

# 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 2019.



LOURDES B. CANO

Director, ODAHRD

Date

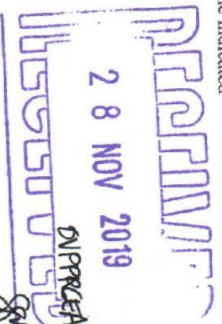
  
REMBERTO A. PATINDOL  
Chairman, PMT

APPROVED:



EDGARDO E. TULAN  
University President

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

  
28 NOV 2019  
DUPROCA

Appointment/Status		Position Title	Number
ODAHRD Director		Chief Admin. Officer	1
Permanent		Edu. Program Specialist	1
Permanent		Admin. Officer III	1
Permanent		Admin. Aide IV	1
Permanent		Admin. Aide III	1
Job Order		Data Encoder	1
Job Order		Admin. Aide I	1
		TOTAL	7

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

NO.	MFOs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2019)	Actual Accomplishments as Jan.-June, 2019	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFOS, SUPPORT TO OPERATIONS										
OVPAF MFO I:	ISO aligned management and administrative support services									
ODAHRD MFO I:	ISO aligned Personnel Records Development & Management Services	Pl. 1 Percentage implementation of leave benefits, compensation and other employee benefits	ODAHRD, PRPEO, & RECORDS	100% implemented	100% implemented	5	5	5	5	
		Pl. 2 Number of Reports submitted to CSC, Ombudsman, DBM, PASUC, CHED and budgetary documents requested by OP/Budget Office	ODAHRD, PRPEO, & RECORDS	12 CSC reports 1 Ombudsman, 3 DBM, 3 other agencies	36 reports submitted to CSC, Ombudsman, DBM, CHED, & PASUC	5	5	5	5	
		Pl. 3 Percentage updating and uploading of e-GMIS to DBM and Personnel Information System updating completed	ODAHRD/PRPEO	100% of PIS updated monthly updating & 6 uploaded to DBM of e-GMIS	100% of NOSA & NOSI prepared, reviewed, and released	5	5	5	5	
		Pl. 4 Number of certifications and service records issued and authentication of documents	ODAHRD, PRPEO, RECORDS	400 certifications, 300 service records, 600 AAO certifications, 60 service credits, 400 authentications	212 certifications, 359 service records, 592 AAO certifications, 20 service credits, 200 authentications	5	5	5	5	
ODAHRD MFO. 2	ISO aligned Records and Archives Management	Pl. 5 No. of new archival and documents gathered and displayed at Archives Center	ODAHRD, RECORDS	5 new display materials	5 new display	5	5	5	5	

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						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
		<b>PI. 30</b> Percentage of HAP nominations reviewed, packaged & submitted to CSC	PRAISE Committee, L. Cano, A. Sevilla, M. F. Gayanilo	100% of nominees as recommended by PRAISE	100% of nominees as recommended by PRAISE	5	5	5	5	
		<b>PI. 31</b> Percentage implementation of university and loyalty awards	ODAHRD, PRPEO	100% of deserving employee included as potential nominees to university award 100% of employees entitled to loyalty award	100% of deserving employee included as potential nominees to university award 100% of employees entitled to	5	5	5	5	
<b>ODAHRD MFO 11:</b>	<b>Innovations &amp; new Best Practices Development Services</b>	<b>PI. 32.</b> Number of new HR systems/innovations introduced and implemented	LB. Cano, T. Quibanola, A. Sevilla	6 HR systems	6 HR systems	5	5	5	5	Competency assessment of applicants, exit interview of retirees, re-entry plan for faculty, evaluation of JO workers, orientation of scholars prior to signing of contract, increased rate of parttimers, revised rating instrument for faculty applicants.
		<b>PI. 33.</b> Number of request to facilitate strategic planning workshop conducted	L. Cano, J. Ando, M. Gayanilo	1 request facilitated	1 request facilitated	5	5	5	5	CAFS Strategic Planning Workshop
		<b>PI. 34.</b> Number of best practices introduced and implemented	L. Cano	6HR best practices	6 HR best practices	5	5	5	5	Formal orientation to agencies coming to benchmark, 3 RSP operations manual with ISBN exit interview questionnaires to retirees & counseling job Order evaluation form Probational assessment agreement.



