

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, LOURDES B. CANO, Director, Office of the Director for Administration & Human Resource Development commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated following targets in accordance with the indicated measures for the period January - June 30, 2018.

LOURDES B. CANO
Director, ODAHRD

Date

REMBERTO A. PATINDOL
Chairman, PMT

APPROVED:

EDGARDO E. TULIN
University President

Appointment/Status	Position Title	Number
Head	Chief Admin. Officer	1
Regular Staff	Edu. Program Specialist	1
	Admin. Officer III	1
	Admin. Aide VI	1
	Admin. Aide IV	1
	Admin. Aide III	1
Job Order	Admin. Aide I	2
	TOTAL	8

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

NO.	MFOs/PAPs	Success Indicators	Persons Responsible	Target (January-June 2018)	Actual Accomplishments as June 30, 2018	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	PI. 1 Efficient & customer friendly frontline service	All ODAHRD, PRPEO& RECORDS Staff	Zero percent complaint from clients served	Zero complaint	5	5	5	5	
		PI. 2 Number of administrative services and financial/ administrative documents acted within time frame	LB Cano and ODAHRD staff	3,000 of documents	5383 documents	5	5	4	4.667	
		PI. 3 No. of offices and personnel directly supervised	LB Cano	3 offices 5 permanent & 2 JO personnel	3 offices 5 permanent & 2 JO personnel	5	5	5	5	
		PI. 4 No. of linkages with external agencies maintained	LBCano, T. Quiñanola, A. Sevilla, J. Ando	14 (CSC Ormoc, CSC Reg., DBM, PASUC Zonal Center, PASUC National, PASUC Zonal Center, OPCCB DBM, NAP, IATF, CSC Central, CHED, Ombudsman & GSIS)	14 (CSC Ormoc, CSC Reg., DBM, PASUC Zonal Center, PASUC National, PASUC Zonal Center, OPCCB DBM, NAP, IATF, CSC Central, CHED, Ombudsman & GSIS)	5	5	5	5	
		PI. 5 No. of ad hoc committee assignments performed	L. B. Cano, ODAHRD, Records & PRPEO Staff	11 Committees: QCE, AACCUP, NAPB, PMT, VSFC-A, VSFC-NA, BAC, GAD-TWG, QMS, ISA, UADCO	11 Committees: QCE, AACCUP, NAPB, PMT, VSFC-A, VSFC-NA, BAC, GAD-TWG, QMS, ISA, UADCO	5	5	4	4.667	
		PI.6 No. of Personnel Board/Committee assignment performed	LBCano, T. Quiñanola, A.	PRPEO (2 Personnel boards & 4 Committees) ODAHRD (2 boards, 7 committees) AAS (5 committees)	PRPEO (2 Personnel boards & 4 Committees) ODAHRD (2 boards, 7 committees) AAS (5 committees)	5	5	4	4.667	


