRPEO MFO 9	Percentage compliance to 5S on office and documents management	Percentage of 5S implementation in the office	PRPEO Staff	100% 5S compliant as to Office set up	100% 5S compliant as to Office set up	4	5	5	4.67	
ODAHRD MFO 5	Efficient database/records management compliant to ISO standards									
PRPEO MFO 10	Computer based HR records management system maintained and updated	Percentage updating of Personnel Information System for service records	TLQuiñanola, MEGTudtud,	100% PIS updated prior to issuance of Service Record	100% PIS updated prior to issuance of Service Record	5	5	5	5.00	
PRPEO MFO 11	Innovations & new Best Practices Development Services	Number of new best HR practices/innovations introduced and implemented	PRPEO Staff	1 new HR best practice	1 new HR best practice	5	5	5	5.00	
PRPEO MFO 12	Compliance to HR Accreditation	Number of PRIME-HRM core area evidences/documents duly packaged/bookbound and submitted to CSC	PRPEO Staff	2 PRIME-HRM core areas (RSP & PMS)	2 PRIME-HRM core areas (RSP & PMS)	5	5	5	5.00	

NO.	MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
		Percentage updating of HR evidences based on latest indicators displayed at HR accreditation center	PRPEO Staff	100% updating of required HR evidences in PRIME-HRM	100% updating of required HR evidences in PRIME-HRM	5	5	5	5.00	
Total Over-all Rating									156.33	
Average Rating									4.89	
Adjectival Rating									Outstanding	

Received by:

Planning Office

Date: _____

1- Quality

2 - Efficiency

Calibrated by:


REMBERTO A. PATINDOL
Chairman, PMT

Date: _____

3 - Timeliness

4 - Average

Recommending Approval:


REMBERTO A. PATINDOL
Vice President

Date: _____

Approved by:


EDGARDO E. TULIN
University President

Date: _____