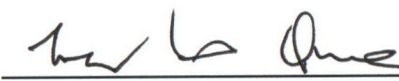



OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, TERESITA L. QUIÑANOLA, Head of the Personnel Records and Performance Evaluation Office 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, 2017 to December 31, 2017**.

  
**TERESITA L. QUIÑANOLA**  
 Head, PRPEO

Noted:   
**LOURDES B. CANO**  
 Director for Administration  
 and Human Resource Development

Appointment/Status	Position Title	Number
Head	Supervising Admin. Officer	1
Regular Staff	Admin. Officer V	1
	Admin. Officer III	1
	Admin. Officer II	1
	Admin. Aide IV	2
Casual Staff	Admin. Aide III	1
Job Order	Clerk	1
GRAND TOTAL		8

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

NO.	MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 6: General Administration Support Service										
OVPAF MFO 2: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT										
ODAHRD MFO 1: Administrative and Support Services Management										
PRPEO MFO 1	Administrative & Support Services Management	Efficient & customer friendly frontline service	All PRPEO Staff	Zero percent complaint from clients served	No valid complaint from clients served	4	5	5	4.67	
		Number of personnel directly supervised	TLQuiñanola	7 personnel (5 Regular, 1 Casual, & 1 JO)	7 personnel (5 Regular, 1 Casual, & 1 JO)	5	5	5	5.00	
		Number of linkages with external agencies maintained	TLQuiñanola	4 (CSC Ormoc, CSC Reg., Ombudsman, PASUC Zonal Center)	4 (CSC Ormoc, CSC Reg., Ombudsman, PASUC Zonal Center)	5	5	5	5.00	
		No. of ad hoc committee assignments performed	TLQuiñanola CBVilbar	2 Committees: NBC461-CCE, & Awards	2 Committees: NBC461-CCE, & Awards	5	5	5	5.00	

NO.	MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
ODAHRD MFO 2: Recruitment, Selection and Promotion Services										
PRPEO MFO 2	Facilitating Recruitment, Selection and Promotion Services	No. of Personnel Board/Committee assignment performed	TLQuiñanola	2 Boards (APB and NAPB) and 2 Committees (NBC-461 and Awards)	2 Boards (APB and NAPB) and 2 Committees (NBC-461 and Awards)	5	5	5	5.00	
		Number of comparative assessments of candidates for vacant Administrative positions prepared and reviewed	TLQuiñanola MEGTudtud	6 Comparative Assessments	8 Comparative Assessments	5	5	5	5.00	
		No. of psychological exams & skills test for applicants and candidates for promotion coordinated/conducted	TLQuiñanola MEGTudtud MMDe la Torre	1 written Psych Test and 1 Skills Test	2 written Psych Test and 4 Skills Test	5	5	5	5.00	
		Number of evaluation results reviewed, summarized and endorsed to APB	TLQuiñanola MNGravador	50 ranking and recommendations for faculty positions	1,037 ranking and recommendations for faculty positions	5	5	5	5.00	
		Number of appointments processed, reviewed, recorded & approved	TLQuiñanola MEGTudtud MMDe la Torre MNGravador	150 appointments (regular, research contractuales & casual) 50 contracts (faculty on contracts & part timers) prepared, processed without invalidation & recorded & 1000 JO appointments processed & recorded	281 appointments & Contracts (regular, research contractuales, casual, faculty on contracts & part timers) received and recorded/posted & 1,351 JO appointments processed & recorded	5	5	5	5.00	
ODAHRD MFO 3: Performance Management System Services										
PRPEO MFO 3	SPMS Monitoring and Review	Percentage submission of IPCRs followed up, monitored and received	TLQuiñanola MMDe la Torre	95% of IPCR submitted and received	95% of IPCR submitted and received	5	5	5	5.00	
		Percentage of IPCRs submitted reviewed and endorsed for signature of PMT Chair & final approval of the President	TLQuiñanola MMDe la Torre	100% of IPCRs submitted reviewed and endorsed to PMT	100% of IPCRs submitted reviewed and endorsed to PMT	5	5	5	5.00	

