OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, MARIA ROBERTA S. MIRAFLOR, Head of Records and Archives Office (RAO) commits to deliver and agree to be rated on the attainment of the following target

in accordance with the indicated measures for the period January - June, 2024.

MARIA ROBERTA S. MIRAFLOR

Head, Records and Archives Office

Approved

RYSAN C. GUINOCOR

Director, Administrative Services



Appointment/Status	Position Title	Number
Head	Administrative Officer III	1
Regular Staff	Administrative Aide VI	1
	Administrative Aide II (Utility/Messenger)	1
Casual	Administrative Aide III	1
Job Order	Data Entry Machine Operator II	1
	Administrative Aide III	1
	TOTAL	6

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

20- 9/13/29

		rs Persons Target Actual Accomplishment		Rating					
MFOs/PAPs	Success Indicators		Actual Accomplishments	Q ¹	E ²	T ³	A ⁴	Remarks	
UMFO 5: SUPPORT TO	OPERATIONS								90
VPAF STO 1: ISO aligne	ed management and administrative supp	oort services							
ASO STO 1: ISO 9001:2	2015 aligned documents and compliant p	rocesses							
9001:2015 aligned	PI 1. Percentage of clients served rated the services received at least very satisfactory or higher	All RAO 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, dDRC, Alternate dDRC	one (1) quality procedures revised and registered	1 QP revised	5	5	5	5.00	
	PI 3. Number of administrative processes implemented in accordance with existing approved quality procedures	All RAO Staff	100% ISO compliant evidences readily available	100% ISO compliant evidences readily available	5	5	5	5.00	3 approved QPs
VPAF STO 2: FREEDO	M OF INFORMATION (FOI) ALIGNED CO	MPLIANCE AND REI	PORTING REQUIREMENTS						
ASO STO 2. FOI aligned	d frontline services	99							
RAO STO 2: FOI aligned frontline services	PI 4. Percentage of requested information acted within the time frame set by FOI	MS Miraflor, dDRC	100% submission of the 3 required reports annually	100% submission of the 3 required reports annually	5	5	5	5.00	FOI Inventory, FOI Registry & FOI Summary

		Perso				ating				
MFOs/PAPs	Success Indicators	Responsible	Target	Actual Accomplishments	Q ¹	E ²	T ³	A ⁴	Remarks	
					100% submission of the 3 required reports annually	5	5	5	5.00	
	PI 5. Percentage of online request responded thru eFOI portal	MS Miraflor	90% responded requests thru the eFOI portal	100% submission of the 3 required reports annually	5	5	5	5.00		
VPAF STO3: ARTA AL	IGNED COMPLIANCE AND REPORTING	REQUIREMENTS								
ASO STO 3: ARTA ali	gned frontline services									
RAO STO 3: ARTA aligned frontline services	PI 6. Efficient & customer friendly frontline service	All RAO Staff	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5.00	Refer to customer satisfaction survey result from QAC	
VPAF STO4: INNOVA	TIONS & BEST PRACTICES									
ASO STO 4: Innovation	ons & new Best Practices Development So	ervices								
Innovations & new systems/introduce	PI 7. Number of new systems/innovations/proposals introduced and implemented	All RAO Staff	3 approved Quality Procedure; 2 approved forms maintained	3 approved Quality Procedure; 2 approved forms maintained	5	5	5	5.00		
	·	RC Guinocor MS Miraflor	1 Operations manual	1 Operations manual	5	5	4	4.67	Operations Manual for OHRA	
	PI 8. Percent implementation of best practices	MS Miraflor JS Posas	100% Utilization of Network Access Server (NAS) and Google drive	100% Utilization of Network Access Server (NAS) and Google drive	5	5	5	5.00	for back-up storage of scanned documents and other office files	
			70% implementation of orientation on updates on the process of records inventory and appraisal	90% implementation of orientation on updates on the process of records inventory and appraisal	5	5	5	5.00		
			70% updating of VSU Records Disposition Schedule (RDS)	90% updating of VSU Records Disposition Schedule (RDS)	5	5	5	5.00		
			100% of staff attended the seminars/trainings	100% of staff attended the seminars/trainings	5	5	5	5.00	Basic RAM Seminar, Disposition of Reocrds, ISC related seminars	
			Takes charge in forwarding the request form to the Decision Maker instead of the requestor	Takes charge in forwarding the request form to the Decision Maker instead of the requestor	5	5	5	5.00		
UMFO 6: GENERAL A	DMINISTRATION SUPPORT SERVICE						7			
	istrative and Support Services Manageme	ent								
ASO GASS 3. Adminis	strative Services									
ASO GASS 3.5: Reco	rds and Archives Management Services									
RAO GASS 1: Administrative and Support Services	PI 9. Number of administrative services/documents acted within time frame	All RAO Staff	2,500 communications and other documents systematically filed and acted within time frame	3,193 communications and other documents systematically filed and acted within time frame	5	5	5	5.00		
	PI 10. Number of linkages with external agencies maintained	All RAO 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-	5	5	5	5.00		

