

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

1. LOURDES B. CANO, Director, Office of the Director for Administration & Human Resource Development commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures following targets in accordance with the indicated measures for the period July-December 31, 2019.

Approved

LOURDES B. CANO
Director, ODAHRD

Date

REMBERTO A. PATINDOL
VP for Admin. & Finance

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

RECEIVED
14 FEB 2020
DVRRCFA

Appointment/Status	Position Title	Number	Rating				Remarks
Head	Chief Admin. Officer	1	Q ¹	E ²	T ³	A ⁴	
Regular Staff	Edu. Program Specialist	1					
	Admin. Officer II	1					
	Admin. Aide IV	2					
	Admin. Aide III	1					
Job Order	Admin. Aide I	2					
	TOTAL	8					
MFOs/PAPs							
Success Indicators							
Persons Responsible							
Target (July-December 2019)							
Actual Accomplishments							
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MROs/PAPs	Success Indicators	Persons Responsible	Target (July-December 2019)	Actual Accomplishments	Rating				Remarks
					Q1	E2	T3	A4	
	PI 6 Percentage of required HR accreditation evidences under PRIME HRM Level 3 maturity in RSP ready for inspection by CSC team	ODAHRD, PRPEO, RECORDS	50% of required evidences for RSP level 3	1 PMS, Terminal/gratuity benefits, Step increments budgetary requirement	5	5	5	5	
	PI 7 Number of Narrative/program Profile for AACUP accreditation purposes prepared	ODAHRD, RECORDS	2 Narrative Profile forwarded to QAC	100% PIS updated prior to issuance of Service Record	5	5	5	5	
	PI 8 No. of messengerial services provided and approved disposal of records secured	ODAHRD & RECORDS	10,000 documents delivered to recipients and 5,000 mails dispatched to post office, 1 approval to dispose	318 certifications, 305 service records, 696 JAO certifications, 75 service credits, 62 authentications	5	5	5	5	
ODAHRD MFO. 3: ISO 9001:2015 aligned documents	PI 9 Number of quality procedures prepared/ revised	ODAHRD & PRPEO	6 quality procedures	14 quality procedures undated	5	5	4	4.67	
ODAHRD MFO. 4: AKTA aligned compliance and reporting requirements	PI 10 Percentage of external clients served and rated the service received as at least very satisfactory or higher	ODAHRD	90% of clients served/rated the service as very satisfactory	100% of clients served/rated the service as very satisfactory	5	5	5	5	
	PI 11 Number of summary & analysis of customer feedback prepared and submitted	ODAHRD & Legal Office	4 analysis	turn over to QAC					
ODAHRD MFO. 5: FOI aligned compliance and reporting requirements	PI 12 Percentage compliance of reporting requirements in accordance with FOI Manual	ODAHRD & RECORDS	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	
UMFO 6: General Administration Support Service									
OVPAF MFO 2: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT									
ODAHRD MFO 6: Administrative and support services Management	PI 13 Efficient & customer friendly frontline service	All ODAHRD, PRPEO & RECORDS Staff	Zero percent complaint from clients served	Zero percent valid complaint from clients served	5	5	5	5	
	PI 14 Number of administrative services and financial/ administrative documents acted within time frame	LB Cano and ODAHRD staff	3,000 (financial/personnel) documents	7,178 (financial/personnel) documents	5	5	5	5	

