

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **MARIA ROBERTA S. MIRAFLOR**, Office of the Head of the **Records and Archives (OHRA)** commits to deliver and agree to be rated on the attainment of the following target in accordance with the indicated measures for the period **January - June, 2021**.

MARIA ROBERTA S. MIRAFLOR
Head, OHRA

Approved:

RYSAN C. GUINOCOR
OIC Director, ODAS



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

Appointment/Status	Position Title	Number
Head of Office	Administrative Officer II	1
Regular Staff	Administrative Aide VI	1
	Administrative Aide II	1
	Guesthouse Caretaker	1
Casual	Administrative Aide III	1
Job Order	Administrative Aide III	1
	TOTAL	6

MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 5: SUPPORT TO OPERATIONS									
VPAF STO 1: ISO aligned management and administrative support services									
ODAS STO 1: ISO 9001:2015 aligned documents and compliant processes									
OHRA STO 1.1: ISO 9001:2015 aligned documents and compliant processes	PI 1. Percentage of clients served rated the services received at least very satisfactory or higher	All OHRA Staff	95% of clients rated services as very satisfactory or higher	95% of clients rated services as very satisfactory or higher	5	5	5	5.00	
	PI. 4 Number of Reports submitted to NAP and FOI	MS Miraflor, GM Espinosa	5 required reports submitted to NAP during disposition of records and 3 required reports to FOI every quarter	5 required reports submitted to NAP during disposition of records and 3 required reports to FOI every quarter	5	5	5	5.00	

[illegible]

MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
OHRA GASS 1: Administrative and Support Services	PI 12: Number of administrative services/documents acted within time frame	All OHRA Staff	3,046 communications and other documents systematically filed and acted within time frame	4,201 communications and other documents acted within time frame	5	5	5	5.00	
	PI 13: Number of linkages with external agencies maintained	All OHRA Staff	6 agencies (NAP Central Office, NAP-RAN Cebu, Baybay Postal Office, VSU Postal Office, PMO-FOI, NPC-DPA)	6 agencies (NAP Central Office, NAP-RAN Cebu, Baybay Postal Office, VSU Postal Office, PMO-FOI, NPC-DPA)	5	5	5	5.00	
	PI 14: Number of committee assignments served/functions performed	MS Miraflor, GM Espinosa	4 Committees (RMIC, SDAC, BAC TWG-Comm.)	4 Committees (SIAC-HAP, RMIC, SDC, BAC TWG)	5	5	5	5.00	4 committees: (MS Miraflor: SIAC-HAP, SDAC, BAC- TWG, RMIC) and (GM Espinosa: BAC- TWG, RMIC)
	PI 15: Number of staff meetings presided and counselling sessions conducted	MS Miraflor	1 meeting per month; monthly mentoring and coaching sessions	1 meeting/mentoring and coaching sessions per month and as the need arises	5	5	4	4.67	
ODAS/HRM GASS 5: Records and Archives Services Management									
OHRA GASS 2: Records and Archives Seviles	PI 16: Percentage of documents and records received systematically filed in their 201 filed within the day of receipt	All OHRA Staff	100% HR documents filed within the day	100% HR documents filed within the day	5	5	5	5.00	
	PI 17: Number of requests for authentication of records/ documents served	All OHRA Staff	125 records/documents requested	280 records/documents requested for authentication	5	5	5	5.00	
	PI 18: Number of new archival documents gathered and displayed at the Archives Center	All OHRA Staff	3 display materials	4 display materials gathered and display	5	5	5	5.00	2021 OP Memos & Circulars, ISO Certification, Turn-Over of Responsibility & Acceptance Certificate (DPWH)
	PI 19: Number of memos/ circulars and other issuances delivered to different staff/offices concerned within the day of receipt	MSMiraflor ABagarinao	3,650 documents	4,500 memos/circulars and other issuances delivered to concerned staff/offices	5	5	5	5.00	

MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 20: Number mails delivered to/from Post Office and delivered official mails to faculty and staff concerned received from Post Office	MSMiraflor ABagarinao	200 mails	1,179 mails delivered/sent to addressee	5	5	4	4.67	Due to pandemic, the mode of communications were already through the net
	PI 21: Number of request to dispose of records secured from National Archives of the Philippines (NAP)	MS Miraflor GM Espinosa VC Acilo JB Posas	1 approval to dispose	1 approved request to dispose records from NAP-RAN Cebu but no actual disposition done	5	5	4	4.67	Actual disposition of records was not pushed through due to pandemic
VPAF GASS 2: Human Resource Management and Development									
ODAS GASS 7: PRIME-HRM compliant Recruitment, Selection & Placement									
OHRA GASS 7: PRIME-HRM compliant Recruitment, Selection & Placement	PI 22: Number of appointments processed and Reports of Appointments Issued (RAI) submitted to CSC with zero invalidation and JO contracts reviewed	All OHRA Staff	100 copies	250 copies	5	4	4	4.33	
ODAS GASS 8: PRIME-HRM compliant Performance Management services									
OHRA GASS 8: PRIME-HRM compliant Performance Management services	PI 23: Percentage of IPCR with outstanding ratings retrieved/scanned/reproduced for submission to PMT	MS Miraflor GM Espinosa VC Acilo JB Posas	100% accomplishment	100% accomplishment	5	5	4	4.67	
		Total Over-all Rating							98.0
		Average Rating							4.90
		Adjectival Rating							O

Received by:



DANIEL LESLIE S. TAN
Director, Planning and Monitoring Office

Date: _____

Calibrated by:



REMBERTO A. PATINDOL
Chairman, PMT

Date: _____

Recommending approval:



REMBERTO A. PATINDOL
Vice President for Administration & Finance

Date: _____

Approved by:



EDGARDO E. TULIN
University President

Date: _____

- 1- Quality
2 - Efficiency

- 3 - Timeliness
4 - Average