

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, HONEY SOFIA V. COLIS, OIC-Head, Office of the Director for Human Resource Management 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-December 31, 2021.

Approved:

Honey
HONEY SOFIA V. COLIS
OIC-Director, ODHRM

Date

Daniel
DANIEL LESLIE S. TAN
Vice President for Admin & Finance

Appointment/Status	Position Title	Number
OIC Director/Regular	Admin. Officer V	1
OIC Head/Regular	Edu. Program Specialist	1
In-Charge/Regular	Admin. Officer III	1
In-Charge/Regular	Admin. Officer II	1
	Total	4

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



MFOs/PAPs	Success Indicators	Persons Responsible	Target (July 1- December 2021)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Office of the Head of Recruitment, Selection, Placement and Personnel Records (OHRSPPR)									
UMFO 5: Support to Operations (STO)									
VPAF STO 1: ISO aligned procedures and documents									
ODHRM STO 1: ISO aligned procedures and documents									
	PI 1. Percentage of ISO aligned procedures and documents	OHRSPPR Staff	100%	100% (2 Quality Procedures revised)	5	5	5	5	
UMFO6: General Administrative and Support Services (GASS)									
VPAF GASS 1: Administrative and Support Services Management									
ODHRM GASS 1: Administrative and Support Services Management									
	PI 2. Efficient & customer friendly frontline service	OHRSPPR Staff	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5	
	PI 3. Number of administrative services and financial/ administrative documents acted within time frame	OHRSPPR Staff	3,000	3,489 documents: JO contract =1,221 PT faculty contracts =213 Service Record =523 Cert of Employment =610 APB res. =554 NAPB res. =368	5	5	5	5	

MFOs/PAPs	Success Indicators	Persons Responsible	Target (July 1-December 2021)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 4. Number of linkages with external agencies maintained	OHRSPPR Staff	14	14 (CSC Ormoc, CSC Reg., CSC Central, DBM 8, DBM-OPCCB, PASUC National, PASUC Zonal Center, Local IATF, CHED 8, CHED National, Ombudsman Visayas, GSIS Maasin, GSIS Central, CPOWLI)	5	5	5	5	
	PI 5. Number of ad hoc committee assignments served/ functions performed	OHRSPPR Staff	2 personnel boards,	6 Board/Ad Hoc Committees: APB, NAPB, OSH, Citizen Charter Committee, Local NBC 461 Committee, GAD	5	5	5	5	
VPAF GASS 2: Human Resource Management and Development									
ODHRM MFO 5: Effective and efficient implementation of the Recruitment, Selection and Placement System and									
	PI 6. Percentage of screening and evaluation of applicants to vacant positions processed in accordance with the Merit System and appointment of selected employees processed and approved without invalidation by CSC	OHRSPPR Staff	100%	100% 282 appts & 78 Report on Appt. Issued (RAI) were approved without invalidation	5	5	4	4.67	
	PI 7. Number of users of the system enrolled to the HRIS system and actively using/updating his/her account	OHRSPPR Staff	700	899 (Regular & Casual=711; JO=188)	5	5	5	5	
	PI 8. Number of reports generated from the system	OHRSPPR Staff	100%	100% 185 each Job posts, rating assessment, appointment	5	5	4	4.67	
	PI 9. Number of Merit systems compliant to level 3 of PRIME-HRM approved by CSC	OHRSPPR Staff	2 (1 MSP for Faculty & 1 MSP for Administrative)	2 (1 MSP for Faculty & 1 MSP for Administrative) submitted to CSC	5	5	5	5	
	PI 10. Percentage of documents needed for level 3 accreditation packaged, readily available for assessment and displayed at the HR Accreditation Center	OHRSPPR Staff	100%	N/A Still awaiting for the revised PRIME-HRM Level 3 Assessment Tool from CSC Central Office				0	
	PI 11. Number of external recognition received	OHRSPPR Staff	1	N/A Still awaiting for the revised PRIME-HRM Level 3 Assessment Tool from CSC Central Office				0	

