



OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, LOURDES B. CANO, OIC Director, Office of the Director for Administration & Services commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the following targets in accordance with the indicated measures for the period July-December 31, 2020.

Approved:


LOURDES B. CANO
 Director, ODAS/HRM


REMBERTO A. PATINDOL
 VP for Admin. & Finance



Appointment/Status	Position Title	Number
Head	Chief Admin. Officer	1
Regular Staff	Unit Heads	6
	Admin. Aide IV	1
Job Order	Admin. Aide I	2
	TOTAL	10

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

GASSs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2020)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 5. SUPPORT TO OPERATIONS									
OVPAF STO 1: ISO 9001:2015 ALIGNED DOCUMENTS									
ODAS/HRM 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	ODAS/HRM, RSP, PM & R & R, 5 RAO, 2 PO, (1) SPMO, 3 VCO & 3 Cash	95% of clients rated services as very satisfactory or higher	95% of clients rated services as very satisfactory or higher	5	5	5	5	The feedback received was adequately explained per investigation of the VPAF. The other feedback was more of a suggestion.
	PI 2. Number of quality procedures revised/updated and registered at QAC	ODAS/HRM, RSP, PM & R & R, 5 RAO, 2 PO, (1) SPMO, 3 VCO & 3 Cash	17 quality procedures revised and registered	17 QPs revised and registered	5	5	5	5	2 QP RSP 2 PM & R & R 7 QP L & D 3 QP RAO 2 QP PO 1 SPMO 3 QP Cash
	PI 3. Percentage implementation of all administrative and HR processes in accordance with existing approved quality procedures	ODAS/HRM, RSP, PM & R & R, RAO, PO, SPMO, VCO & Cash	100% processes implemented according to QP	100% processes implemented according to QP	5	5	5	5	zero NC during external audit

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	PI 4. Number of Reports submitted to CSC, Ombudsman, DBM, PASUC, CHED, PCOO, GPPB, COA, QAC and other regulatory bodies	All units	12 CSC reports 1 Ombudsman, 3 DBM, 3 other agencies, 6 submitted to Accounting Office, 91 COA (1 PO & 90 Cash), 18 VCO (6 monthly reports to IGP, 12 monthly report on cash receipts and cash disbursements to COA, replenishment disbursements to Accounting) & 2 ROA (NAP & 5 required reports: FOI Inventory, FOI Registry & FOI Summary)	6 Accession, 6 Separation, 21 various reports for submission to CSC, Ombudsman, PASUC, CHEDRO8 and VSU Offices, 1 Comparative Complement for 2019-2021, 1 online survey report, 1 CHEDROs report, 6 RSMI 420 COA Reports, 1 report on physical count, QAC-NAP, QRM, RFCA, GOOI and internal and external masterlist, 6 reports of supplies and materials , ODF- Inventory of vehicle ODAS- SWOTAR, ROAM, OTP, Operational Monitoring, OPCR	5	5	5	5	Note: Ask from ODAS units of mandatory reports
	PI 5. Number/percentage updating and uploading of e-GMIS to DBM, IGHRIS, HRIS, SPPMIS, Cumulus, eRecords System and data base	ODAS/HRM/RSPppo	6 monthly updating & required upload of e-GMIS to DBM ; 100% updating of existing systems 50% of Service records and leave balances encoded to the HRIS	6 monthly updating & required upload of e-GMIS to DBM ; 100% updating of existing systems	5	5	5	5	Note: Ask from ODAS units of existing computer systems
	PI 7. Percentage of ISO evidences compliant with existing ODAS/HRM quality procedures kept intact and readily available to Auditor	All ODAS/HRM units	100% ISO compliant evidences readily available	100% ISO compliant evidences readily available	5	5	5	5	
VPAF STO2: FREEDOM OF INFORMATION (FOI) ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
ODAS/HRM STO. 2: FOI aligned frontline services	PI 8. Percentage compliance of reporting requirements in accordance with FOI Manual	ODAS & RAO	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	
VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
ODAS/HRM STO 3: ARTA aligned frontline services	PI 9. Efficient & customer friendly frontline service	LB Cano and all ODAS/HRM unit heads and staff	Zero percent complaint from clients served	1 feedback from parttimer re delayed salary but adequately explained	5	5	5	5	Per investigation done by VPAF
VPAF STO4: INNOVATIONS & BEST PRACTICES									

