

# OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, JENNIFER E. ANDO, Officer-In-Charge, Office of the Head of Learning and Development & Human Resource Accreditation commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January-December 31, 2021

Approved: *[Signature]*

*[Signature]*  
JENNIFER E. ANDO

Officer-In-charge, OLDHRA

Date

*[Signature]*  
HONEY SOFIA V. COLIS

OIC, Director ODHRM



Appointment/Status	Position Title	Number
Head	Edu. Program Specialist	1
Regular Staff	Admin. Aide IV	1
Job Order	Admin. Aide I	1
	TOTAL	3

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


MFOs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2021)	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									
UMFO5. SUPPORT TO OPERATIONS									
OVPAF MFO 1: ISO aligned management and administrative support services									
OVPAF MFO 2: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT									
ODHRM MFO 1: Administrative and support services Management									
	PI. 1 Efficient & customer friendly frontline service	All L & D & HR Accreditation Staff	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5	
	PI. 2 Number of L&D services and documents acted within time frame	, LBCano, JEAndo, MFLGayanilo and ODHRM staff	100% documents acted	100% acted	5	5	5	5	excerpts, referendum etc
	PI. 3 No. of linkages with external agencies maintained	ODHRM, HSVColis, J. Ando, Mdela Torre, RDBebira & ODHRM Staff	4 (CSC Ormoc, CSC Reg., DBM, & CHED)	5 linkages with external agencies maintained	5	5	5	5	5 DBM, CHED-IAS, CSC FIELD OFFICE & CSC REGION 8
	PI.4 No. of ad hoc committee assignments served/functions performed	ODHRM, HSVColis, J. E. Ando, M.F. Gayanilo and ODHRM Staff	ODHRM (2 Scholarship Committee )	4 Scholarship Committee )	5	5	5	5	VASC admin and VSFC-AS, Citizen Charter Review Committee, Student Housing Committee
	PI.5 No. of HR activities and interventions implemented during PSC celebration	Pres. E. Tulin, L.B. Cano, HSColis, JEAndo & ODHRM Staff	20 HR activities/interventions						2nd half




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					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
ODHRM MFO 3: PRIME-HRM aligned Learning and Development Services									
	PI.13 Number of In-house seminar workshops/ skills trainings/orientations conducted/facilitated	ODHRM, J. Ando, MLGayanilo, ODHRM Staff & VSFC-AS	30 In-house seminar workshops/ skills trainings/orientations conducted/facilitated	7 In-house seminar workshops/ skills trainings/ orientations conducted/facilitated	5	4	5	4.67	RLM, RA 9184 1st batch, RA 9184 2nd batch, LUDIP, Orientatation Newly hired, Data Privacy Act VSU main, Data
	PI.14 Number of training designs prepared	ODHRM, J. Ando, MLGayanilo, & ODHRM Staff	30 training designs prepared	9	5	4	5	4.67	
	PI.15 Number of training reports	ODHRM, J. Ando, MLGayanilo, & ODHRM Staff	30 training reports	3	5	4	5	4.67	
	PI.16 Number of proceedings prepared	ODHRM, J. Ando, MLGayanilo, & ODHRM Staff	30 proceedings prepared	3	5	4	5	4.67	
	PI.17 Number of participants attended the seminar-workshops /trainings/ orientations	ODHRM, J. Ando, MLGayanilo, & ODHRM Staff	500 participants attended the seminar-workshops /trainings/ orientations	330	5	5	5	5	
	PI.18 Number of L & D activities served as master of ceremony/facilitator	ODHRM, J. Ando, MLGayanilo, & ODHRM Staff	10 L & D activities served as master of ceremony/facilitator	7	5	5	5	5	
	PI.19 Number of requests for external trainings/seminar-workshops/attendance to conferences for a/sabbatical leave/scholarships/fellowships facilitated	ODHRM, J. Ando, MLGayanilo, ODHRM Staff & VSFC-AS	400 requests for external trainings/seminar-workshops/attendance to conferences for a/sabbatical leave/scholarships/fellowships facilitated	219 requests for external trainings/seminar-workshops/attendance to conferences for a/sabbatical leave/scholarships/fellowships facilitated	5	5	5	5	For 1st half 83 recommendations for attendance to trainings etc., 119 Study leave related request, 17 Sabbatical request acted
	PI.20 Number of requests from faculty facilitated	ODHRM, J. Ando, MLGayanilo, ODHRM Staff & VSFC-AS	150 requests from faculty facilitated	135 requests from faculty facilitated	5	5	5	5	128 request of scholars facilitated & 7 Sabbatical faculty facilitated
	PI.21 Number of requests from staff facilitated	ODHRM, J. Ando, MLGayanilo, ODHRM Staff & VSFC-AS	50 requests from staff facilitated	22 requests from staff facilitated	5	4	5	4.67	
	PI.22 Number of sabbatical leave facilitated	ODHRM, J. Ando, MLGayanilo, ODHRM Staff & VSFC-AS	10 sabbatical leave facilitated	7 Sabbatical contract praped and facilitated	5	5	5	5	for 1st half

MFOs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2021)	Actual Accomplishments	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	PI.23 Number of scholarships/fellowships/financial assistantships facilitated	ODHRM, J. Ando, MLGayanilo, ODHRM Staff & VSFC-AS	15 scholarships/fellowships/financial assistantships facilitated	9 faculty contract prepared and facilitated and schedules for orientation.	5	5	5	5	
	PI.24 Number of Learning and Development Policies/ Program compliant to level 3 of PRIME-HRM submitted to CSC	LBCano, J. Ando, MLGayanilo	2 Learning and Development Policies/ Programs	Submitted updated Merit system for faculty & staff to CSC for approval.	5	5	5	5	L & D Policies for Faculty & L & D Policies for administrative staff
	PI.25 Percentage of documents needed for level 3 accreditation packaged and readily available for assessment & displayed at the HR Accreditation Center	ODHRM, J. Ando, MLGayanilo, ODHRM Staff & VSFC-AS	100% documents needed for level 3 accreditation packaged and readily available for assessment & displayed at the HR Accreditation Center						2nd half
<b>ODHRM MFO 11: Innovations &amp; new Best Practices Development Services</b>	PI.29. Number of new HR systems/innovations introduced and implemented	LBCano, ODHRM	1 new HR system/innovation prepared	1 new HR system/innovation prepared	5	5	5	5	Competency based Learning Needs Assessment of Existing Employees
	PI.7 Number of modules of the HRIS fully operationalized	ODHRM	6 modules of the HRIS 100% operationalized	20% of L & D system created	5	5	5	5	20% L & D System
		Total Over-all Rating							4.9
		Average Rating							
		Adjectival Rating							


Received by:

  
**DANIEL LESLIE S. TAN**  
 Planning Office  
 Date: SEP 01 2021

Calibrated by:

  
**REMBERTO A. PATINDOL**  
 Chairman, PMT  
 Date: \_\_\_\_\_

Approved by:

  
**EDGARDO E. TULIN**  
 University President  
 Date: \_\_\_\_\_

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