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		PI.7 Percentage updating of e-GMIS & uploading to DBM	Pres. E. Tulin, L.B. Cano, L. Managbanag	100% updating of PIS & 12 monthly updating of e-GMIS and uploading to DBM	100% PIS updating & 12 eGMIS updating & uploading	5	5	5	5	Mandatory by DBM to update and upload eGMIS monthly
ODAHRD MFO 2:	Compliance of existing HRM practices to PRIME-HRM STANDARDS, Level 2 maturity status (Recruitment, Selection	PI.8 EEOP compliant policies on recruitment, selection and placement prepared and approved	LB. Cano, T. Quinanola, M. F. Gayanilo, OP	2 EEOP compliant Merit Systems (faculty & staff) submitted and 1 approved	2 EEOP compliant Merit Systems were submitted & Merit System for faculty was approved	5	5	5	5	Both MSP were submitted, MSP for faculty was approved June 25, 2018 while MSP for adm staff still under review by CSC
		PI.9 Efficient and effective talent sourcing and screening using approved criteria	LB. Cano, T. Quinanola, J. Ando, L. Managbanag, F. Israel, CSC Western Leyte, Department Personnel Committees, VSU web team	100% of vacancies posted and 100% applications processed and applicants screened	100% of vacancies posted and 100% applications processed and applicants screened	5	5	5	5	20 vacancies posted and applications processes/screened
		PI.10 Percentage of approved recommendations to hire/promote processed within turn around time and reports submitted	LB. Cano, T. Quinanola, L. Managbanag, F. Israel, APB/NAPB Chair, Pres. E. Tulin	100% of all approved recommendations; 6 Reports each (accession & separation) and 6 RAI	100% of all approved recommendations; 6 Reports each (accession & separation) and 6 RAI	5	5	5	5	87 regular, 38 casual, 25 contractual & 40 parttimers' contract; 6 Accession; 6 Separation; 6 RAI
		PI.11 Effective and efficient implementation of on boarding program for new employees	LB. Cano, J. Ando, T. Quinanola, M. F. Gayanilo, all department/office heads/VPS/Deans	2 formal orientation for faculty & 100% of new administrative staff oriented	2 formal orientation for faculty & 100% of new administrative staff oriented	5	5	5	5	
	Performance Management System services	PI. 12 EEOP compliant performance management system prepared and approved by CSC	LB. Cano, T. Quinanola, M. De la Torre, M. F. Gayanilo, OP	Enhanced & EOP compliant SPMS approved by CSC	NA, second half only				0	Submitted was required only by CSC last July 12, 2018
		PI. 13 Percentage of EEOP compliant performance management system administered and submission of IPCRs monitored	LB. Cano, T. Quinanola, M. De la Torre, J. Ando, supervisors of all levels	100% IPCR targets and ratings submission monitored and actual submission received	100% IPCR targets & rating with supporting documents	5	5	4	4.667	2017 IPCR target & ratings with supporting papers submission monitored
	Learning and Development Services	PI. 14 EEOP compliant Learning & Development policies prepared and approved by CSC	LB. Cano, J. Ando, M. F. Gayanilo, OP	2 Enhanced & EOP compliant L & D policies (faculty & staff) submitted to CSC	2 Enhanced EOP L & D policies submitted to CSC	5	5	5	5	second half
		PI. 15 Percentage implementation of learning and development policies for faculty and staff facilitated and monitored	L. Cano, Scholarship Committees, A. Sevilla, J. Ando, M. F. Gayanilo	95% of requests for scholarships and attendance to trainings screened by respective scholarship committees 95% of scholars monitored and assisted	95 of requests facilitated	5	5	5	5	5% are direct orders to attend from the President; urgent requests are referred to committees through referendum
		PI.16 Number of in-house trainings conducted based on approved training design and executed, monitored and evaluated	L. Cano, T. Quinanola, A. Sevilla, J. Ando, M. F. Gayanilo, OP	6 in-house trainings facilitated	10 in-house facilitated and 383 participants	5	5	5	5	


