

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, Miriam M. De la Torre, In-charge of Performance Management and Rewards and Recognition 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, 2022 to December 31, 2022

Approved:

Miriam M. De la Torre
MIRIAM M. DE LA TORRE

In-charge, Perf. Mgt. and Rewards & Recognition

Date

Honey Sofia V. Colis
HONEY SOFIA V. COLIS
OIC Director, ODHRM

Date

Appointment/Status	Position Title	Number
Permanent	In-Charge, PMRR, AO III	1
Job Order	Data Encoder	1
Job Order	Clerk	1
	TOTAL	3

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




MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual	Rating				Remarks
			(January-December 2022)	Accomplishments (July-Dec 2022)	Q ¹	E ²	T ³	A ⁴	
UMFO 5: Support to Operations (STO)									
VPAF STO 1: ISO aligned procedures and documents									
ODHRM STO 1: ISO aligned procedures and documents									
OHPMRR MFO 1: ISO 9001:2015 aligned documents and compliant processes									
	PI 1. Number of quality procedures revised/implemented	All OHPMRR staff	2 (PM & RR)	2 (PM & RR)	5	5	5	5.00	
VPAF STO 4: Innovations & Best Practices									
ODHRM STO 4: Innovations & Best Practices									
OHPMRR MFO 2: Innovations and Best Practices									
	PI 2. Number of innovations developed and implemented	OHPMRR Staff	1	1 (Rewards and Recognition)	5	5	4	4.67	
	PI 3. Percentage of documents needed for PRIME-HRM Level 3 accreditation gathered and packaged	OHPMRR Staff	50%	N/A					Still waiting for the CSC Assessment tool for PRIME-HRM Level 3
UMFO 6: General Administration and Support Services									
VPAF GASS 1: Administrative & Support Services Management									
ODHRM GASS 1: Administrative and Support Services Management									
OHPMRR MFO 3: Administrative and Support Services Management									
	PI 4. Efficient & customer friendly frontline service	OHPMRR Staff	Zero complaint	Zero complaint	5	5	5	5.00	


MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments (July-Dec 2022)	Rating				Remarks
			(January-December 2022)		Q ¹	E ²	T ³	A ⁴	
	PI 5. No. of linkages with external agencies maintained	OHPMRR Staff	2 (CSC Region & Ombudsman)	2 (CSC Region & Ombudsman)	5	5	5	5.00	
	PI 6. No. of ad hoc committee assignments served/functions performed	OHPMRR Staff	2 (PMT & PRAISE-SIAC)	2 (PMT & PRAISE-SIAC)	5	5	5	5.00	
	PI 7. Number of report of employees' submitted SALNs prepared and submitted to higher offices	OHPMRR Staff	2 (Office of Ombudsman and CSC)	NA					For Jan-June rating period only
VPAF GASS 2: Human Resource Management and Development									
ODHRM GASS 2: Human Resource Management and Development									
OHPMRR MFO 4: Human Resource Management and Development									
	PI 8. Percentage compliance on PRIME-HRM Standards, Policies & Practices	OHPMRR Staff	100% compliant	100% compliant	5	5	5	5.00	
	PI 9. Percentage compliance of HRM Practices to ISO 9001:2015 standards	OHPMRR Staff	100% compliant	100% compliant	5	5	5	5.00	
ODHRM GASS 2.3: Efficient and effective implementation of the University Performance Management and Rewards and Recognition systems, policies and processes									
OHPMRR MFO 5: Performance Management and Rewards and Recognition Services									
	PI 10. Percentage of received IPCRs reviewed and validated	OHPMRR Staff	100%	100%	5	5	5	5.00	
	PI 11. Number of report of performance rating prepared and submitted to higher offices	OHPMRR Staff	3	1	5	5	5	5.00	2 reports submitted during Jan-June rating period)
	PI 12. Number of evaluation of JO performance tabulated	OHPMRR Staff	1,000	575	5	5	5	5.00	558 already reported/ accomplished Jan-June
	PI 13. Number of report on comments and recommendations for development purposes prepared and submitted to L & D Office for analysis and input to L & D interventions	OHPMRR Staff	1	1	5	5	5	5.00	
	PI 14. Number of university employees awarded after rigid screening during anniversary celebrations	OHPMRR Staff	20	N/A					For Jan-June rating period only

MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments (July-Dec 2022)	Rating				Remarks
			(January-December 2022)		Q ¹	E ²	T ³	A ⁴	
	PI 15. Number of employees given loyalty award	OHPMRR Staff	50	82	5	5	5	5.00	
	PI 16. Number of deserving employees nominated to the CSC Honors & Awards Program and nomination documents packaged and submitted to CSC	OHPMRR Staff	3	1	5	5	5	5.00	This refers to the AHA of REAL, Inc (not in the target) since the CSC HAP was already reported during Jan-June rating period with 12 nominees
	PI 17. Percentage of employees identified as top ranking and given step increment based on merit	OHPMRR Staff	5%	N/A					Complied Jan-June rating period
Additional activities/tasks not identified in the target									
	PI 18. Number of JO contracts received and processed	OHPMRR Staff	1000	790	5	5	5	5.00	651 already reported/ accomplished Jan-June
	PI 19. Percentage of JO service records maintained	OHPMRR Staff	100%	100%	5	5	4	4.67	
	PI 20. Percentage of requested JO data complied and submitted/ released within time frame	OHPMRR Staff	100%	100%	5	5	5	5.00	
		Total Over-all Rating						79.33	
		Average Rating						4.96	
		Adjectival Rating						Outstanding	


Received by:


TONI MARC L. DARGANTES
 Planning Office
 Date: JAN 17 2023

Calibrated by:


DANIEL LESLIE S. TAN
 Chairman, PMT
 Date: 1/18/2023

Approved by:


EDGARDO E. TULIN
 University President
 Date: 1/18/2023

1- Quality

2 - Efficiency

3 - Timeliness

4 - Average