MFOs/PAPs	Success Indicators	Persons Responsible	Target (July-December 2019)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PL 15 No. of linkages with external agencies maintained	LIBCano, T. Quitanola, A. Sevilla, J. Ando	14 (CSC Ommoc, CSC Reg., DBM, PASUC Zonal Center, PASUC National, PASUC Zonal Center, OPCCB DBM, NAP, IATF, CSC Central, CHED, Ombudsman & GSIS)	14 (CSC Ommoc, CSC Reg., DBM, PASUC Zonal Center, PASUC National, PASUC Zonal Center, OPCCB DBM, NAP, IATF, CSC Central, CHED, Ombudsman & GSIS)	5	5	5	5	
	PL 16 No. of ad hoc committee assignments served/functions performed	LIBCano, J. E. Ando, M. F. Gayanilo	PRPEO (2 Personnel boards & 4 Committees) ODAHRD (2 boards, 7 committees) AAS (5 committees)	PRPEO (2 Personnel boards & 4 Committees) ODAHRD (2 boards, 12 committees) AAS (5 committees)	5	5	5	5	
	PL 17 No. of HR activities and interventions implemented during PSC celebration	Pres. E. Tuin, L.B. Cano, L. Managbanag	15 HR activities	20 in house trainings, 1252 participants	5	5	5	5	
ODAHRD MFO 7: PRIME-HRM compliant Recruitment, Selection & Placement	PL 18 No. of publications of administrative vacancies submitted to CSC and vacancy announcements for faculty positions prepared & posted in bulletin boards, website & social media	ODAHRD, CSC Western Leyte, Academic departments/research centers	6 publications submitted to CSC 10 vacancy announcement for faculty positions posted	30 publications submitted to CSC 24 vacancy announcement for faculty positions posted	5	5	5	5	
	PL 19 Number of vacant administrative positions with applicants profile prepared, applicants screened, interviewed/evaluated and comparative assessments prepared	ODAHRD, PRPEO	10 positions comparative assessment forms prepared	352 positions comparative assessment forms prepared	5	5	5	5	
	PL 20 Number of ranking of applicants and recommendation to faculty positions submitted to APB for review and final action by the President	ODAHRD, PRPEO	50 ranking and recommendations for faculty positions	52 ranking & recommendations	5	5	5	5	
	PL 21 Number of appointments processed and Reports of Appointments Issued (RAI) submitted to CSC with zero invalidation and JO contracts reviewed	ODAHRD, PRPEO, RECORDS	200 appointments 12 RAI Part I 12 RAI Part II Transmittal Form 500 JO contracts	355 appointments 57 RAI Part I 57 RAI Part II	5	5	5	5	
ODAHRD MFO 8: PRIME-HRM compliant Performance Management System services	PL 22 Percentage submission of IPCRs followed up and received IPCRs reviewed and report of IPCR ratings submitted to PMT	ODAHRD, PRPEO	100% of IPCRs submitted were reviewed and a report submitted to PMT, CSC & other bodies	100% of IPCRs submitted were reviewed and a report submitted to PMT, CSC & other bodies	5	5	5	5	

MFOs/PAPs	Success Indicators	Persons Responsible	Target (July-December 2019)	Actual Accomplishments	Rating				Remarks
					Q1	E2	T3	A4	
	PI. 23 Number of teaching effectiveness evaluation of faculty/subjects administered	ODAHRD, RECORDS	10 faculty and 30 subjects to administer teaching effectiveness evaluation	8 academic staff (38 subjects)	5	5	5	5	
ODAHRD MFO 9: PRIME-HRM aligned Learning and Development Services	PI. 24 No. of in-house trainings/HR interventions/ workshops conducted/facilitated	ODAHRD	20 in house trainings/workshops/HR interventions conducted/facilitated	20 in house trainings, 1,113 participants	5	5	5	5	
	PI.25 Percentage of PhD & MS scholars monitored as to progress of their studies & requests for renewal of study leave facilitated/assisted	Academic Departments, Deans, VSFC-AS, VASC, ODAHRD, OVPL, OVPAF & OP	95% of faculty and staff scholars within the country monitored and assisted	100% of faculty and staff scholars within the country monitored and assisted	5	5	5	5	
	PI. 26 Percentage of faculty development related requests acted by scholarship committee, requests to present paper or to attend conference abroad facilitated for action by CHED & BOR & awards of attendance to approved requests prepared	ODAHRD, IVOU, Records, OVPL, VSFAC & VASC Members	99% of requests acted by the scholarship committees, CHED & BOR & 100% award of approved requests released	1100% of IPCRs submitted were reviewed and a report submitted to PMT, CSC & other bodies	5	5	5	5	
	PI. 27 No. of scholarship contracts prepared, provisions of the contract explained to faculty and contract finally executed within 3 days	ODAHRD, OP, OVPL, VSFAC Members	100% contracts of faculty with approved scholarship or fellowship	100% contracts of faculty with approved scholarship or fellowship prepared	5	5	5	5	
ODAHRD MFO 10: PRIME-HRM Aligned Rewards & Recognition Services	PI. 28 Percentage of OPCR and IPCR ratings submitted to PMT reviewed, calibrated and delivery units ranked and PBB Form 1 prepared and submitted within prescribed period	ODAHRD, OP, PMT, PRPEO	PBB Form 1 prepared and submitted to AO25 on or before deadline	100% of candidates endorsed for selection and qualified employees issued NOSI and payrolls prepared for payment of Step Increment	5	5	5	5	
	PI. 29 Percentage of IPCR ratings with outstanding rating forced ranked and the top 5% employees granted step increment based on merit	ODAHRD, OP, PMT, PRPEO & RECORDS	top ranking 5% of employees identified and granted step increment	100% of candidates endorsed for selection and qualified employees issued NOSI and payrolls prepared for payment of Step Increment	5	5	5	5	
	PI. 30 Percentage of HAP nominations reviewed, packaged & submitted to CSC	PRAISE Committee, L. Cano, A. Sevilla, M. F. Gayamio	100% of nominees as recommended by PRAISE	1st half	5	5	5	5	

