

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, MIRIAM M. DE LA TORRE, In-charge of the Performance Management and Rewards and Recognition 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, 2023 to June 30, 2023.

Approved:

Miriam M. de la Torre
MIRIAM M. DE LA TORRE
In-charge, PMRRO

July 11, 2023
Date

Honey Sofia V. Colis
HONEY SOFIA V. COLIS
Director, HRMO



Appointment/Status	Position Title	Number	Rating Equivalents:
Director/Regular	Admin. Officer V	1	5 - Outstanding
In-charge/Regular	Admin. Officer III	1	4 - Very Satisfactory
JO	Clerk	2	3 - Satisfactory
	Total	4	2 - Fair

MFOs/PAPs	Success Indicators	Persons Responsible	Target (Jan 1-Dec 31, 2023)	Actual Accomplishments (Jan-June 2023)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
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 that are aligned and compliant to ISO 9001:2015 standard	ODHRM Director, Unit Head and Staff	2	2	5	5	5	5.00	
	PI 2. Percentage compliance of HRM practices to ISO 9001:2015 standards	ODHRM Director, Unit Head and Staff	100% compliant	100% compliant	5	5	5	5.00	
VPAF STO 4: Innovations & Best Practices									
ODHRM STO 4: Innovations & Best Practices									
	PI 1. Number of HR Information Systems to be initially developed	ODHRM Director, Unit Head and HRIS programmer	1	N/A					for Jul-Dec rating period
UMFO 6: General Administrative and Support Services (GASS)									
VPAF GASS 1: Administrative and Support Services Management									
ODHRM GASS 1: Administrative and Support Services Management									
	PI 1. Percentage of administrative documents acted within time frame	ODHRM Director, Unit Head and Staff	100%	100%	5	5	5	5.00	
	PI 2. Number of linkages with external agencies maintained	ODHRM Director, Unit Head and Staff	3	3	5	5	5	5.00	
	PI 3. Number of staff directly supervised, monitored and coordinated	ODHRM Director and Unit Head	2	2	5	5	5	5.00	
	PI 4. Number of major university committees assignment served	ODHRM Director, Unit Heads and Staff	3	3	5	5	5	5.00	

MFOs/PAPs	Success Indicators	Persons Responsible	Target (Jan 1-Dec 31, 2023)	Actual Accomplishments (Jan-June 2023)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 5. Efficient & customer-friendly frontline service	ODHRM Director, Unit Heads and Staff	Zero Complaint (addressed feedback, if applicable)	Zero Complaint	5	5	5	5.00	
ODHRM GASS 2: Efficient and effective Human Resource Management and Development									
	PI 1. Percentage compliance on PRIME-HRM Level II Standards, Policies & Practices	ODHRM Director, Unit Heads and Staff	100% compliant	100% compliant	5	5	5	5.00	
ODHRM GASS 2.3: Efficient and effective implementation of the University Performance Management and Rewards and Recognition Systems and Processes									
	PI 1. Percentage of received IPCRs reviewed and validated	ODHRM Director, Unit Head and OHPMRR Staff	100% of received IPCRs reviewed and validated	100%	5	5	5	5.00	
	PI 2. Number of report of performance rating prepared and submitted to higher offices	ODHRM Director, Unit Head and OHPMRR Staff	3	1	5	5	5	5.00	
	PI 3. Number of evaluation of JO performance tabulated	ODHRM Director, Unit Head and OHPMRR Staff	1,000	613	5	5	4	4.67	For 1st & 2nd Qtr rating period
	PI 4. Number of report on comments and recommendations for development purposes	ODHRM Director, Unit Head and OHPMRR Staff	1	1	5	5	4	4.67	
	PI 5. Number of university employees awarded after rigid screening during anniversary celebrations	ODHRM Director, Unit Head and OHPMRR Staff	50	54	5	5	5	5.00	
	PI 6. Number of employees given loyalty award	ODHRM Director, OHPMRR and OHPLB Staff	70	N/A					for Jul-Dec rating period
	PI 7. Number of deserving employees nominated to CSC Honors & Awards Program and nomination documents packaged and submitted	ODHRM Director, Unit Head and OHPMRR Staff	6	14	5	5	5	5.00	
	PI 8. Percentage of employees identified as top ranking and given step increment based on merit	ODHRM Director, Unit Head and OHPMRR/OHPLB Staff	5%	5%	5	5	5	5.00	
		Total Over-all Rating							74.33
		Average Rating							4.96
		Adjectival Rating							Outstanding

Received by:

TONI MARC L. DARGANTES

Planning Office
Date: JUL 11 2023

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

Calibrated by:

DANIEL LESLIE S. TAN

Chairman, PMT
Date: JUL 11 2023

Approved by:

EDGARDO E. TULIN

University President
Date: JULY 12, 2023