

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, FLORANTE G. DIDAL, In-Charge, Payroll and Leave Benefits Office, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 1-December 31, 2024.

Approved:

FLORANTE G. DIDAL
In-Charge, PLBO

11-Jul-24
Date

HONEY SOFIA V. COLIS
Director, HRMO

11-Jul-24
Date



Appointment/Status	Position Title	Number
Director/Regular	Admin. Officer V	1
In-Charge/Regular	Admin. Officer II	1
JO	Admin. Aide III	3
	Total	5

Rating Equivalents:
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory

RECEIVED
C. J. 9/10/2024
CONSTANTINO

MFOs/PAPs	Success Indicators	Persons Responsible	Target (Jan 1-Dec 31, 2024)	Actual Accomplishments (January- June\ 2024)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 5: Support to Operations (STO)									
VPAF STO 1: ISO 9001:2015 aligned documents									
HRMO STO 1: ISO 9001:2015 aligned documents									
	PI 1. Number of quality procedures prepared/maintained/implemented	HRMO Director, Unit Heads and Staff	1	0					For completion 2nd rating period
	PI 2. Number of operations manuals/policies prepared and submitted	HRMO Director, Unit Heads and Staff	1	0					For completion 2nd rating period
VPAF STO 4: Innovations & Best Practices									
HRMO STO 4: Innovations & Best Practices									
	PI 1. Number of HR Information Systems continually improved and implemented	HRMO Director, Unit Heads and Staff	2	2	5	5	5	5	
	PI 2. Percentage operationalization of HRMIS on Payroll	HRMO Director, Unit Heads and Staff, ICTMC & Accounting Office	100%	100%	5	5	5	5	Continual System Updates & Enhancement
UMFO 6: General Administrative and Support Services (GASS)									
VPAF GASS 1: Administrative and Support Services Management									
HRMO GASS 1: Administrative and Support Services Management									
	PI 1. Percentage of administrative services and financial/ administrative documents acted within time frame	HRMO Director, Unit Heads and Staff	100%	100%	5	5	5	5	
	PI 2. Number of linkages with external agencies maintained	HRMO Director, Unit Heads and Staff	9	9	5	5	5	5	refer to HRMO

MFOs/PAPs	Success Indicators	Persons Responsible	Target (Jan 1-Dec 31, 2024)	Actual Accomplishments (January- June\ 2024)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 3. Number of offices and units directly supervised, monitored and coordinated	HRMO Director and Unit Heads	1	1	4	5	5	4.67	
	PI 4. Number of major university committees assignment served	HRMO Director, Unit Heads and Staff	2						For completion 2nd rating period
	PI 5. Efficient & customer-friendly frontline service	HRMO Director, Unit Heads and Staff	Zero Complaint (addressed feedback, if applicable)	Zero Complaint (addressed feedback, if applicable)	5	5	5	5	
HRMO GASS 2: Efficient and effective Human Resource Management and Development									
HRMO GASS 2.4: Efficient and Effective Implementation of the Payroll and Leave Benefits Systems and Processes									
	PI 1. Percentage updating of employees' leave records and balances in the HRIS eDATS	HRMO Director, Unit Head and PLBO Staff	92%	59.85% (237/396 updates of leave balances in the HRIS & Leave Cards)	5	5	4	4.67	
	PI 2. Number of terminal leave benefits processed	HRMO Director, Unit Head and PLBO Staff	8	16	5	5	5	5	Based on the payroll processed
	PI 3. Number of payroll for compensation and benefits of regular, casual, contractual and part-time instructors, and PCC employees, processed within prescribed period	HRMO Director, Unit Head and PLBO Staff	1,200	698	5	5	5	5	
	PI 4. Number of Notice of Step Increment (NOSI) and Notice of Salary Adjustment (NOSA) prepared and released	HRMO Director, Unit Head and PLBO Staff	NOSI=100 NOSA=721	NOSI=31 NOSA=N/A	5	5	4	4.67	NOSA (No Salary Adjustment for employees this year yet)
		Total Over-all Rating							49.01
		Average Rating							4.90
		Adjectival Rating							Outstanding

Received by:

TONI MARC L. DARGANTES

Planning Office
Date: JUL 11 2024

Calibrated by:

ELWIN JAY V. YU

Chairman, PMT
Date: _____

Approved by:

PROSE IVY G. YEPES

President
Date: 7/6/24

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