MFOs/PAPs	Success Indicators	Persons Responsible	Target (July-December 2019)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 31 Percentage implementation of university and loyalty awards	ODAHRD, PRPEO	100% of deserving employee included as potential nominees to university award 100% of employees entitled to loyalty award	100% of deserving employee included as potential nominees to university award 100% of employees entitled to loyalty award	5	5	5	5	
ODAHRD MFO 11: Innovations & new Best Practices Development Services	PI 32. Number of new HR systems/innovations introduced and implemented	LB, Cano, T. Quiñanola, A. Sevilla	6 HR systems	6 HR systems	5	5	5	5	Revised rating instrument for faculty applicants, BEI (Interview Guide, Proposed R & R for Admin, 6 months probationary contract, flow process in NBC evaluation, proposal to revised long clearance, proposal to give COC to faculty
	PI 33. Number of request to facilitate strategic planning workshop conducted	L. Cano, J. Ando, M. Gayanilo	1 request facilitated	2 request facilitated	5	5	5	5	CAC & OVPAP Strategic Planning, SWOT, ROAM & OIP Workshop
	PI 34. Number of best practices introduced and implemented	L. Cano	6HR best practices	HR operations, 3 manuals w/ ISBN, JO evaluation	5	5	5	5	
	PI 35 Number of required mandatory operations manual prepared and submitted	ODAHRD	9 manuals	14 QPs	5	5	5	5	2 RS, 4 L & D Faculty, 2 L & D Admin, 1 PM, 1 L & D (Inhouse Training), 1 R & R & 3 Records
	PI 36. Percentage operationalization of HRIS on RSP	ODAHRD, DCST, UCC, OVPAP, Programmers, PRPEO	50% operationalized	50% operationalized	5	5	5	5	RSP, Payroll, Service Record, & PDS
	PI 37 Number of outside agencies which benchmarked HR practices/systems or provided with expert services as Resource Person	ODAHRD, PRPEO, RECORDS, all HR Committees, OP, all employees	2 agencies outside RP services	3 agencies	5	5	5	5	PTI, ESSU & Sultan Kudarat SUC
Total Over-all Rating					179.7				
Average Rating					4.991				
Adjectival Rating					O				

Received by:


EDULBERTO O. FERRAREN
 VP for Planning Office

Date:

Calibrated by:


REMBERTO A. PATINDOL
 Chairman, PMT

Date:

Recommending approval:


REMBERTO A. PATINDOL
 VP for Admin & Finance

Date:

Approved by:


EDGARDO E. TULIN
 University President

Date:

1 - Quality

3 - Efficiency

3 - Timeliness

4 - Average