

FEB 01 2019


"Exhibit A"

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, Asteria A. Sevilla, Officer-in-Charge of the Records Office & Archives Center (ROAC) commits to deliver and agree to be rated on the attainment of the following target in accordance with the indicated measures for the period July-December 2018.

Approved:


ASTERIA A. SEVILLA
 OIC, Records Office & Archives Center


LOURDES B. CANO
 Director, ODAHRD

Appointment/Status	Position Title	Number
OIC Head	Admin. Officer III	1
Regular Staff	Admin. Aide VI	1
	Admin. Aide II	1
	Guesthouse Caretaker	1
Casual	Admin. Aide III	1
Job Order	Admin. Aide III	1
	TOTAL	6

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

MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 6: GENERAL ADMINISTRATIVE AND SUPPORT SERVICES									
OVPAF MFO 2: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT									
ODAHRD MFO I: Administrative and Support Services Management									
ROAC MFO 1. Efficient office and files management	PI 1: Efficient and customer friendly frontline services	All Records Office Staff	Zero complaint from clients served	No valid complaint	5	5	5	5	
	PI 2: No. of communications and other documents systematically filed a day after receipt	All Records Office Staff	5,000 docs.	12,286 docs.	5	5	4	4.66	
	PI 3: No. of records reference services served per Request for Records	A. Sevilla, G.Espinosa, V.Acilo	100 Requests for Records filed/400 records retrieved/ reproduced	238 requests/801 records retrieved and reproduced	5	5	5	5	
			Retrieval/reproduction of IPCR for the period Jan.-Dec. 2017 of all faculty and staff with Outstanding ratings for review and forced ranked by PMT to determine the 5% qualified for step increment	100% accomplishment	5	5	5	5	392 sets/cps of IPCR of faculty & staff, Jan-June 2017 & 392 sets/cps of IPCR, July-Dec. 2017 submitted to PMT

	PI 4: No. of attendance monitoring in different admin. offices/units daily including University-wide activities and flag raising ceremonies in Admin. Bldg.	All Records Office Staff	24 Admin. Offices monitored daily except Mondays when monitoring of attendance during Flag Ceremonies at Admin. Bldg.	24 Admin. offices & one (1) university-wide activity	5	5	4	4.66	CSC Month celebration/ Culmination Program
ROAC MFO 2: No. of messengerial services provided	PI 5: No. of documents delivered to different units and mails dispatched to Post Office within the day of receipt	All Records Office Staff	5,000 docs delivered to recipient and 4,000 mails dispatched to Post office	8,845 docs. delivered/2,768 mails dispatched/mailed to Post Office	5	5	4	4.66	
ROAC MFO 3: No. of approved disposal of records secured	PI 6: No. of request to dispose of records secured from National Archives of the Philippines (NAP)	All Records Office Staff	1 approved request	(first half only)				0	
ROAC MFO 4: No. of personnel directly supervised	PI 7: No. of personnel directly supervised	A. Sevilla	3 regular, 1 casual, 1 J.O.	3 regular, 1 casual, 1 J.O.	5	5	5	5	
ROAC MFO 5: No. of linkages with external agencies maintained	PI 8: No. of linkages with government agencies maintained	All Records Office Staff	5 agencies (NAP Manila, NAP Cebu, Baybay Postal Office, VSU Postal Office, COA)	5 agencies	5	5	5	5	
ROAC MFO 6: No. of adhoc committee assignments performed	PI 9: Membership in adhoc committees performed	A. Sevilla A. Bagarinao	SIAC, VASC, Honors & Awards Comm, QMS, RMIC, 2 Investigating Committees	5 adhoc committees, 4 Investigating committees	5	5	5	5	Sexual harassment case; Grave Misconduct etc.; Consolidation committee, Fact-finding Committee
ODAHRD MFO 2: Compliance of existing HRM practices to PRIME-HRM Standards - Level 2 Maturity Status									
ROAC MFO 7: Percentage implementation of learning and development policies for faculty and staff facilitated and monitored	PI 10: Percentage of requests for scholarships/attendance to trainings screened and indorsed based on policies	A. Sevilla VASC	95% of requests for scholarships/attendance to trainings screened by the VSU Admin. Scholarship Committee	95% of requests for scholarships/attendance to trainings screened by the VSU Admin. Scholarship Committee	5	5	5	5	5% are direct orders to attend from the Office of the President
ROAC MFO 8: Percentage of nominees to CSC Honors & Awards Program assisted and nomination write up submitted on or before deadline	PI 13: HAP nominations screened/evaluated and recommended for approval of the VSU President	A. Sevilla PRAISE Committee	100% of nominees submitted for screening/ evaluation of the PRAISE committee	(first half only)				0	
ODAHRD MFO 3: Compliance of existing office HRM practices compliant to 9001:2015 Standards									
ROAC MFO 9: Percentage compliance to ISO 9001:2015 documentation requirement	PI 14: Percentage of Work Instructions revised, finalized and implemented	All Records Office Staff	100% of Work Instructions revised, finalized and implemented	90% Work Instructions/ Quality Procedures revised/ finalized	4	4	4	4	