MFOs/PAPs	Success Indicators	Persons Responsible	Target (July 1-December 2021)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 12. Number of faculty & administrative positions created/upgraded	OHRSPPR Staff	30	18 (17 Instructor I, 1 Instructor II) DBM disallowed the requested 5 admin positions per existing SUC Staffing Standard Guidelines	5	4	5	4.67	
Other Accomplishments									
	Number of faculty appointed for permanency	OHRSPPR Staff		11 faculty members and 1 admin staff appointed for permanency	5	5	5	5	Main=4 faculty, 1 admin Isabel=1 Villaba=1 Tolosa=4 Alangalang=1
Sub-Total								54	
Ave								4.91	
Office of the Head of Learning Development and Human Resource Accreditation (OHLDHRA)									
UMFO 5: Support to Operations (STO)									
VPAF STO 1: ISO aligned procedures and documents									
ODHRM STO 1: ISO aligned procedures and documents									
	PI 1. Percentage of ISO aligned procedures and documents	OHLDHRA Staff	100%	100% (6 Quality Procedures revised)	5	5	5	5	
UMFO 6: General Administration and Support Services									
VPAF GASS 1: Administrative & Support Services Management									
ODHRM GASS 1: Administrative and Support Services									
	PI 2. Efficient & customer friendly frontline service	OHLDHRA Staff	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5	
	PI 3. Number of L&D services and documents acted within time frame	OHLDHRA Staff	100% documents acted	100% documents acted (4803)	5	5	5	5	
	PI 4. Number of linkages with external agencies maintained	OHLDHRA Staff	4	4 (CSC Ormoc, CSC Reg., DBM, & CHED-IAS)	5	5	5	5	
	PI 5. Number of ad hoc committee assignments served/functions performed	OHLDHRA Staff	2 Scholarship Committees	2 Scholarship Committees	5	5	5	5	

MFOs/PAPs	Success Indicators	Persons Responsible	Target (July 1- December 2021)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
VPAF GASS 2: Human Resource Management and Development									
ODHRM MFO 5: Efficient and effective implementation of the University L&D systems and processes									
	PI 6. No. of HR activities and interventions implemented during PSC celebration	OHLDHRA Staff	20	20	5	5	5	5	
	PI 7. Number of training reports	OHLDHRA Staff	30	35 trainings conducted/organized with reports prepared	5	5	4	4.67	
	PI 8. Number of proceedings prepared	OHLDHRA Staff	30	30	5	5	4	4.67	
	PI 9. Number of participants attended the seminar-workshops /trainings/ orientations	OHLDHRA Staff	500	1796	5	5	5	5	
	PI 10. Number of L & D activities served as master of ceremony/facilitator	OHLDHRA Staff	10	12	5	5	5	5	
	PI 11. Number of requests for external trainings/seminar-workshops/attendance to conferences fora/sabbatical leave/scholarships/fellowships	OHLDHRA Staff	400	447	5	5	5	5	
	PI 12. Number of requests from faculty facilitated (reinstatement, extension, salary, stipend, book allowance, bonuses, etc.)	OHLDHRA Staff	150	156 (through calls, emails and walk-ins)	5	5	5	5	
	PI 13. Number of VSU Scholars monitored	OHLDHRA Staff	50	133 (18 new, 60 on-going, 55 reinstated but not finished yet)	5	5	5	5	
	PI 14. Number of sabbatical leave for faculty facilitated	OHLDHRA Staff	10	13	5	5	5	5	

MFOs/PAPs	Success Indicators	Persons Responsible	Target (July 1-December 2021)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 15. Number of scholarships/ fellowships/financial assistantships facilitated	OHLDHRA Staff	15	18	5	5	5	5	
	PI 16. Number of Learning and Development Policies/ Program compliant to level 3 of PRIME-HRM submitted to CSC	OHLDHRA Staff	2	2 updated Merit system for faculty & staff for CSC approval.	5	5	5	5	
	PI 17. Percentage of documents needed for level 3 accreditation packaged and readily available for assessment & displayed at the HR Accreditation Center	OHLDHRA Staff	100%	N/A Still awaiting for the revised PRIME-HRM Level 3 Assessment Tool from CSC Central Office					
	PI 18. Number of new HR systems/innovations introduced and implemented	OHLDHRA Staff	1	1 (Study Leave Module)	5	5	5	5	
Sub-Total								84.3	
Ave								4.96	
Office of the Head of Performance Management and Rewards and Recognition (OHPMRR)									
UMFO 5: Support to Operations (STO)									
VPAF STO 1: ISO aligned procedures and documents									
ODHRM STO 1: ISO aligned procedures and documents									
	PI 1. Percentage of ISO aligned procedures and documents	OHLDHRA Staff	100%	100% (2 Quality Procedures revised)	5	5	5	5	
UMFO 6: General Administration and Support Services									
VPAF GASS 1: Administrative & Support Services Management									
ODHRM GASS 1: Administrative and Support Services									
	PI 2. Efficient & customer friendly frontline service	OHPMRR Staff	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5	
	PI 3. No. of linkages with external agencies maintained	OHPMRR Staff	2	2 (CSC Region & Ombudsman)	5	5	5	5	
	PI 4. No. of ad hoc committee assignments served/functions performed	OHPMRR Staff	2	2 (PMT& PRAISE-SIAC)	5	5	5	5	
VPAF GASS 2: Human Resource Management and Development									
ODHRM MFO 5: Efficient and effective implementation of the University Performance Management and Rewards and Recognition systems, policies, processes and practices									
	PI 5. Percentage of employees monitored their submission and actually submitted IPCRS	OHPMRR Staff	100%	100% of employees monitored their submission and 98% submitted IPCRS	5	5	5	5	

