

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, REGINA C. BIBERA, In Charge of Payroll and Leave Benefits 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-June 2022.

REGINA C. BIBERA
In Charge, PLB Office

Date: 7/12/22

Approved:

HONEY SOFIA V. COLIS
OIC-Director, ODHRM

Date: 7/12/22

Appointment/Status	Position Title	Number
In Charge/Permanent	Admin. Officer II	1
Permanent	Admin. Aide IV	1
Permanent	Admin. Aide IV	1
Job Order	Data Encoder	2
Job Order	Clerk/Alternate DDRC	1
Total		6

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




MFOs/PAPs	Success Indicators	Persons Responsible	Target (Jan 1-December 31, 2022)	Target (Jan 1-June 30, 2022)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 5: Support to Operations (STO)									
VPAF STO 1: ISO 9001:2015 aligned documents									
ODHRM STO 1: ISO 9001:2015 aligned documents									
	PI 2. Number of required mandatory operations manuals prepared and submitted	ODHRM Director, Unit Heads and Staff	2	N/A					For 2nd semester
VPAF STO 4: Innovations & Best Practices									
ODHRM STO 4: Innovations & Best Practices									
	PI 1. Number of systems developed and implemented	ODHRM Director, Unit Heads and Staff	1	1	5	5	5	5	
	PI 2. Percentage operationalization of HRMIS on Payroll	ODHRM Director, Unit Heads and Staff & Accounting Office	60%	10%	5	4	4	4.33	
	PI 3. Percentage of documents needed for PRIME-HRM Level 3 accreditation gathered and packaged	ODHRM Director, Unit Heads and Staff	50%	50%	5	5	5	5	
UMFO 6: General Administrative and Support Services (GASS)									
VPAF GASS 1: Administrative and Support Services Management									
ODHRM GASS 1: Administrative and Support Services Management									

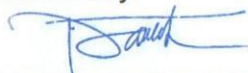
MFOs/PAPs	Success Indicators	Persons Responsible	Target (Jan 1-December 31, 2022)	Target (Jan 1-June 30, 2022)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 1. Percentage of administrative services and financial/administrative documents acted within time frame	ODHRM Director, Unit Heads and Staff	100%	100%	5	5	5	5	
	PI 2. Number of linkages with external agencies maintained	ODHRM Director, Unit Heads and Staff	2 (GSIS, DBM)	2 (GSIS, DBM)	5	5	5	5	
	PI 4. Number of major university committees assignment served	ODHRM Director, Unit Heads and Staff	1	N/A					2nd semester
	PI 5. Efficient & customer-friendly frontline service	ODHRM Director, Unit Heads and Staff	Zero Complaint	Zero Complaint	5	5	5	5	
VPAF GASS 2: Human Resource Management and Development									
ODHRM GASS 2: Human Resource Management and Development									
	PI 1. Percentage compliance on PRIME-HRM Standards, Policies & Practices	ODHRM Director, Unit Heads and Staff	100% compliant	100% compliant	5	5	5	5	
	PI 2. Compliance of HRM Practices to ISO 9001:2015 standards	ODHRM Director, Unit Heads and Staff	100% compliant	100% compliant	5	5	5	5	
ODHRM GASS 2.4: Efficient and effective Implementation of the Payroll and Leave Benefits systems, policies and processes									
	PI 1. Percentage updating of employees' leave records and balances in the HRIS eDATS	ODHRM Director, Unit Head and OHPLB Staff	60%	50%	5	5	4	4.67	
	PI 2. Number of terminal leave benefits processed	ODHRM Director, Unit Head and OHPLB Staff	15	19	5	5	5	5	
	PI 3. Number of payroll for salary and wages, honoraria, RATA, etc. processed within prescribed period	ODHRM Director, Unit Head and OHPLB Staff	300	383	5	5	5	5	
	PI 4. Number of special payroll prepared for regular and casual employees (mid-year bonus, year-end bonus/Cash Gift, CNA, loyalty bonus, clothing allowance, PIB, Step Increment based on merit)	ODHRM Director, Unit Head and OHPLB Staff	25	322	5	5	5	5	
	PI 5. Number of Notice of Step Increment (NOSI) and Notice of Salary Adjustment (NOSA) prepared and released	ODHRM Director, Unit Head and OHPLB Staff	NOSI=130 NOSA=720	NOSI=100 NOSA=761	5	5	5	5	
	PI 6. Percentage processing of applications for loan with GSIS	ODHRM Director, Unit Head and OHPLB Staff	100%	100% (397)	5	5	5	5	

MFOs/PAPs	Success Indicators	Persons Responsible	Target (Jan 1- December 31, 2022)	Target (Jan 1-June 30, 2022)	Rating				Remarks	
					Q ¹	E ²	T ³	A ⁴		
		Total Over-all Rating							69.00	
		Average Rating							4.93	
		Adjectival Rating							Outstanding	


Received by:


TONI MARK L. DARGANTES
 Planning Office
 Date: 7/12/2022

Calibrated by:


DANIEL LESLIE S. TAN
 Chairman, PMT
 Date: JUL 22 2022

Approved by:


EDGARDO E. TULIN
 University President
 Date: 7/12/2022

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