

# OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, REGINA C. BIBERA, In Charge of Payroll and Leave Benefits 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-December 2022.

**REGINA C. BIBERA**  
In Charge, PLB Office

Date: 1-25-2023

Approved:

**HONEY SOFIA V. COLIS**  
OIC-Director, ODHRM

Date:



Appointment/Status	Position Title	Number
In Charge/Permanent	Admin. Officer II	1
Permanent	Admin. Aide IV	1
Permanent	Admin. Aide IV	1
Job Order	Clerk/Alternate DDRC	3
	Total	6

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


MFOs/PAPs	Success Indicators	Persons Responsible	Target (Jan 1- December 31, 2022)	Target (July-Dec 2022)	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 5: Support to Operations (STO)									
VPAF STO 1: ISO 9001:2015 aligned documents									
ODHRM STO 1: ISO 9001:2015 aligned documents									
	PI 2. Number of required mandatory operations manuals prepared and submitted	ODHRM Director, Unit Heads and Staff	2	2	5	5	4	4.67	
VPAF STO 4: Innovations & Best Practices									
ODHRM STO 4: Innovations & Best Practices									
	PI 1. Number of systems developed and implemented	ODHRM Director, Unit Heads and Staff	1	1	5	5	5	5	
	PI 2. Percentage operationalization of HRMIS on Payroll	ODHRM Director, Unit Heads and Staff & Accounting Office	60%	60%	5	5	4	4.67	10% during the 1st Sem.
	PI 3. Percentage of documents needed for PRIME-HRM Level 3 accreditation gathered and packaged	ODHRM Director, Unit Heads and Staff	50%	50%	5	5	5	5	
UMFO 6: General Administrative and Support Services (GASS)									
VPAF GASS 1: Administrative and Support Services Management									
ODHRM GASS 1: Administrative and Support Services Management									




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					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	<b>PI 1.</b> Percentage of administrative services and financial/administrative documents acted within time frame	ODHRM Director, Unit Heads and Staff	100%	100%	5	5	5	5	
	<b>PI 2.</b> Number of linkages with external agencies maintained	ODHRM Director, Unit Heads and Staff	2 (GSIS, DBM)	2 (GSIS, DBM)	5	5	5	5	
	<b>PI 4.</b> Number of major university committees assignment served	ODHRM Director, Unit Heads and Staff	1	1	5	5	5	5	
	<b>PI 5.</b> Efficient & customer-friendly frontline service	ODHRM Director, Unit Heads and Staff	Zero Complaint	Zero Complaint	5	5	5	5	
<b>VPAF GASS 2: Human Resource Management and Development</b>									
<b>ODHRM GASS 2: Human Resource Management and Development</b>									
	<b>PI 1.</b> Percentage compliance on PRIME-HRM Standards, Policies & Practices	ODHRM Director, Unit Heads and Staff	100% compliant	100% compliant	5	5	5	5	
	<b>PI 2.</b> Compliance of HRM Practices to ISO 9001:2015 standards	ODHRM Director, Unit Heads and Staff	100% compliant	100% compliant	5	5	5	5	
<b>ODHRM GASS 2.4: Efficient and effective Implementation of the Payroll and Leave Benefits systems, policies and processes</b>									
	<b>PI 1.</b> Percentage updating of employees' leave records and balances in the HRIS eDATS	ODHRM Director, Unit Head and OHPLB Staff	60%	70%	5	5	4	4.67	50% during the 1st Sem.
	<b>PI 2.</b> Number of terminal leave benefits processed	ODHRM Director, Unit Head and OHPLB Staff	15	24	5	5	5	5	19 terminal leave benefits processed during the 1st sem.
	<b>PI 3.</b> Number of payroll for salary and wages, honoraria, RATA, etc. processed within prescribed period	ODHRM Director, Unit Head and OHPLB Staff	300	571	5	5	5	5	383 payroll for the 1st Sem.
	<b>PI 4.</b> Number of special payroll prepared for regular and casual employees (mid-year bonus, year-end bonus/Cash Gift, CNA, loyalty bonus, clothing allowance, PIB, Step Increment based on merit)	ODHRM Director, Unit Head and OHPLB Staff	25	322	5	5	5	5	322 Special payroll for the 1st Sem.
	<b>PI 5.</b> Number of Notice of Step Increment (NOSI) and Notice of Salary Adjustment (NOSA) prepared and released	ODHRM Director, Unit Head and OHPLB Staff	NOSI=130 NOSA=720	NOSI=131 NOSA=83	5	5	5	5	NOSI=100 NOSA=781 (accomplishment for the 1st Sem)

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					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	PI 6. Percentage processing of applications for loan with GSIS	ODHRM Director, Unit Head and OHPLB Staff	100%	100% (572)	5	5	5	5	
<b>OTHER FUNCTIONS UNDER ODHRM GASS 2.4: Efficient and Effective implementation of the Payroll and Leave Benefits systems, policies, Processes and practices</b>									
	PI 7. Number of request for approval in the HRIS (eDATS) acted.	ODHRM Director, Unit Head and OHPLB Staff	10000 requests for Time Log Appeal, Leave Application, Official Business Travel, Work Schedule and Overtime	20,973 Requets approved: Leave-4,704 Time Log Appeal-13,798 Officila Travel-1,793 Work Sched-564 Overtime-114	5	5	5	5	
		Total Over-all Rating							84.00
		Average Rating							4.94
		Adjectival Rating							Outstanding


Received by:

  
**TONI MARK L. DARGANTES**  
 Planning Office  
 Date: JAN 25 2023

Calibrated by:

  
**DANIEL LESLIE S. TAN**  
 Chairman, PMT  
 Date: JAN 26 2023

Approved by:

  
**EDGARDO E. TULIN**  
 University President  
 Date: Jan. 26, 2023

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