NO.	MFOs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2019)	Actual Accomplishments as Jan.-June, 2019	Rating				Remarks
						Q1	E2	T3	A4	
ODAHRD MFO 8:	PRIME-HRM compliant Performance Management System services	PI. 22 Percentage submission of IPCRs followed up and received IPCRS reviewed and report of IPCR ratings submitted to PMT	ODAHRD, PRPEO	100% of IPCRs submitted were reviewed and a report submitted to PMT, CSC & other bodies	100% of IPCRs submitted were reviewed and a report submitted to PMT, CSC & other bodies	5	5	4	4,67	
		PI. 23 Number of teaching effectiveness evaluation of faculty/subjects administered	ODAHRD, RECORDS	10 faculty and 30 subjects to administer teaching effectiveness evaluation	2 academic staff/10 subjects	5	5	5	5	
ODAHRD MFO 9:	PRIME-HRM aligned Learning and Development Services	PI. 24 No. of in-house trainings/HR interventions/workshops conducted/facilitated	ODAHRD	20 in house trainings/workshops/HR interventions conducted/facilitated	10 in house trainings/workshops/HR interventions conducted/facilitated	5	5	5	5	
		PI. 25 Percentage of PhD & MS scholars monitored as to progress of their studies & requests for renewal of study leave facilitated/assisted	Academic Departments, Deans, VSFC-AS, VASC, ODAHRD, OVPI, OVPAF & OP	95% of faculty and staff scholars within the country monitored and assisted	100% of faculty and staff scholars within the country monitored and assisted	5	5	5	5	
		PI. 26 Percentage of faculty development related requests acted by scholarship committee, requests to present paper or to attend conference abroad facilitated for action by CHED & BOR & awards of attendance to approved requests prepared	ODAHRD, IVOU, Records, OVPI, VSFC & VASC Members	99% of requests acted by the scholarship committees, CHED & BOR & 100% award of approved requests released	100% of requests acted by the scholarship committees, CHED & BOR & 100% award of approved requests released	5	5	5	5	
		PI. 27 No. of scholarship contracts prepared, provisions of the contract explained to faculty and contract finally executed within 3 days	ODAHRD, OP, OVPI, VSFC Members	100% contracts of faculty with approved scholarship or fellowship	100% contracts of faculty with approved scholarship or fellowship	5	5	5	5	
ODAHRD MFO 10:	PRIME-HRM Aligned Rewards & Recognition Services	PI. 28 Percentage of OPCR and IPCR ratings submitted to PMT reviewed, calibrated and delivery units ranked and PBB Form 1 prepared and submitted within prescribed period	ODAHRD, OP, PMT, PRPEO	PBB Form 1 prepared and submitted to AO25 on or before deadline	1 PBB Form 1	5	5	5	5	
		PI. 29 Percentage of IPCR ratings with outstanding rating forced ranked and the top 5% employees granted step increment based on merit	ODAHRD, OP, PMT, PRPEO & RECORDS	top ranking 5% of employees identified and granted step increment	2nd half					

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						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
		<b>PL 15</b> No. of linkages with external agencies maintained	LBcano, T. Quinola, A. Sevilla, J. Ando	14 (CSC Omnic, CSC Reg, DBM, PASUC Zonal Center, PASUC National, PASUC Zonal Center, OPCCB DBM, NAP, IATF, CSC Central, CHED, Ombudsman & GSIS)	14 (CSC Omnic, CSC Reg, DBM, PASUC Zonal Center, PASUC National, PASUC Zonal Center, OPCCB DBM, NAP, IATF, CSC Central, CHED, Ombudsman & GSIS)	5	5	5	5	
		<b>PL 16</b> No. of ad hoc committee assignments served/functions performed	LBcano, J. E. Ando, M.F. Gayanilo	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) Records (10 committees)	5	5	5	5	
		<b>PL 17</b> No. of FIR activities and interventions implemented during PSC celebration	Pres. E. Tulin, L.B. Cano, L. Mangang	15 HR activities	2nd half					
<b>ODAHRD MFO 7:</b>	PRIME-HRM compliant Recruitment, Selection & Placement	<b>PL 18</b> No. of publications of administrative vacancies submitted to CSC and vacancy announcements for faculty positions prepared & posted in bulletin boards, website & social	ODAHRD, CSC Western Leyte, Academic departments/research centers	6 publications submitted to CSC 10 vacancy announcement for faculty positions posted	16 publications & 25 vacancy announcements posted	5	5	5	5	
		<b>PL 19</b> Number of vacant administrative positions with applicants profile prepared, interviewed/evaluated and comparative assessments prepared	ODAHRD, PRPEO	10 positions comparative assessment forms prepared	18 Comparative Assessments prepared, reviewed and endorsed	5	5	5	5	
		<b>PL 20</b> Number of ranking of applicants and recommendation to faculty positions submitted to APB for review and final action by the President	ODAHRD, PRPEO	50 ranking and recommendations for faculty positions	205 ranking and recommendations for faculty positions	5	5	5	5	
		<b>PL 21</b> Number of appointments processed and Reports of Appointments Issued (RAI) submitted to CSC with zero invalidation and JO contracts reviewed	ODAHRD, PRPEO, RECORDS	200 appointments 12 RAI Part I 12 RAI Part II 12 Transmittal Form JO contracts	41 RAI, Part I 41 RAI Part II 31 Appointments Transmittal Form prepared and submitted to CSC, 206 appointments	5	5	5	5	