1		Perso		Rating					
MFOs/PAPs	Success Indicators	Responsible	Target	Actual Accomplishments	Q ¹	E ²	T ³	A ⁴	Remarks
	PI 11. Number of committee assignments served/functions performed	MS Miraflor	7 Committees (RMIC, SDAC, BAC TWG, PMT, OSH, VSU Awards Committee, AdHOC Comm on e- Signatures)	7 Committees (RMIC, SDAC, BAC, PMT, OSH, VSU Awards Committee, AdHOC Comm on e-Sig)	5	5	5	5.00	
	PI 12. Number of staff meetings presided and counselling sessions conducted	All RAO Staff	1 meeting per month; monthly mentoring and coaching sessions	1 meeting per month; monthly mentoring and coaching sessions	5	5	5	5.00	
RAO GASS 2: Records and Archives Sevices	PI 13. Number of leave applications, NOSI, NOSA filed within the day of receipt	MS Miraflor MP Bandalan VC Acilo	3,500 documents filed	2,675 documents filed	5	5	4	4.67	
		MS Miraflor VC Acilo GLMontajes	300 personnel files of academic staff based on the new CSC checklist updated	442 personnel files	5	5	5	5.00	
		MS Miraflor MP Bandalan JS Posas	3,000 academic 201 files uploaded/migrated to e-records systems	5,404 academic 201 files uploaded/migrated to e-records systems	5	5	5	5.00	
	PI 14. Number of issuances filed within the day of receipt	MS Miraflor MP Bandalan	150 docs filed within the day of receipt	438 docs filed	5	5	5	5.00	
	PI 15. Number of records reference services served per request for filing	All RAO Staff	200 requests	455 requests	5	5	5	5.00	
	PI 16. Number of requests for authentication of records/ documents served	All RAO Staff	140 records/documents requested	40 records/documents requested	4	5	5	4.67	
	PI 17. Percentage digitizing and uploading of memos, circulars and personal records	MS Miraflor VC Acilo JB Posas	90% digitizing and uploading of memos, circulars and personal records to the eRecords System	100%	5	5	5	5.00	uploaded to e-Records system
	PI 18. Number of new archival documents gathered and displayed at the Archives Center	All RAO Staff	2 display materials	3 display materials	5	5	5	5.00	1
	PI 19. Number of memos/ circulars and other issuances delivered to different staff/offices concerned within the day of receipt	MS Miraflor AP Bagarinao	3,500 documents	1,478 documents	4	5	4	4.33	OP Memo Circulars were already sent thru email except for memos & NOSA
	PI 20. Number mails delivered to/from Post Office and delivered official mails to facutly and staff concerned received from Post Office	MS Miraflor GLMontajes AP Bagarinao	200 mails	1,601 mails delivered	5	5	5	5.00	
	PI 21. Percentage of payment slips delivered monthly to different offices/staff concerned	MSMiraflor AP Bagarinao	100% delivery of payslips	100% delivery of payslips	5	5	4	4.67	
		Total Over-all Rating	9					143.0	
		Average Rating						4.93	
		Adjectival Rating						Outsta	nding

	,	Perso				Ra	ting		
MFOs/PAPs	Success Indicators	Responsible	Target	Actual Accomplishments	Q ¹	E ²	T ³	A ⁴	Remarks

Received by:

TONI MARC L. DARGANTES

Planning Office

Date: JUL 1 0 2024

1- Quality

2 - Efficiency

3 - Timeliness

4 - Average

Calibrated by:

VP for Administration & Finance and Chairman, PMT

Date:

Approved by:

PROSE IVY G. YEPES

President

Date: 4-62-24