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ODAS/HRM STO 4: Innovations & new Best Practices Development Services	PI 10. Number of new systems/innovations/proposals introduced and implemented	LB Cano and all ODAS/HRM unit heads and ODAS/HRM, RSP, PM & R & R, RAO, PO, SPMO, VCO & Cash	6 existing HR systems revised to be level 3 compliant & approved by CSC, 3 cash, 9 PO, 9 SPMO (1 new innovation system; 4 Quality Procedures, 4 Work instructions) & 5 Cash (1 new system; 4 work instructions) and 2 VCO (draft new system submitted & 1 Operations manual) & 6 RAO (3 approved Procedures Manual; 2 approved forms & 1 Operational Manual)	6 existing HR systems revised to be level 3 compliant & approved by CSC, submitted and defended a best practice entry to DAP search for 2020 GBPR and won; 3 cash, 9 PO, 9 SPMO (1 new innovation system; 4 Quality Procedures, 4 Work instructions) & 5 Cash (1 new system; 4 work instructions) and 2 VCO (draft new system submitted & 1 Operations manual) & 6 RAO (3 approved Procedures Manual; 2 approved forms & 1 Operational Manual); prepared draft VSU Occupational Health & Safety Standards; VSU Health & Mental Program edited	5	5	5	5	New systems revised compliant to level 3 under PRIME-HRM: 1) Merit Systems for Faculty; 2) Merit Systems for Admin. Staff; 3) SPMS; 4) PRAISE; 5) L&D Program for Admin and Staff; 6) L & D for Program for Faculty The VSU entry entitled "Operational Strategic Performance Management System" was successfully defended and became one of the ten winners and is already part of the DAP Knowledge bank of best practices in the government sector
	PI 14. Number of outside agencies which benchmarked HR practices/systems or provided with expert services as Resource Person	ODAS/HRM, RSPPO, RECORDS, all HR Committees, OP. all employees	1 agency ODHRM, 1 Cash Div.	no request due to pandemic	NA	NA	NA		subject to receipt of request and due to covid pandemic
	PI.15 Number of draft Operations Manual and revised existing manual prepared	LB Cano and all ODAS/HRM unit heads and staff, Jecleo	5 Operations manual 1 Revised Faculty Manual	Operations Manual for RAO, Cashiering, Supply/Property, Leave, PO & revised Faculty Manual, Revised Faculty Manual Drafted Leave Manual Reviewed/revised 9 Detailed Work Instructions (DWI) for registration at ODQA	5	5	5	5	Operations Manual for RAO, Cashiering, Supply/Property, Leave, PO & revised Faculty Manual; DWI on: Proportionate Summer Pay Preparation of Cert. of Overtime Credits Annual Report of Retirement Gratuity Issuance of NOSA_NOSI Processing of leave application Salary payroll preparation Processing of Terminal Pay Preparation of Cert. of Overtime Credits Monthly report of absences and undertime
UMFO6: General Administrative and Support Services (GASS)									
VPAF GASS 1: Administrative and Support Services Management									

GASSs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2020)	Actual Accomplishments	Rating				Remarks
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ODAS/HRM GASS 1: Administrative and Support Services	PI 17. Number of administrative services and financial/ administrative documents acted within time frame	LB Cano and ODAS/HRM staff	100% documents acted (with absolute figures)	2,205 documents/reports acted; NAPB requests (230) APB requests (466) Monetization (358)	5	5	5	5	
	PI 18. No. of linkages with external agencies maintained	LBCano, H. S. Colis, AM. R. Miraflor, J. Ando, Q. Atupan, J. Ecleo, A. Flores, R. Miraflor, & Npacada	1 (CSC Ormoc, CSC Reg., DBM, PASUC Zonal Center, PASUC National, PASUC Zonal Center, OPCCB DBM, IATF, CSC Central, CHED, Ombudsman, GSIS, Cash, LBP, BOT, PhilGEPS, NAP & Cebu City Hall, NAP Cebu)	1 (CSC Ormoc, CSC Reg., DBM, PASUC Zonal Center, PASUC National, PASUC Zonal Center, OPCCB DBM, IATF, CSC Central, CHED, Ombudsman, GSIS, Cash, LBP, BOT, PhilGEPS, NAP & Cebu City Hall, NAP Cebu, COA)	5	5	5	5	
	PI 19. No. of council/board/committee assignments served/functions performed	LBCano, J. E. Ando, M.F. Gayanilo, M. Miraflor, Jecleo	RSPPPO (2 Personnel boards & 4 Committees) ODAS/HRM (1 council, 2 boards, 7 committees) MRM(2 committees); SPMO (3 com.); Proc. (2 com.) RAO (1 com); Cash ()	RSPPPO (2 Personnel boards & 4 Committees) ODAS/HRM (1 council, 2 boards, 7 committees) MRM(2 committees); SPMO (3 com.); Proc. (2 com.) RAO (1 com); Cash ()	5	5	5	5	
	PI 20. No. of unit heads/staff meetings presided and counselling sessions conducted	LBCano, J. E. Ando, M.F. Gayanilo, M. Miraflor, Jecleo, Aflores & Npacada	6 Mancom meetings 6 HRM staff meetings, 6 SPMO (12 bi-monthly office meetings per month; (6) monthly counselling, mentoring and coaching sessions, 6 VCO	6 Mancom meetings 8 HRM staff meetings, 1 Mentorig and coaching session, 1 Re-echo , 14 meetings	5	5	5	5	2 meetings per month
ODAS/HRM GASS 2: Procurement Services									
Procurement Planning & Management	PI 21. Percentage of Procurement Planning documents prepared or acted upon	J.Ecleo, A.Antofina, L.G.Layola	100% of PP documents	100% of PP documents	5	5	5	5.00	
	PI 22. Percentage updating of APP & submitted for approval	J.Ecleo, L.G.Layola	100% updating of APP	100% updating of APP	5	5	5	5.00	
Support Services to the IAC	PI 23. Percentage of BAC secretariat documents prepared or acted upon	J.Ecleo, D.Talisaysay, A.D.Gecong	100% of BAC documents	100% of BAC documents 556 PRs	5	5	5	5.00	

