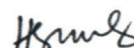


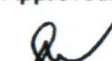
OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, HONEY SOFIA V. COLIS, OIC-Head of Personnel Records and Performance Evaluation Office (PRPEO), commits to deliver and agree to be rated on the attainment of the following targets following targets in accordance with the indicated measures for the period January-December 31, 2020.


HONEY SOFIA V. COLIS
 OIC-Head, PRPEO

Date

Approved:


LOURDES B. CANO
 Director, ODAHRD



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

Appointment/Status	Position Title	Number
OIC	AO V	1
Regular Staff	Admin. Officer III	1
	Adm. Officer II	1
	Admin. Aide IV	2
Casual	Adm. Aide III	2
Job Order	Clerk	2
	TOTAL	9

MFOs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2020)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 5. SUPPORT TO OPERATIONS									
OVPAF MFO1: ISO-aligned management and administrative support services									
ODAHRD MFO1: ISO-aligned Personnel Records Development & Management Services									
PRPEO MFO1: ISO-aligned Personnel Records Development & Management Services	PI 1. Percentage compliant of all HR processes to ISO Standards	All staff	100% compliant	100% compliant	5	5	5	5	
UMFO6: General Administrative and Support Services (GASS)									
OVPAF MFO2: Administrative and Support Management Services									
ODAHRD MFO2: Human Resource Management and Development Services									
PRPEO MFO2: Human Resource Management and	PI 2. Efficient & customer-friendly frontline services	All staff	Zero percent complaint from clients served	Zero percent complaint from	5	5	5	5	
	PI 3. Percentage of acted financial and administrative documents within delegated authority within one day from receipt	H. Colis, M. Gravador, C. Vilbar	100% of documents	100% of documents	5	5	5	5	

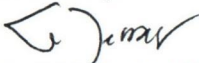
MFOs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2020)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 4. No. of linkages with external agencies maintained	All staff	8 agencies (CSC Ormoc, CSC Reg., DBM Reg. 8, PASUC 8 Zonal Center, CHED 8, Ombudsman, GSIS, LBP-Baybay)	8 agencies (CSC Ormoc, CSC Reg., DBM Reg. 8, PASUC 8 Zonal Center, CHED 8, Ombudsman, GSIS, LBP-Baybay)	5	5	5	5	
PRPEO MFO3: Administration of Salary, Leave and other benefits of employee	PI 5. Percentage of payroll, vouchers, PACS for personnel benefits prepared, reviewed and released	M. Lao, F. Didal, H. Colis, M. Gravador, M. dela Torre	100% implementation	100% implementation	5	5	4	4.67	
	PI 6. No. of Daily Time Records (DTR), applications for leave, and service credits of faculty checked and processed	R. Bibera, F. Didal, M. Gravador, H. Colis, 1 JO staff	DTR=3000, Leave Application=3000	DTR=1,613, Leave Application=1600	5	5	4	4.67	To be fully accomplished on the Jul-Dec rating period
	PI 7. Percentage of terminal leave benefits computed, prepared and submitted to DBM for funding and Personnel Information System updating completed	R. Bibera, H. Colis	100% implementation	100% implementation	5	5	4	4.67	To be fully accomplished on the Jul-Dec rating period
	PI 8. Number of updated Service Record, Certificate of Employment, Notice of Step Increment (NOSI) and Notice of Salary Adjustment (NOSA) prepared and released	F. Didal, C. Vilbar, H. Colis	60 Service Records 50 Cert. of Employment 670 NOSA 150 NOSI	141 Service Records 266 Cert. of Employment 750 NOSA 114 NOSI	5	5	5	5.00	To be fully accomplished on the Jul-Dec rating period
	PI 9. Percentage of SALNs reviewed and submitted to CSC/Ombudsman	M. DelaTorre, H. Colis	100% implementation						To be fully accomplished on the Jul-Dec rating period
	PI 10. Percentage of Personnel Information System updated	HRIS Team	75% implementation						HRIS Encoders started data encoding to the new system on July 2020
	PI 11. Percentage operationalization of HRIS on RSP and electronic Daily Attendance Tracking System	HRIS Team	75% implementation						HRIS Encoders started data encoding to the new system on July 2020

