


# OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, MIRIAM M. DE LA TORRE, OIC-Head, Office of the Head for Recruitment, Selection, Placement and Personnel Records 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 1-December 31, 2022.

Approved:

  
MIRIAM M. DE LA TORRE  
OIC-Head, OHRSPPR

1/3/2023  
Date

  
HONEY SOFIA V. COLIS  
OIC-Director, ODHRM

1/3/2023  
Date



Appointment/Status	Position Title	Number
OIC Director/Regular	Admin. Officer V	1
OIC Head/Regular	Admin. Officer III	1
Regular	Admin. Officer II	1
Regular	Admin. Aide IV	2
Casual	Admin. Aide III	1
JO	Admin. Aide I	3
Total		9

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

MFOs/PAPs	Success Indicators	Persons Responsible	Target (Jan 1-Dec 31 2022)	Actual Accomplishments (Jul 1-Dec 31, 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 1. Number of quality procedures prepared/maintained	ODHRM Director, OIC-OHRSPPR and Staff	2	2	5	5	5	5	
	PI 2. Number of required mandatory operations manuals prepared and submitted	ODHRM Director, Unit Heads and Staff	2	N/A					
VPAF STO 4: Innovations & Best Practices									
ODHRM STO 4: Innovations & Best Practices									
	PI 1. Number of inovations developed/revised and implemented	ODHRM Director, OIC-OHRSPPR and Staff	2	2	5	4	5	4.6667	
	PI 2. Percentage operationalization of HRMIS on RSP	ODHRM Director, OIC-OHRSPPR and Staff	60%	70%	5	4	5	5	
	PI 3. Percentage of documents needed for PRIME-HRM Level 3 accreditation gathered and packaged	ODHRM Director, OIC-OHRSPPR and Staff	50%	N/A					Still awaiting for the release of the New PRIME-HRM Level III Assessment Tool
UMFO 6: General Administrative and Support Services (GASS)									
VPAF GASS 1: Administrative and Support Services Management									

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ODHRM GASS 1: Administrative and Support Services Management									
	<u>PI 1.</u> Percentage of administrative documents acted within time frame	ODHRM Director, Unit Heads and Staff	100%	100%	5	5	5	5	Service Record - 536 Certificate of Employment- 623 Cert. of Leave W/o Pay - 84 APB Resolutions - 520
	<u>PI 2.</u> Number of linkages with external agencies maintained	ODHRM Director, Unit Heads and Staff	12	12	5	5	5	5	CSC RO8, CSC WLC, GSIS Maasin, GSIS Central Office, DBM RO8, COA, Ombudsman RO8, PASUC Zonal Center, PASUC National, CHED RO8, PAG-IBIG Ormoc, SSS Ormoc
	<u>PI 3.</u> Number of offices and units directly supervised, monitored and coordinated	ODHRM Director and Unit Heads	1	1	5	5	5	5	
	<u>PI 4.</u> Number of major university committees assignment served	ODHRM Director, Unit Heads and Staff	2	4	5	5	5	5	APB, NAPB, NBC 461 Local Evaluation Committee, GAD, and other Accreditation Committees
	<u>PI 5.</u> Efficient & customer-friendly frontline service	ODHRM Director, Unit Heads and Staff	Zero Complaint	Zero Complaint	5	5	5	5	One (1) Positive Feedback with Suggestion
VPAF GASS 2: Human Resource Management and Development									
ODHRM GASS 2: Human Resource Management and Development									
	<u>PI 1.</u> Percentage compliance on PRIME-HRM Standards, Policies & Practices	ODHRM Director, Unit Heads and Staff	100% compliant	100% compliant	5	5	5	5	
	<u>PI 2.</u> Compliance of HRM Practices to ISO 9001:2015 standards	ODHRM Director, Unit Heads and Staff	100% compliant	100% compliant	5	5	5	5	
ODHRM GASS 2.1: Effective and efficient implementation of the Recruitment, Selection and Placement System and Processes									



MFOs/PAPs	Success Indicators	Persons Responsible	Target (Jan 1-Dec 31 2022)	Actual Accomplishments (Jul 1-Dec 31, 2022)	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	<b>PI 1.</b> Percentage of validated and approved appointments by CSC	ODHRM Director, Unit Head and OHRSPPR Staff	100% (300/300)	100% (150/300)	5	5	5	5	<b>Jan-Jun 2022: 185</b> Admin Staff: Newly Hired: F=3; M=4 Promotion: F=10; M=6 Reappointment: F=2; M=9 Casual/Cont'l: F=32; M=41 Faculty: Newly Hired: F=4; M=5 Reappointment: F=29, M=40 <b>Jul-Dec 2022: 150</b> Admin Staff: Newly Hired: F=3; M=2 Promotion: F=7; M=3 Permanency: F=1; M=2 Reappointment: F=1; M=0 Casual/Cont'l: F=34; M=34 Faculty: Newly Hired: F=4; M=7
	<b>PI 2.</b> Number of applicable vacant positions filled-up within prescribed period	ODHRM Director, Unit Head and OHRSPPR Staff	50	32	5	5	5	5	<b>Jan-Jun 2022: 44</b> Admin Staff: Newly Hired: F=3; M=4 Promotion: F=10; M=6 Temporary: F=0; M= 4 Casual/Cont'l: F=4; M=4 Faculty: Newly Hired: F=4; M=5 <b>Jul-Dec 2022: 32</b> Admin Staff: Newly Hired: F=3; M=2 Promotion: F=7; M=3 Casual/Cont'l: F=3; M=3 Faculty:
	<b>PI 3.</b> Number of faculty & administrative positions created/upgraded	ODHRM Director, Unit Head and OHRSPPR Staff	10	6 (For College of Nursing)	5	5	5	5	The request for abolition of 19 higher academic positions to create 44 Asst Prof IV , 10 instructor I & 1 Lab Tech positions is recommended by DBM RO8 to DBM Central Office for review and approval
	<b>PI 4.</b> Number of faculty appointed for permanency	ODHRM Director, Unit Head and OHRSPPR Staff	15	91	5	5	5	5	F=38; M=53

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	<b>PI 5.</b> Number of JO/Parttime contracts processed	ODHRM Director, Unit Head and OHRSPPR Staff	1000	1004	5	5	5	5	Parttime Instructor: 215 1st Sem: F=71; M=41 2nd Sem: F=63; M=40 JO Workers: 789 F=298; M=491
	<b>PI 6.</b> Percentage of personnel service records maintained	ODHRM Director, Unit Head and OHRSPPR Staff	100% (720/720)	139% (1326/720)	5	5	5	5	
	<b>PI 7.</b> Number of HR eSystems of DBM/GSIS/CSC maintained and updated monthly	ODHRM Director, Unit Head and OHRSPPR Staff	3	4	5	5	5	5	DBM PSIPOP, GSIS WebMSP, CSC IGHRs, VSU Plantilla Database
		Total Over-all Rating							84.33
		Average Rating							4.96
		Adjectival Rating							O

Received by:

  
TONI MARC L. DARGANTES

Planning Office

Date: JAN 16 2023

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

Calibrated by:

  
DANIEL LESLIE S. TAN

Chairman, PMT

Date: JAN 16 2023

Approved:

  
EDGARDO E. TULIN

University President

Date: 1/18/2023