

# OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, JENNIFER E. ANDO, In-Charge, OHLDHRA 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 30, 2022.

JENNIFER E. ANDO  
In-Charge

Date 7/12/22

Approved:

HONEY SOFIA V. COLIS  
OIC Director, ODHRM

Date



Appointment/Status	Position Title	Number
In-Charge Head/Regul	Edu. Program Specialist	1
Regular	Admin. Aide VI	1
JO	Training Assistant	1
JO	Demo	1
Total		4

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

MFOs/PAPs	Success Indicators	Persons Responsible	Target (Jan 1-December 2022)	Actual Accomplishments	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 5: Support to Operations (STO)									
VPAF STO 1: ISO 9001:2015 aligned documents									
ODHRM STO 1: ISO 9001:2015 aligned documents									
	PI 1. Number of quality procedures prepared/revised/implemented	In Charge OHLDHRA, Staff JEAndo & MFLGayanilo	8	8	5	5	5	5	
	PI 2. Number of required mandatory operations manuals prepared and submitted	In Charge OHLDHRA, Staff JEAndo & MFLGayanilo	2	N/A					For 2nd half
VPAF STO 4: Innovations & Best Practices									
ODHRM STO 4: Innovations & Best Practices									
	PI 1. Number of innovations developed and implemented	In Charge OHLDHRA, Staff JEAndo & MFLGayanilo	Study Leave Video Tutorial	NA					For 2nd half
	PI 3. Percentage of documents needed for PRIME-HRM Level 3 accreditation gathered and packaged	In Charge OHLDHRA, Staff JEAndo & MFLGayanilo	25%	NA					For 2nd half
UMFO 6: General Administrative and Support Services (GASS)									
VPAF GASS 1: Administrative and Support Services Management									
ODHRM GASS 1: Administrative and Support Services Management									
	PI 1. Percentage of administrative services and documents acted within time frame	In Charge OHLDHRA, Staff JEAndo & MFLGayanilo	100%	100%	5	5	5	5	
	PI 2. Number of linkages with external agencies maintained	In Charge OHLDHRA, Staff JEAndo & MFLGayanilo	5	5	5	5	5	5	CSC, CHED, DBM, PASUC GSIS
	PI 3. Number of offices and units directly supervised, monitored and coordinated	ODHRM Director and Unit Heads	2	2	5	4	5	4.67	L&D and RSPPR



MFOs/PAPs	Success Indicators	Persons Responsible	Target (Jan 1-December 2022)	Actual Accomplishments	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	<b>PI 4.</b> Number of major university committees assignment served	In Charge OHLDHRA, Staff JEAndo & MFLGayaniilo	2 Personnel Board & 6 Committee	2 Personnel Board & 6 Committee	5	4	5	4.67	NAPB, APB, VSFC, VASC, ADPA, NBC 461
	<b>PI 5.</b> Efficient & customer-friendly frontline service	In Charge OHLDHRA, Staff JEAndo & MFLGayaniilo	Zero Complaint	Zero Complaint	5	5	5	5	
<b>VPAF GASS 2: Human Resource Management and Development</b>									
<b>ODHRM GASS 2: Human Resource Management and Development</b>									
	<b>PI 1.</b> Percentage compliance on PRIME-HRM Standards, Policies & Practices	In Charge OHLDHRA, Staff JEAndo & MFLGayaniilo	100% compliant	100% compliant	5	5	5	5	
	<b>PI 2.</b> Compliance of HRM Practices to ISO 9001:2015 standards	In Charge OHLDHRA, Staff JEAndo & MFLGayaniilo	100% compliant	100% compliant	5	5	5	5	
<b>ODHRM GASS 2.2: Efficient and effective implementation of the L&amp;D systems, policies and processes</b>									
	<b>PI 1.</b> No. of In-house L&D activities planned, conducted/facilitated & reports prepared	In Charge OHLDHRA, Staff JEAndo & MFLGayaniilo	24	13	5	5	5	5	
	<b>PI 2.</b> Percent increase VSU employees trained/developed of last year	In Charge OHLDHRA, Staff JEAndo & MFLGayaniilo	15% increase of last year	628 participants	5	5	5	5	
	<b>PI 3.</b> Number of requests for participation to external trainings/seminar-workshops/conferences/fora	In Charge OHLDHRA, Staff JEAndo & MFLGayaniilo	150	379	5	5	5	5	Faculty: 299 Admin Staff: 80 379
	<b>PI 4.</b> Number of requests for sending faculty/staff for new scholarships/fellowships facilitated	In Charge OHLDHRA, Staff JEAndo & MFLGayaniilo	25	9	5	5	5	5	Faculty: MS =5 PhD=3 8
	<b>PI 5.</b> Number of VSU Scholars monitored	In Charge OHLDHRA, Staff JEAndo & MFLGayaniilo	70	149	5	5	5	5	Ongoing Scholars: MS 22 & PhD 41 = 63 ; reinstated but not yet graduated PhD 49 & MS 27 =76 Finished Graduate Studies: MS 3 & PhD 5=8
	<b>PI 6.</b> Number of requests on sabbatical leave for faculty facilitated	In Charge OHLDHRA, Staff JEAndo & MFLGayaniilo	5	4	5	5	5	5	
		Total Over-all Rating							69.34
		Average Rating							4.95
		Adjectival Rating							O

Received by:

TONI MARC L. DARGANTES

Planning Office

Date: 7/12/2022

1- Quality

2 - Efficiency

Calibrated by:

DANIEL LESLIE S. TAN

Chairman, PMT

Date: JUL 22 2022

3 - Timeliness

4 - Average

Approved by:

EDGARDO E. TULIN

University President

Date: 7/12/2022