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	PI 24. Number of Procurement Activities in the APP scheduled and conducted through Public Bidding facilitated	J.Ecleo, A.D.Gecong, L.Escala	20 procurement activities for bidding 130 for alternative modes	36 (32 for Goods, 4 for infrastructure, 542 alternative modes)	5	5	5	5.00	
	PI 25. Percentage of procurement documents prepared/received/acted upon(AMP)	J.Ecleo, B. Rebuyas	100% procurement documents	100% procurement documents 480 PRs	5	4	4	4.33	
	PI 26. Number of BAC meetings provided with secretariat services	J.Ecleo, M.Milleza	50 BAC meetings	100 meetings	5	5	5	5.00	
Contract Management	PI 27. Percentage of served POs/Contracts monitored	J.Ecleo, L.Escala	100% POs monitored	859 Pos monitored	5	5	5	5.00	
	PI 28. Percentage of completed POs/Contracts complete with supporting documents endorsed for processing and payment within the allowable period	J.Ecleo, E.Esguerra	100% of completed POs	100% of completed POs 584 vouchers	5	5	5	5.00	
	PI 29. Percentage of perfected procurement activities documents digitized for e-filing	J.Ecleo, P.Piamonte	100% digitized	100% of approved POs digitized	5	5	5	5.00	
	PI 30. Number of Suppliers/Contractors/Consultants in the registry with completed contracts evaluated annually	J.Ecleo, P.Piamonte	50 suppliers evaluated	51 suppliers evaluated	5	5	5	5.00	
DAS/HRM GASS 3: Supply & Management Services									
	PI 31. Number of supply and property management workflow processes prepared needed in the enhancement of the existing program	All SPMO Staff	4 workflow process	4 workflow process prepared	5	5	5	5.00	
	PI 32. Percentage of deliveries of Supplies, Materials and Equipment (SME's) received, checked and facilitated for inspection, posted in BIN & Stock cards and properly stored.	J. Lumanta , J. Adaza, M.P. Bandalan, S. Latras, J. Vega,	100% deliveries received, check and facilitated for inspection	281	5	5	4	4.67	
	PI 33. Percentage of required reports and documents prepared	L. Fernandez, D. Alba, L. Terol,	100% reports & documents	1,152 documents prepared	5	5	4	4.67	

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	PI 34. Percentage of SME's received posted in the BIN and Stock cards (procured thru Bidding, Alternative mode and from PS-DBM) properly handled and stored	J. Lumanta, M.P. Bandalan, S. Latras, J. Vega, J. Adaza, A. Flores	100% of all SMEs received	100% of all SMEs received, properly handled, stored and posted in the bin and stock cards	5	5	5	5	
	PI 35. No. of Physical Inventory for Supplies, Materials and Equipment (SME's) in the bodega conducted and those in the different departments	Warehousemen, Inventory Committee	1 Physical inventory per sem for SME's 20 inventories for fuel	1 Physical Inventory conducted 24 inventories for fuel	5	5	4	4.67	
	PI 36. Percentage of employee records of property accountabilities updated and outgoing employees cleared	L. Jagonos, A.M. Flores E. Piamonte	80% academic departments; offices/units;	80% of outgoing employees cleared	5	5	4	4.67	
	PI 37. Percentage of reconcilable figures found during physical inventories conducted as against figures with general ledger account of Accounting Office facilitated/figures reconciled	All SPMO Staff	100% reconciled figures found in physical inventories against general ledger account	100% reconcilable figures found in physical inventories reconciled against general ledger account	5	5	4	4.67	
	PI 38. Percentage of vehicles insured and registered with LTO and number of buildings insured with GSIS	A.M. Flores J. Lao	100% of vehicles insured and registered and 100% of buildings covered with fire insurance	100% of vehicles insured and registered and 100% of buildings covered with fire insurance 18 vehicles insured and registered; 58 buildings insured	5	5	5	5	
	PI 39. Percentage of the request for the disposal (sale)/death of working animals and all other animals owned by the University acted and witnessed	A. M. Flores, J.M. Lao, E. Piamonte, L. Fernandez	100% of requests	100% of requests acted	5	5	5	5	
ODAS/HRM GASS 4: Cashiering Services									
Administration Support Services & Management	PI 40. Number of monthly monitoring of NCA utilization per expense accounts prepared and submitted to management for decision making	QE Atupan	6 monitoring	9 monitoring including mid-month monitoring.	5	5	5	5	

