

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **MARIA ROBERTA S. MIRAFLOR**, Office of the Head of the **Records and Archives (OHRA)** commits to deliver and agree to be rated on the attainment of the following target in accordance with the indicated measures for the period **July - December, 2021**.

MARIA ROBERTA S. MIRAFLOR
Head, OHRA 1/30/22

Approved:

RYSAN C. GUINOCOR 1/24/22
OIC Director, ODAS

Appointment/Status	Position Title	Number
Head of Office	Administrative Officer II	1
Regular Staff	Administrative Aide VI	1
	Administrative Aide II	1
	Guesthouse Caretaker	1
Casual	Administrative Aide III	1
Job Order	Administrative Aide III	1
	TOTAL	6

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



MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 5: SUPPORT TO OPERATIONS									
VPAF STO 1: ISO aligned management and administrative support services									
ODAS STO 1: ISO 9001:2015 aligned documents and compliant processes									
OHRA STO 1: ISO 9001:2015 aligned documents and compliant processes	PI 1: Percentage of clients served rated the services received at least very satisfactory or higher	All OHRA Staff	95% of clients rated services as very satisfactory or higher	95% of clients rated services as very satisfactory or higher	5	5	5	5.00	
	PI. 2 Number of quality procedures revised/updated and registered at QAC	MS Miraflor GM Espinosa JS Posas	One (1) quality procedure and form revised and registered	One (1) quality procedure and form revised and registered	5	5	5	5.00	QP on Request for Information/ Record


MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 3: Percentage of ISO evidences compliant with existing ODAS/HRM quality procedures kept intact and readily available to Auditor	All OHRA Staff	100% ISO compliant evidences readily available	100% ISO compliant evidences readily available	5	5	5	5.00	
VPAF STO 2: FREEDOM OF INFORMATION (FOI) ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
ODAS STO 2: FOI aligned frontline services									
OHRA STO 2: FOI aligned frontline services	PI 4: Percentage compliance of reporting requirements in accordance with FOI Manual	MS Miraflor GM Espinosa	100% submission of the 3 required reports: FOI Inventory, FOI Registry & FOI Summary	100% submission of the 3 required reports: FOI Inventory, FOI Registry & FOI Summary	5	5	5	5.00	
			100% implementation and processing of FOI Requests for Information or Document	100% implemented	5	5	5	5.00	
	PI 5: Percentage of draft FOI Manual revised	MS Miraflor	50% of FOI Manual revised	70% of FOI Manual revised	5	5	4	4.67	
VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
ODAS STO 3: ARTA aligned frontline services									
OHRA STO 3: ARTA aligned frontline services	PI 6: Efficient & customer friendly frontline service	All OHRA Staff	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5.00	Note: Please refer to customer satisfaction survey result from QAC
VPAF STO4: INNOVATIONS & BEST PRACTICES									
ODAS STO 4: Innovations & new Best Practices Development Services									
OHRA STO 4: Innovations & new Best Practices	PI 7: Number of new systems/innovations/proposals introduced and implemented	All OHRA Staff	3 approved Quality Procedure; 2 approved forms	3 approved Quality Procedure; 2 approved forms	5	5	5	5.00	
	PI 8: Percent implementation of best practices	MS Miraflor	100% Implementation of handling the request form to the FOI Decision Maker instead of the requestor	100% Implementation of handling the request form to the FOI Decision Maker instead of the requestor	5	5	5	5.00	
			90% Utilization of Network Access Server (NAS) and Google drive for back up storage of scanned documents and other office files	90% Utilization of Network Access Server (NAS) and Google drive for back up storage of scanned documents and other office files	5	5	5	5.00	

MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
		Average Rating							4.92
		Adjectival Rating							Outstanding

Received by:


DILBERTO O. FERRAREN
 Director, Planning Office
 Date: 31 Jan 2022


Calibrated by:


DANIEL LESLIE S. TAN
 Chairman, PMT
 Date: 1/21/22

Recommending approval:


DANIEL LESLIE S. TAN
 Vice President for Administration & Finance
 Date: 1/21/22

Approved by:


EDGARDO E. TULIN
 President
 Date: 1/31/22

1- Quality
 2 - Efficiency

3 - Timeliness
 4 - Average