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

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

Approved:

RYSAN C. GUINOCOR

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



						Ra	ting		
MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Q ¹	E ²	T ³	A ⁴	Remarks
UMFO 5: SUPPORT TO OPER	ATIONS								
VPAF STO 1: ISO aligned mar	nagement and administrative supp	ort services							
ODAS STO 1: ISO 9001:2015 a	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	5.00	
	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	to NAP during disposition of records and 3 required	5	5	5	5.00	

						Ra	ting		
MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Q ¹	E ²	T ³	A ⁴	Remarks
	personal records to the eRecords System	GM Espinosa VC	50% digitizing and uploading of memos, circulars and personal records to the eRecords System	95% digitizing and uploading of memos, circulars and personal records to the eRecords System	5	5	5	5.00	
	PI.6 Percentage of ISO evidences compliant with existing ODAS/HRM quality procedures kept intact and readily available to Auditor		100% ISO compliant evidences readily available	100% ISO compliant evidences readily available	5	5	5	5.00	
	IFORMATION (FOI) ALIGNED COM	IPLIANCE AND REP	ORTING REQUIREMENTS						
ODAS STO 2. FOI aligned from									-
frontline services	reporting requirements in accordance with FOI Manual		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	5.00	Finalized the 1st quarter report
VPAF STO3: ARTA ALIGNED	COMPLIANCE AND REPORTING R	REQUIREMENTS							
ODAS STO 3: ARTA aligned for	rontline services								
frontline services	PI 8: Efficient & customer friendly frontline service	All OHRA Staff	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5.00	Note: Please refer to customer satisfaction survey
VPAF STO4: INNOVATIONS &	BEST PRACTICES								
	new Best Practices Development S								
	PI 9: Number of new systems/innovations/proposals introduced and implemented		3 approved Quality Procedure; 2 approved forms	3 approved Quality Procedure; 2 approved forms	5	5	5	5.00	
	PI 11: Percent implementation of best practices	MS Miraflor	l .	100% implemented; Sending of letter reply to requestors on their requests of personal and sensitive personal information of some employees without consent from the data subject	5	5	5	5.00	
UMFO 6: GENERAL ADMINISTRATION SUPPORT SERVICE									

VPAF GASS 1: Human Resource Management and Development

ODAS GASS 1. Administrative and Support Services Management

		_			Rating		Rating		
MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Q ¹	E ²	T ³	A ⁴	Remarks
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 Manageme	ent							
OHRA GASS 2: Records and Archives Sevices	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/	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	

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		_			Rating				
MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Q ¹	E ²	T ³	A ⁴	Remarks
	PI 20: Number mails delivered to/from Post Office and delivered official mails to facutly and staff concerned received from Post Office	MSMiraflor ABagarinao	200 mails	1,179 mails delivered/sent to addresee	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 o	ompliant 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 of	ompliant Performance Manageme	ent services							
OHRA GASS 8: PRIME-HRM compliant Performance Management services	PI 23: Percentageof 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						0	

	National Archives of the Philippines (NAP)	Acilo JB Posas		disposition done					to pandemic
VPAF GASS 2: Human Resou	rce Management and Developmen	it							
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	ODAS GASS 8: PRIME-HRM compliant Performance Management services								
OHRA GASS 8: PRIME-HRM compliant Performance Management services	PI 23: Percentageof 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						0	
DANIEL LESLIE S. TAN Director, Planning and Monitoring Office Date: Date:			DOL Vice	REMBERTO A. PATINDOI President for Administration &			Unive	ARDO E	TULIN esident
1- Quality	3 - Timeliness								

4 - Average

2 - Efficiency