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	Rewards & Recognition Services	PI. 17 EEOP compliant Enhanced PRAISE prepared and approved by CSC	L. Cano, M.F. Gayanilo	Enhanced & EOP compliant PRAISE prepared and approved by CSC	Enhanced and EOP PRAISE submitted to CSC				0	second half
		PI. 18 Percentage implementation of rewards and recognition policies monitored, followed up and facilitated	Dr. D. Ferraren, PMT, R. Patindol, L. Cano	100% PBB ranking submitted 100% step increment forced ranking submitted & implemented 100% loyalty & on the spot implemented	100% PBB ranking and other requirements submitted within prescribed period	5	5	5	5	Step increment and loyal & on the spot for second half only
		PI. 19 Percentage of nominees to CSC Honors & Awards program assisted and nomination write up submitted on or before deadline	L. Cano, PRAISE Committee, OP, A. Sevilla, M. F. Gayanilo	100% of nominees	100% of the nominees with documents submitted within deadline	5	5	5	5	four nominations (2 groups and 2 individuals)
		PI. 20 Percentage implementation of approved personnel benefits	T. Quinanola, PRPEO staff	100% implemented	100% implemented	5	5	5	5	Step increment based on length of service, clothing allowance, midyear bonus
ODAHRD MFO. 3		PI. 21 Percentage compliance to ISO 9001:2015 documentation requirements	L.B. Cano, TL. Quiñanola, A. Sevilla	100% of work instructions revised, finalized and implemented	NA, second half only				0	second half
		PI. 22 Percentage compliance to 5S on office and documents management	L.B. Cano, TL. Quiñanola, A. Sevilla	95% 5S compliant	95% 5S compliant	5	5	5	5	based on internal audit conducted
ODAHRD MFO. 4	Percentage of CSC validation of approved appointments	PI. 23 Percentage CSC validation of approved appointments	L.B. Cano, TL. Quiñanola, L. Managbanag, F. Israel, APB, NAPB, Pres. Tulin	100% validation (zero invalidation)	100% zero invalidation	5	5	5	5	
ODAHRD MFO. 5	Efficient data base/records management compliant to ISO standards	PI. 24 Number of computer based HR records management system maintained and updated	L.B. Cano, TL. Quiñanola, A. Sevilla	3 systems (1 ODAHRD 50% uploaded; 1 PRPEO 25% uploaded; 1 Records 20% records uploaded)	3 systems (1 ODAHRD 50% uploaded; 1 PRPEO 25% uploaded; 1 Records 20% records uploaded)	5	5	5	5	ODAHRD & PRPEO used kms data base in addition to existing MIS & PIS. Records have its records management system
		PI. 25 Number of Personnel Information System updated	L.B. Cano, E. Tudtud	100% updated	100% updated	5	5	5	5	updated PIS is used for issuance of service records
ODAHRD MFO6:	Innovations & new Best Practices Development Services	PI. 26. Number of new HR systems/best practices/innovations introduced and implemented	LB. Cano, T. Quiñanola, A. Sevilla	8 HR systems 6HR best practices	8 HR systems 6HR best practices	5	5	5	5	3 HR systems(Mentoring System for Adm. Staff, 4 Tracking System in Assessing HR efficiency; Competency Modelling) 6 best practices (Competency based assessment of applicants, Tracking of efficiency of HR areas, mentoring of administrative staff, Revision of criteria & instrument for screening teaching applicants, availability of BEI guide and Background Investigation Guide questions)
		PI.27 Number of manualized PRIME-HRM evidences/documents duly packaged and submitted to CSC	L. Cano, T. Quinanola, A. Sevilla, E. Tudtud, M. de la Torree, J. Ando, M. F. Gayanilo	4 PRIME HRM documents manual	4 bound PRIMRE-HRM documents	5	5	5	5	4 manualized HR documents (RSP, PM, L & D and R & R)

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		PI. 28 Number of manuals of policies prepared and approved	LB. Cano, APB, NAPB, Scholarship Committees, M. F. Gavanilo	6 manual approved by VSU	6 manuals approved by VSU	5	5	5	5	2 MSP (faculty and staff), 1 Enhanced SPMS, 2 Enhanced L & D (faculty and staff), 1 PRAISE	
		PI. 29 Number of operations manuals per office prepared	LB. Cano, T. Quiñanola, A. Sevilla	3 operations manual (ODAHRD, PRPEO & Records Management)	NA, second half only				0	second half only	
		PI. 30 No. of new accreditation/ archival documents gathered and displayed at Archives Center	L. Cano, A. Sevilla, T. Quinanola, M. dela Torree, F. Israel, M. F. Gayanilo, L. Managbanag	15 new display materials	5 from Records; 10 from ODAHRD	5	5	5	5	2 MSPs, 2 L & D, 1 SPMS, 1 R & R, 1 plantilla, 1 Competency based HR	
		PI. 31 Percentage updating of HR evidences based latest indicators displayed at HR accreditation center	ODAHRD, PRPEO, RECORDS	100% of required evidences per indicator in four HR areas collected, bookbound and displayed	NA, second half only				0	second half only	
		PI. 32 Percentage passing to PRIME-HRM level maturity status	ODAHRD, PRPEO, RECORDS, all HR Committees, OP. all employees	100% passing the level 2 accredited status	NA, second half only				0	second half only	
		Total Over-all Rating								128.7	
		Average Rating								4.949	
		Adjectival Rating									

Received by:

DALISAY F. ANDRES
Planning Office
Date: _____

Calibrated by:

REMBERTO A. PATINDOL
Chairman, PMT
Date: _____

Approved by:

EDGARDO E. TULIN
University President
Date: _____

1- Quality

2 - Efficiency

3 - Timeliness

4 - Average