NO.	MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
ODAHRD MFO 5: Rewards and Recognition Services										
PRPEO MFO 4	Facilitating Rewards and Recognition Services	Percentage of IPCR ratings submitted to PMT for review to determine those qualified for PBB	TLQuiñanola MMDe la Torre	100% of IPCR ratings submitted to PMT	100% of IPCR ratings submitted to PMT	5	5	5	5.00	
		Percentage of IPCR ratings for further review and forced ranked by PMT to determine the top 5% qualified for step increment based on merit	TLQuiñanola MMDe la Torre	100% of IPCR ratings reviewed and submitted to PMT for forced ranking	100% of IPCR ratings reviewed and submitted to PMT for forced ranking	5	5	5	5.00	
		Percentage implementation of Step Increment based on meritorious performance	TLQuiñanola MEGTudtud MMLao MNGravador	5% of employees identified as qualified, issued NOSI & paid their step increment	100 % implemented	5	5	5	5.00	
		Number of Loyalty Awards certificates and pins prepared	TLQuiñanola, MEGTudtud,	90 certificates 80 pins	113 certificates 90 pins	5	5	5	5.00	
ODAHRD MFO 6: Personnel Records Development and Management Services										
PRPEO MFO 5	Compliance to CSC/DBM/GSIS/BOR Rules and Policies on Leave Administration and Employees Compensation and Benefits	Percentage of CSC/DBM/GSIS/BOR Rules & Policies on leave administration & policies on employees' compensation implemented	TLQuiñanola, MEGTudtud, RCBibera, MNGravador MMLao	100% implemented	100% implemented	5	5	5	5.00	
		Number of Reports & budgetary requirements requested by OP/Budget Office	TLQuiñanola, MEGTudtud, RCBibera	3 Terminal/gratuity benefits, and 2 Manpower Complement	5 Terminal/gratuity benefits, and 3 Manpower Complement	5	5	5	5.00	
		No. of Notice of Step Increment prepared, reviewed, and released	TLQuiñanola MEGTudtud MNGravador	60 NOSI	102 NOSI (40 NOSI based on merit)	5	5	5	5.00	
		Number of NBC 461 folders of faculty evaluated, processed and submitted	TLQuiñanola, CBVilbar	150 NBC 461 folders reviewed	404 NBC 461 folders reviewed	5	5	5	5.00	

NO.	MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
		Number of payroll for personnel benefits prepared, reviewed and released	TLQuiñanola, MEGTudtud, MMLao MNGravador, FGDidal	1,159 PAYROLLS: (720 regular, 12 RATA, 6 honorarium, 150 Year-end bonus, 36 scholars salary, 6 scholars' stipend, 20 PEI, 5 terminal leave, 20 CNA, 10 monetization, 12 casual/contractual, 12 part-time)	1,787 PAYROLLS: (744 regular, 12 RATA, 6 honorarium, 150 Year-end bonus, 72 scholars salary, 6 scholars' stipend, 30 PEI, 5 terminal leave, 35 CNA, 30 monetization, 567 PBB, 12 casual/contractual, 118 part-time)	5	5	4	4.67	
		Number of Reports submitted to Ombudsman	TLQuiñanola, MEGTudtud,	1 SALN Report	1 SALN Report	5	5	5	5.00	
PRPEO MFO 6	Personnel Information System	Percentage/Number of Personnel Information System completed	TLQuiñanola, MEGTudtud,	100% of PIS updated	100% of PIS updated	4	5	5	4.67	
PRPEO MFO 7	Personnel Records and Filing Services	Number of certifications and service records issued	TLQuiñanola, MEGTudtud, RCBibera, MNGravador	50 certifications, 60 service records, 300 AAO certifications, 30 service credits	137 Certifications (including service credits certifications), 256 Service Records, 435 AAO certifications	5	5	5	5.00	
		Number of authentications of HR records/documents	TLQuiñanola CBVilbar	200 documents	500 documents	5	5	4	4.67	
<b>ODAHRD MFO 7: Records and Archives Management</b>										
PRPEO MFO 8	Compliance to HR accreditation	No. of accreditation documents gathered, packaged and displayed at HR Accreditation Center	PRPEO Staff	100% evidences under enhanced Prime HRM updated	100% evidences under enhanced Prime HRM updated	5	5	5	5.00	
		All required HR evidences of level 2 maturity under PRIME-HRM updated ready for inspection by CSC team	PRPEO Staff	100% of required evidences per indicator in four HR areas collected & submitted to CSC	100% of required evidences per indicator in four HR areas collected & submitted to CSC	5	5	5	5.00	
		Number of PRIME-HRM areas ready for assessment for level 2 reaccredited maturity status by CSC	PRPEO Staff	1 PMS Area	100% implemented	5	5	5	5.00	

NO.	MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
ODAHRD MFO 9: Innovations and New Best Practices Development Services										
PRPEO MFO 9	Innovations and Best Practices	Number of new HR systems designed/existing system revised & endorsed to higher offices/bodies	TLQuiñanola	1 HR System	1 HR System (Revision of Summer Pay for Faculty on Teacher's Leave status)	4	5	5	4.67	
		Number of draft manuals prepared and submitted for approval	TLQuiñanola	1 manual	1 manual (VSU Leave Manual)	4	5	5	4.67	
Total Over-all Rating									143.00	
Average Rating									4.93	
Adjectival Rating									Outstanding	


Received by:

Planning Office

Date: \_\_\_\_\_

1- Quality                      2 - Efficiency

Calibrated by:

  
**REMBERTO A. PATINDOL**  
Chairman, PMT

Date: \_\_\_\_\_


3 - Timeliness                      4 - Average

Recommending Approval:

  
**REMBERTO A. PATINDOL**  
Vice President

Date: \_\_\_\_\_

Approved by:

  
**EDGARDO E. TULIN**  
University President

Date: \_\_\_\_\_