ROAC MFO 10: Percentage compliance to 5S on office and documents management	PI 15: Percentage 5S compliant	All Records Office Staff	95% 5S compliant	95% 5S compliant	4	4	4	4	
ODAHRD MFO 5. Efficient database/records management compliant to ISO standards									
ROAC MFO 11: Number of computer based HR records management system maintained and updated	PI 16. No. of computer based HR systems maintained & percentage of records uploaded/ updated	A. Sevilla JO staff	1 system/20% records uploaded	1 system/25% records uploaded (BOR Resol. & 2017 IPCR)	5	5	5	5	BOR Resolutions from 2000-2017 completely uploaded in the database including 2017 IPCR of faculty and staff
ODAHRD MFO 6. Innovations and New Best Pratices Development Services									
ROAC MFO 12: No. of new HR systems/best practices/ innovations introduced and implemented	PI 17: No. of new HR systems endorsed to higher bodies	A. Sevilla VASC	1 HR system	Forwarded to UADCO for deliberation	4	4	4	4	Mentoring System for Admin. Staff
ROAC No. 13. No. of manualized PRIME-HRM evidences/documents duly packaged and submitted to CSC	PI 18. No. of manualized PRIME-HRM packaged	A. Sevilla JO Staff	1 PRIME-HRM documents manual (R&R)	Six (6) bound cps of PRIME-HRM Manual on R&R and HRRM & Other HR Records packaged and submitted to CSC Manila, CSC Region & 1 copy for display at CSC Accreditation)	5	5	5	5	3 sets/cps R&R; 3 sets/ cps of HRRM & Other HR Records packaged
ROAC MFO 14: Number of operations manual per office prepared	PI 19: No. of simplified office manual prepared and submitted	A. Sevilla	1 operations manual (Records Management)	Records operations manual submitted for review	4	4	4	4	
ROAC MFO 15: No. of new accreditation/ archival documents gathered and displayed at Archives/ Accreditation Centers	PI 20: Accreditation and Archives Center management	All Records Office Staff	8 new display materials	four (4) new display at CSC Accrediation Center and four (4) at the Archives Center	5	5	5	5	R&R, HRRM & Other HR Records, VSU Strat Plan 2017-2027, CSC Memo Circulars S. 2017;
ROAC MFO 16: Percentage updating of HR evidences based latest indicators displayed at HR Accreditation Center	PI 21: Percenage required evidences per indicaator under R&R gathered, bookbound and displayed at HR accreditation center	All Records Office Staff	100% of required evidences per indicator under R&R collected, bookbound, displayed	100% accomplished	5	5	5	5	
ROAC MFO 17. Percentage passing to PRIME-HRM level maturity status	PI 22. Percentage of evidences ready for on site assessment	All Records Office Staff	100% of required evidences displayed and passed the Level 2 accredited status	100% accomplished	5	5	5	5	
	Total Over-all Rating							89.98	

	Average Rating							4.74	
	Adjectival Rating							0	

Received by:

DALISAY F. ANDRES
Planning Office

Date: _____

Calibrated by:

REMBERTO A. PATINDOL
PMT Chair

Date: _____

Recommending Approval:

REMBERTO A. PATINDOL
Vice President for Admin. & Finance

Date: _____

Approved by:

EDGARDO E. TULIN
President

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