MFOs/PAPs	Success Indicators	Persons Responsible	Target (July 1-December 2021)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 6. Number of performance evaluation summary result prepared and submitted (PMT, CSC & ODQA)	OHPMRR Staff	3	3 (PMT, CSC & ODQA)	5	5	5	5	
	PI 7. Number of evaluation of JO performance tabulated	OHPMRR Staff	700	1156	5	5	5	5	
	PI 8. Summary of the ratings and qualitative comments prepared and submitted to L & D Office for analysis and input to L & D interventions	OHPMRR Staff	1	1	5	5	5	5	
	PI 9. Number of university employees awarded after rigid screening during anniversary celebrations	OHPMRR Staff	20	24 employees awarded (12 service awards, 7 Mt. Pangasugan Awards, 5 Special awards)	5	5	5	5	
	PI 10. Number of employees given loyalty award every September and paid loyalty bonus	OHPMRR Staff	50	76	5	5	5	5	
	PI 11. Number of deserving employees nominated to the CSC Honors & Awards Program and nomination documents packaged and submitted to CSC	OHPMRR Staff	4	5 Regional CSC PAG-ASA Awardees	5	5	5	5	
	PI 12. Percentage of employees identified as top ranking and given step increment based on merit	OHPMRR Staff	5%	5%	5	5	5	5	
	PI 13. Number of new R & R benefits proposed, approved and availed by qualified employees	OHPMRR Staff	1	1 R&R on Sabbatical Leave for admin staff proposed to BOR but CSC opined proposal is not feasible	5	5	5	5	
	PI 14. Number of performance management and rewards and recognition systems compliant to level 3 of PRIME-HRM prepared, submitted and approved by CSC (SPMS & PRAISE)	OHPMRR Staff	2	2 PM & RR systems submitted, but no CSC comment received yet.	5	5	5	5	
	PI 15. Percentage of documents needed for level 3 accreditation packaged and readily available for assessment and displayed at the HR Accreditation Center	OHPMRR Staff	100%	N/A Still waiting for the CSC assessment tool for level 3 PRIME-HRM					
ODHRM MFO 6: Innovations & new Best Practices Development Services									

MFOs/PAPs	Success Indicators	Persons Responsible	Target (July 1-December 2021)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 16. Number of entry to the DAP search for 2021 Government Best Practice Recognition submitted and defended, if required (SPMIS)	OHPMRR Staff	1 entry	N/A (receipt of call for submission of entry was after deadline)					
Sub-Total								70	
Ave								5	
Office of the Head of Payroll and Leave Benefits (OHPLB)									
UMFO 6: General Administration and Support Services									
VPAF GASS 1: Administrative & Support Services Management									
ODHRM GASS 1: Administrative and Support Services									
	PI 1. Efficient & customer friendly frontline service	OHPLB Staff	Zero percent complaint from clients served	One query/complaint served/processed & resolved	5	5	5	5	
	PI 2. Number of administrative services and financial/ administrative documents acted within time frame	OHPLB Staff	60	92 Cert LWOP	5	5	5	5	
	PI 3. No. of linkages with external agencies maintained	OHPLB Staff	14	14 (CSC Ormoc, CSC Reg. CSC Central, DBM Reg., DBM-OPBCB, PASUC Zonal, PASUC National, NAP, Local IATF, CHED Reg., Ombudsman, GSIS Maasin, GSIS Central, LBP Baybay)	5	5	5	5	
VPAF GASS 2: Human Resource Management and Development									
ODHRM MFO 5: Efficient and Effective Implementation of the Payroll and Leave Benefits Systems, Policies and									
	PI 4. Number of employees given loyalty awards every September and paid loyalty bonus	OHPLB Staff	50	76	5	5	5	5	
	PI 5. Percentage of employees identified as top ranking and given step increment based on merit	OHPLB Staff	5%	5%	5	5	5	5	
	PI 6. Percentage updating of employee leave records and balances in the HRIS	OHPLB Staff	100%	70%	5	5	4	4.67	
	PI 7. Number of terminal leave benefits prepared, finalized and submitted for release of funds/processing for payment of terminal leave pay	OHPLB Staff	10	36	5	5	5	5	

