BO 85770
1-16-23

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **MARIA ROBERTA S. MIRAFLOR,** **Head of the Records and Archives Office,** 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, 2022.**

Approved:

MARIA ROBERTA S. MIRAFLOR
Head, OHRA 1/9/2023

RYSAN C. GUINOCOR
Director, ODAS

RECEIVED
DATE: JAN 1 1 2023
BY:

Appointment/Status	Position Title	Number
Regular Staff	Administrative Officer II	1
	Administrative Aide II (Utility/Messenge	1
	Guesthouse Caretaker	1
Casual	Administrative Aide III	1
Job Order	Administrative Aide III	2
	TOTAL	6

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

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: 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	100% of clients rated services as very satisfactory or higher	5	5	5	5.00	
	PI. 2 Number of quality procedures revised/updated and registered at QAC	MS Miraflor JS Posas	One (1) quality procedure and form revised and registered	One (1) quality procedure for revision once FOI Manual is approved; additional form was added and for registration	5	5	5	5.00	QP on Request for Information/ Record
	PI 3: Percentage of ISO evidences compliant with existing OHRA/ODAS quality procedures kept intact and readily available to Auditor	All OHRA Staff	100% ISO compliant evidences readily available	100% ISO compliant evidences readily available	5	5	5	5.00	

MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Rating				Remarks
					Q¹	E²	T³	A⁴	

MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Q¹	E²	T³	A⁴	Remarks
VPAF STO 2: FREEDOM OF INFORMATION (FOI) ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
ODAS STO 2. FOI aligned frontline services									
OHRA STO 2: FOI aligned frontline services	**PI 4:** Percentage compliance of reporting requirements in accordance with FOI Manual	MS Miraflor JE Ando JGV Degenion	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	
		All OHRA Staff	100% implementation and processing of FOI Requests for Information or Document	100% implemented	5	5	5	5.00	
	PI 5: Percentage of draft FOI Manual revised	MS Miraflor	50% of FOI Manual revised	100% of FOI Manual revised	5	5	4	4.67	For UADCO & BOR approval
VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
ODAS STO 3: ARTA aligned frontline services									
OHRA STO 3: ARTA aligned frontline services	**PI 6:** 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	
VPAF STO4: INNOVATIONS & BEST PRACTICES									
ODAS STO 4: Innovations & new Best Practices Development Services									
OHRA STO 4: Innovations & new Best Practices	**PI 7:** Number of new systems/innovations/proposals introduced and implemented	All OHRA Staff	100% Implementation of handling the request form forwarded to the FOI Decision Maker in behalf of the requestor	100% Implementation of handling the request form forwarded to the FOI Decision Maker in behalf of the requestor	5	5	5	5.00	
	PI 8: Percent implementation of best practices	All OHRA Staff	90% Utilization of Network Access Server (NAS) and Google drive for back up storage of scanned documents and other office files	100% Utilization of Network Access Server (NAS) and Google drive for back up storage of scanned documents and other office files	5	5	5	5.00	
			20% responded requests thru the eFOI portal	100% responded requests thru the eFOI portal	5	5	4	4.67	
			90% implementation of orientation on updates on the process of records inventory and appraisal	100% implemented the orientation on updates on the process of records inventory and appraisal	5	5	4	4.67	
			90% updating of VSU Records Disposition Schedule (RDS)	90% reviewed and submitted the VSU Records Disposition Schedule (RDS) to NAP for updating	5	5	5	5.00	

MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Q[1]	E[2]	T[3]	A[4]	Remarks
UMFO 6: GENERAL ADMINISTRATION SUPPORT SERVICE									
VPAF GASS 1: Human Resource Management and Development									
ODAS GASS 1. Administrative and Support Services Management									
OHRA GASS 1: Administrative and Support Services	**PI 9:** 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 10: Number of committee assignments served/functions performed	MS Miraflor	7 Committees (RMIC, PMT, OSH, VSU Awards Committee, AdHOC Comm on e-Signatures, LSU-AdPA, CART)	7 Committees (RMIC, PMT, OSH, VSU Awards Committee, AdHOC Comm on e-Signatures, LSU-AdPA, CART)	5	4	5	4.67	
	PI 11: Number of staff meetings presided and counselling sessions conducted	MS Miraflor	1 meeting per month; monthly mentoring and coaching sessions	2 meetings done	5	5	5	5.00	
ODAS/HRM GASS 5: Records and Archives Services Management									
OHRA GASS 2: Records and Archives Sevices	**PI 12:** Number of leave applications, NOSI, NOSA filed within the day of receipt	MS Miraflor VC Acilo JGV Degenion	2,000 documents filed	4,250 documents filed	5	5	5	5.00	
		MS Miraflor VC Acilo	150 personnel files of academic staff based on the new CSC checklist	365 files updated	5	5	5	5.00	
		MS Miraflor VC Acilo JS Posas JGV Degenion	3,000 academic 201 files migrated to e-records systems and NAS	9,327 files migrated to e-records systems and NAS	5	5	5	5.00	
	PI 13: Number of issuances filed within the day of receipt	MS Miraflor IV Sedrome	150 docs filed within the day of receipt	900 docs filed	5	5	5	5.00	
	PI 14: Number of records reference services served per request for filing	MS Miraflor JS Posas JGV Degenion	102 requests	798 request for information served and acted on time	5	5	5	5.00	
	PI 16: Percentage digitizing and uploading of memos, circulars and personal records to the eRecords System	MS Miraflor JB Posas	70% 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	

MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Q[1]	E[2]	T[3]	A[4]	Remarks
	PI 17: Number of new archival documents gathered and displayed at the Archives Center	All OHRA Staff	3 display materials	3 photos of our VP for Adminstation & Finance	5	5	5	5.00	
	PI 18: Number of memos/ circulars and other issuances delivered to different staff/offices concerned within the day of receipt	MSMiraflor ABagarinao	3,650 documents	2,237 copies of OP memos/circulars and other issuances delivered to concerned staff/offices	5	5	5	5.00	
	PI 19: Number mails delivered to/from Post Office and delivered official mails to facutly and staff concerned received from Post Office	MSMiraflor IV Sedrome AP Bagarinao JGV Degenion	200 mails	837 outgoing mails (604 mails dispatched to Post Office; 233 mails delivered to recipients)	5	5	5	5.00	
	PI 20: Percentage of payment slips delivered monthly to different offices/staff concerned	MSMiraflor AP Bagarinao	100% delivery of payslips	100% accomplishment	5	5	5	5.00	
VPAF GASS 2: Human Resource Management and Development									
ODAS GASS 2: PRIME-HRM compliant Performance Management services									
OHRA GASS 2: PRIME-HRM compliant Performance Management services	**PI 21:** Percentageof IPCR with outstanding ratings retrieved/scanned/reproduced for submission to PMT	MS Miraflor VC Acilo JB Posas	100% accomplishment	100% accomplishment	5	5	5	5.00	
		Total Over-all Rating						128.7	
		Average Rating						4.95	
		Adjectival Rating						Outstanding	

Received by:

TONI MARC L. DARGANTES
Planning Office

Date: JAN 1 1 2023

Calibrated by:

DANIEL LESLIE S. TAN
Chairman, PMT

Date: JAN 1 3 2023

Approved by:

EDGARDO E. TULIN
University President

Date: 1/17/2023

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