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Disbursement /Processing	PI 41. Percentage of approved vouchers and payrolls acted either through check, LDDAP, ACIC and PAC's within prescribed period and error free	QE.Atupan, L.Cano, R.Patindol, R.Nuñez, R.Dohiling, M.Mendoza, V.Circulado, D.Rado, PBL.Urdaneta, K.Sedrome	100% of approved payrols and vouchers	100% of approved payrols and vouchers 600 approved payrolls 6,684 approved vouchers	5	5	5	5	
	PI 42. Number of Cash advances and Petty Cash Fund Maintained/facilitated for University Cash Disbursements.	QE.Atupan,MM.Mendoza, C.Sacro, E.Esguerra, L.Cano	3 cash advance/Petty Cash Funds	6 Cash Advance/Petty cash funds	5	5	5	5	
Financial reports preparation	PI 43. Number of daily/monthly financial reports of all funds prepared, consolidated, approved and submitted to accounting office with complete supporting document within the prescribe time, error free.	QE.Atupan, R.Dohiling, F. Calunangan, M.Mendoza, V.Circulado, K.Sedrome, R.Nuñez, D. Rado	360 daily/weekly reports 120 monthly reports	382 daily/weekly reports and 236 monthly and quarterly reports	5	5	5	5	
Collection Services	PI 44. Percentage of deposits of daily collection following COA rules to be deposited intact on the following working day.	QE.Atupan, R.Dohiling, F. Calunangan, C. Sacro,	100% of collections deposited as prescribed	100% of collections deposited as prescribed 6,463 official receipts issued	5	5	5	5	
Student Accounts Services	PI 45. Percentage of students records of accounts maintained, validated and updated for college and high school students	C.Sacro, QE.Atupan, K.Sedrome, R.Dohiling,J. Baslan	100% of student records including old accounts	100% of student records including old accounts 7,907 students and 22,238 old accounts	5	5	5	5	
ODAS/HRM GASS 5: Records and Archives Services									
RAO 2: Records and Archives Sevices	PI 46. Percentage of documents and records received systematically filed in their 201 filed within the day of receipt	All RAO Staff	100% HR documents filed within the day	100% HR documents filed within the day	5	5	5	5	
	PI 47. Percentage of requests for authentication of records/ documents served	All RAO Staff	100% of request for authentications	100% of request for authentications 50 records/documents requested for authentication	5	5	5	5	
	PI 48. Percentage of documents delivered to different units and mails dispatched to Post Office & mailed	MSMiraflor, ABagarinao	100% of documents and mails	80% 400 mails delivered/sent to addressee	5	5	4	4.67	Due to pandemic, the mode of communications were already through the net
	PI 49. Number of new archival documents gathered and displayed	All RAO Staff	1 new display material	3 display materials gathered and display	5	5	4	4.67	2020 OP Memos & OP Memo Circulars hardbound

GASSs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2020)	Actual Accomplishments	Rating				Remarks
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ODAS/HRM GASS 11: VSU-Cebu Operation and Management	PI 50. Percentage of procurement related services performed	N. Pacada, M. Pausamos	100% of procurement related services	100% of procurement related services 113 RFQs, 73 POs, 58 checks served and retrieved; 1 NTP, 2 NOA, 3 COA delivered; 75 purchased items picked up; 61 shipments facilitated	4	5	4	4.33	
	PI 51. Percentage of liaisoning services requested from the main campus facilitated/complied	N. Pacada, M. Pausamos	100% requests facilitated	38 requests facilitated	5	5	5	5	
	PI 52. VSU Cebu Office building and lawn cleaned and well maintained and clients/guests well entertained	N. Pacada, M. Pausamos, Caretaker	zero complaint from clients/guests service rated very satisfactory or higher	zero complaint from clients/guests service rated very satisfactory or higher	4	5	5	4.67	Based from customer feedback form
		Total Over-all Rating						226	
		Average Rating						4.913	
		Adjectival Rating							

Received by:



DANIEL LESLIE S. TAN

Director for Planning

Date: _____

Calibrated by:



REMBERTO A. PATINDOL

Chairman, PMT

Date: _____

Recommending approval:



REMBERTO A. PATINDOL

VP for Admin & Finance

Approved by:



EDGARDO E. TULIN

University President

Date: _____

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