MFOs/PAPs	Success Indicators	Persons Responsible	Target (July 1-December 2021)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 8. Number of Monthly Report of Absences and Under-time prepared and submitted to CSC	OHPLB Staff	12	NA					
	PI 9. Percentage of proportionate vacation pay of faculty on teacher's leave computed and processed for payment	OHPLB Staff	100%	100%	5	5	5	5	
	PI 10. Percentage of approved requests for grant of service credits with complete supporting papers processed and encoded in the eDATS	OHPLB Staff	100%	80%	4	4	4	4	
	PI 11. Percentage of approved request/recommendation for faculty on their leave status for the semester encoded in the eDATS for proper adjustment of leave status in the system	OHPLB Staff	100%	100%	4	4	4	4	
	PI 12. Number of semi-monthly payroll and LDDAP for all regular, casual and contractual employees and PCC employees prepared and processed within prescribed period	OHPLB Staff	24	24 Semi-monthly payroll and LDDAP (731-reg. Employees 67-casual/contractual employees, 8-PCC employees)	5	5	5	5	
	PI 13. Percentage of monthly payroll and preparation pay for part-time instructors prepared and processed within the prescribed period	OHPLB Staff	100%	100%	5	5	5	5	
	PI 14. Number of monthly payroll for salary and stipend for all VSU Scholars prepared and processed within the prescribed period	OHPLB Staff	24	12-salary of scholars 12-stipend of scholars	5	5	5	5	
	PI 15. Number of payroll for book allowance of all VSU Scholars prepared and processed within the prescribed period	OHPLB Staff	2	2	5	5	5	5	
	PI 16. Number of monthly payroll for RATA and honorarium of entitled officials prepared and released for processing	OHPLB Staff	12	96-RATA	5	5	5	5	

MFOs/PAPs	Success Indicators	Persons Responsible	Target (July 1-December 2021)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 17. Number of special payroll prepared for regular and casual employees (mid-year bonus, year-end bonus, CNA, loyalty bonus, clothing allowance, PIB, Step Increment based on merit)	OHPLB Staff	7	10 special payrolls: Clothing allowance-30 Step increment merit - 10 Salary Differential - 67 Terminal leave benefits -39 Overload pay-33 Mid-year bonus-27 YE bonus/cash gift-37 PEI-30 CNA-32 SRI-30 7884 - Payslips for regular, casual and contractual 1039- Payslips for Part-time faculty	5	5	5	5	
	PI 18. Number of Payslips prepared/generated and released	OHPLB Staff	7,000	7884 - Payslips for regular, casual and contractual 1039- Payslips for Part-time faculty	5	5	5	5	
	PI 19. Percentage compliance to request for special payroll served	OHPLB Staff	100%	100%	5	5	5	5	
	PI 20. Percentage of PACS for ATM loading for Salaries of regular, casual/contractual employees and scholars, RATA & Honorarium, Midyear bonus, Year End, Stipend/ Book allowance for scholars, Clothing allowance, terminal leave, PEI, Christmass bonus and other benefits. prepared, reviewed and released	OHPLB Staff	100%	100%	5	5	5	5	
	PI 21. Number of Notice of Step Increment (NOSI) and Notice of Salary Adjustment (NOSA) prepared and released	OHPLB Staff	NOSI=130	NOSI=208	5	5	5	5	
	PI 22. Percentage processing of applications for loan with GSIS	OHPLB Staff	NOSA=738	NOSA=749	5	5	5	5	

MFOs/PAPs	Success Indicators	Persons Responsible	Target (July 1-December 2021)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 23. Percentage operationalization of Payroll System Module of the HRIS	OHPLB Staff	100%	70% Not fully operational yet due to: Suspension of use of biometrics Need test run with Acct Office (while in tandem with the old system to ensure continued processing of payroll)	5	4	4	4.33	
	PI 24. Percentage of documents needed for level 3 accreditation packaged and readily available for assessment and displayed at HR Accreditation Center	OHPLB Staff	100%	N/A Still awaiting for the revised PRIME-HRM Level 3 Assessment Tool from CSC Central Office					
ODHRM MFO 11: Innovations & new Best Practices Development Services									
	PI 25. Number of modules of the HRIS fully operationalized	OHPLB Staff	2	2 (Daily Attendance & Leave Application)	5	5	5	5	
	PI 26. Number of external agencies benchmarking on VSU's HR processes and practices	OHPLB Staff	1	None due to pandemic					
Other Accomplishments									
	Number of policy drafted/formulated	ODHRM Staff		3 VSU Mental Health Program, In-House Promotion of Returning PhD Scholarship, In-House Promotion of Newly Accredited Professors (waiting of DBM-OPCCB opinion)	5	5	5	5	
Sub-Total								117	
Ave								4.88	
Total Over-all Rating								325	
Average Rating								4.94	
Adjectival Rating								0	

MFOs/PAPs	Success Indicators	Persons Responsible	Target (July 1-December 2021)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	

Received by:



DILBERTO O. FERRAREN

Planning Office

Date: FEB 17 2022

Calibrated by:



DANIEL LESLIE S. TAN

Chairman, PMT

Date: 2/14/22

Recommending approval:



DANIEL LESLIE S. TAN

VP for Admin & Finance

Date: 2/14/22

Approved by:



EDGARDO E. TULIN

University President

Date: 2/16/22

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