MFOs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2020)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
ODAHRD MFO3: ARTA, FOI and Data Privacy aligned services									
PRPEO MFO4: ARTA, FOI and Data Privacy aligned services	PI 12. Percentage of external clients served and rated the service received as Very Satisfactory or higher	All staff	100% of clients served rated the service as Very Satisfactory or higher	100% of clients served rated the service as Very Satisfactory or higher	5	5	5	5	
ODAHRD MFO4: PRIME-HRM compliant in RSP, PM, L&D and R&R									
PRPEO MFO5: PRIME-HRM compliant in Recruitment, Selection and Placement (RSP)	PI 13. Percentage of required RSP evidences packaged for PRIME-HRM Level III accreditation	H. Colis, C. Vilbar, M. Gravador	100% of required evidences on RSP						To be fully accomplished on the Jul-Dec rating period
	PI 14. Number of Personnel Boards/Committee assignments performed	H. Colis, C. Vilbar, JO staff	2 Personnel Boards (NAPB & APB), NBC 461 Committee	2 Personnel Boards (NAPB & APB), NBC 461 Committee	5	5	5	5	
	PI 15. Percentage of applicants for administrative positions profiled	H. Colis, C. Vilbar, JO staff, M. Gravador	100% implementation	100% implementation	5	5	4	4.67	
	PI 16. Percentage of pre and final assessment (comparative assessment) of job applicants prepared and submitted for NAPB recommendation	H. Colis, C. Vilbar, JO staff, M. Gravador	100% implementation	100% implementation	5	5	5	4.67	
	PI 17. Percentage of ranking of applicants on faculty positions and NBC 461 documents reviewed/authenticated for APB recommendation/PASUC	H. Colis, C. Vilbar, M. Gravador	100% implementation	100% implementation	5	5	5	5	
	PI 18. Number of on-boarding seminar/orientation for newly-hired faculty and staff	H. Colis	3 on-boarding seminars/orientations	2 on-boarding seminars/orientations	5	5	5	5	To be fully accomplished on the Jul-Dec rating period
	PI 19. Percentage of records of Job Order employees maintained	M. DelaTorre, H. Colis, M. Gravador	100% implementation	100% implementation	5	5	5	5	

MFOs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2020)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
PRPEO MFO6: PRIME-HRM compliant in Performance Management (PM)	PI 20. Percentage of required PM evidences packaged for PRIME-HRM Level III accreditation	M. DelaTorre, C. Vilbar, M. Gravador	100% of required evidences on PM		5	5	4	4.67	To be fully accomplished on the Jul-Dec rating period
	PI 21. Percentage of IPCRs from all employees monitored and followed up for the timely submission	M. DelaTorre, M. Gravador	100% implementation	100% implementation	5	5	4	4.67	To be fully accomplished on the Jul-Dec rating period
	PI 22. Percentage of data from IPCRs consolidated to identify employees who may be recommended for university and meritorious award	M. DelaTorre	100% implementation	100% implementation	5	5	4	4.67	To be fully accomplished on the Jul-Dec rating period
	PI 23. Percentage of Employee development plan from IPCRs consolidated and endorsed to L&D section to identify employees who needs further training through the Learning and Development interventions	M. DelaTorre	100% implementation	100% implementation	5	5	5	5.00	To be fully accomplished on the Jul-Dec rating period
PRPEO MFO7: PRIME-HRM compliant in Reward and Recognition (R&R)	PI 24. Percentage implementation of loyalty awards	All staff	100% implementation						To be fully accomplished on the Jul-Dec rating period
ODAHRD MFO5: Innovations/changes for continued Improvement or Improved Services									
PRPEO MFO8. Innovations/changes for continued Improvement or Improved Services	PI 25. Number of Quality Procedures revised	H. Colis, C.Vilbar, M. DelaTorre	2 Quality Procedures (Revised QP on PM, Issuance of Service Records)	50% 2 Quality Procedures (Revised QP on PM, Issuance of Service Records)	5	5	5	5	To be fully accomplished on the Jul-Dec rating period
	PI 26. Number of new/revised HR systems introduced	H. Colis, R. Bibera	1 HR system (for revision)	50% (Merit System for Faculty.; Merit System for Adm)	5	5	5	5	To be fully accomplished on the Jul-Dec rating period

MFOs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2020)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 27. Number of operation manuals cratted	H. Colis, R. Bibera	1 Leave Manual for Faculty		5	5	5	5	To be fully accomplished on the Jul-Dec rating period
		Total Over-all Rating						107.4	
		Average Rating						4.88	
		Adjectival Rating							Outstanding

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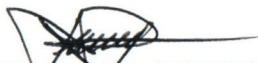


DALISAY F. ANDRES

Planning Office

Date: _____

Calibrated by:



REMBERTO A. PATINDOL

Chairman, PMT

Date: _____

Recommending approval:

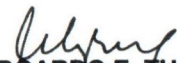


REMBERTO A. PATINDOL

VP for Admin & Finance

Date: _____

Approved by:



EDGARDO E. TULIN

University President

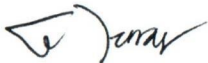
Date: _____

1- Quality (Q)

2 - Efficiency (E)

3 - Timeliness (T)

4 - Average (A)



DILBERTO O. FERRAREN, PhD

Vice President for Planning, Resource Generation and External Affairs