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						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
		<b>PI. 6 Percentage of required HR accreditation evidences under PRIME-HRM level 3 maturity in RSP ready for inspection by CSC team</b>	ODAHRD, PREPO, RECORDS	50% of required evidences for RSP level 3	2nd half					
		<b>PI. 7 Number of Narrative/program Profile for AMCCUP accreditation purposes prepared</b>	ODAHRD, RECORDS	2 Narrative Profile forwarded to QAC	2 Narrative Profiles	5	5	5	5	MS FoodTech & MM
		<b>PI. 8 No. of messengerial services provided and approved disposal of records secured</b>	ODAHRD & RECORDS	10,000 documents delivered to recipients and 5000 mails dispatched to post office, 1 approval to dispose	8,486 docs. delivered to recipients; 523 mails received/ delivered to/from Post Office & 1 approved disposal	5	5	4	4.67	
<b>ODAHRD MFO. 3</b>	<b>ISO 9001:2015 aligned documents</b>	<b>PI 9 Number of quality procedures prepared/ revised</b>	ODAHRD & PREPO	6 quality procedures	10 Quality Procedures	5	5	5	5	
<b>ODAHRD MFO. 4</b>	<b>ART A aligned compliance and reporting requirements</b>	<b>PI 10 Percentage of external clients served and rated the service received as at least very satisfactory or higher</b>	ODAHRD	90% of clients served/rated the service as very satisfactory	100% of clients served/rated the service as very satisfactory	5	5	5	5	
		<b>PI. 11 Number of summary &amp; analysis of customer feedback prepared and submitted</b>	ODAHRD & Legal Office	2 analysis	2 summaries & analysis of customer feedback prepared and submitted	5	5	5	5	
<b>ODAHRD MFO. 5</b>	<b>FOI aligned compliance and reporting requirements</b>	<b>PI. 12 Percentage compliance of reporting requirements in accordance with FOI Manual</b>	ODAHRD & RECORDS	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	
<b>UMFO 6: General Administration Support Service</b>										
<b>OVPAP MFO 2: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT</b>										
<b>ODAHRD MFO 6:</b>	<b>Administrative and support services Management</b>	<b>PI. 13 Efficient &amp; customer friendly frontline service</b>	All ODAHRD, PREPO & RECORDS Staff	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5	
		<b>PI. 14 Number of administrative services and financial/ administrative documents acted within time frame</b>	LB Cano and ODAHRD staff	3,000 (financial/personnel) documents	3,862 documents reviewed and & signed	5	5	5	5	

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		PI 35 Number of required mandatory operations manual prepared and submitted	ODAHRD	9 manuals	10 operation manuals	5	5	5	5	CBHRMS, RSP Operation Manual (Admn), RSP Operational Manual (Acad.), Data Privacy Manual, Internal Audit Manual, VSU Customer Satisfaction Manual, Records manual & Safety Manual.
		PI 36. Percentage operationalizatio of HRIS on RSP	ODAHRD, DCST, UCC, OVPAP, Programmers, PRPEO	50% operationalized	2nd half					
		PI 37 Number of outside agencies which benchmarked HR practices/systems or provided with expert services as Resource Person	ODAHRD, PRPEO, RECORDS, all HR Committees, OP, all employees	2 agencies outside RP services	2 4 agencies conducting bench marking	5	5	5	5	PIT, ESSU, LGU Baybay, BIPSU, PASUC National Workshop
Total Over-all Rating 4.98						164.3				4.98
Average Rating						5				4.94
Adjectival Rating						O				


Received by:

Calibrated by:

Recommending approval:

Approved by:

  
**EDILBERTO O. FERRARIN**  
 Planning Office

  
**REMBERTO A. PATINDOL**  
 Chairman, PMT

  
**REMBERTO A. PATINDOL**  
 VP for Admin & Finance

  
**EDGARDO E. TULIN**  
 University President

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

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

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

1- Quality

2- Efficiency

3- Timeliness

4- Average