

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **MARIA ROBERTA S. MIRAFLOR**, Officers-in-Charge of the **Records Office & Archives Center (ROAC)** 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 2020**.

MARIA ROBERTA S. MIRAFLOR
OIC, Records Office & Archives Center

Approved:

LOURDES B. CANO
Director, ODAHRD



Appointment/Status	Position Title	Number
Officer In-Charge	Administrative Officer II	1
Regular Staff	Administrative Aide VI	1
	Administrative Aide II	1
	Guesthouse Caretaker	1
Casual	Administrative Aide III	1
Job Order	Administrative Aide III	1
	TOTAL	6

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

MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 5: SUPPORT TO OPERATIONS									
OVPAF MFO 2: ISO aligned management and administrative support services									
ODAHRD MFO 1: ISO aligned Personnel Records Development & Management Services									
ROAC 1. Percentage implementation of leave benefits, compensation and other employee benefits	PI 1: No. of leave applications, NOSI, NOSA of faculty and staff filed within the day of receipt	All Records Office Staff	100% accomplishment	100% accomplished	5	5	5	5.00	
ROAC 2. No. of certifications and service records issued and authentications of docs.	PI 2: No of records/documents authenticated	All Records Office Staff	25 authentications	1,009 documents authenticated	5	5	5	5.00	
ODAHRD MFO 2. ISO aligned Records and Archives Management									
ROAC 3. No. of new archival docs. gathered and displayed at the Archives Center	PI 3: No. of new archival docs. gathered and displayed	All Records Office Staff	2 new display materials	154 new materials displayed	5	5	4	4.67	2020 OP Memros & OP Memo Circulars hardbound
ROAC 5. No. of messengerial services provided and approved disposal of records secured	PI 5: No. of documents delivered to different units and mails dispatched to Post Office within the day of receipt	All Records Office Staff	5,200 docs delivered to recipients and 2,100 mails dispatched to Post office	12,063 documents delivered	5	5	5	5.00	

	PI 6: No. of request to dispose of records secured from National Archives of the Philippines (NAP)	All Records Office Staff	1 approval to dispose	1 approved request to dispose records	5	5	4	4.67	
ROAC 6. Percentage of compliance of reporting requirements in accordance with FOI Manual	PI 7: No. of required reports prepared and submitted	MS Miraflor, G.Espinosa	4 quarterly reports: FOI Registry & FOI Summary	3 reports submitted quarterly	5	4	5	4.67	
UMFO 6: GENERAL ADMINISTRATION SUPPORT SERVICE									
OVPAF MFO 2. Human Resource Management and Development									
ODAHRD MFO 6. Administrative and Support Services Management									
ROAC MFO 7. Efficient and customer friendly frontline service	PI 8: Efficient and customer friendly frontline services	All Records Office Staff	Zero complaint from clients served	Zero complaint from clients served	5	5	5	5.00	
	PI 9: No. of communications and other documents systematically filed a day after receipt	All Records Office Staff	5,200 docs.	12,434 documents filed	5	4	4	4.33	
ROAC MFO 8. No. of linkages with external agencies maintained	PI 11: No. of linkages with government agencies maintained	All Records Office Staff	5 agencies (NAP Manila, NAP Cebu, Baybay Postal Office, VSU Postal Office, COA)	5 agencies (NAP Manila, NAP Cebu, Baybay Postal Office, VSU Postal Office, COA)	5	5	5	5.00	
ROAC MFO 9. No. of Adhoc committee assignments performed	PI 12: Membership in Adhoc committees performed	MS Miraflor, A.Bagarinao	SIAC, Honors & Awards Comm, RMIC	100% meetings attended	5	4	4	4.33	
ODAHRD MFO 7. PRIME-HRM compliant Recruitment, Selection & Placement									
ROAC MFO 10. No. of appointments processed and Reports of Appointments Issued (RAI) submitted to CSC with zero invalidation and JO contracts reviewed	PI 13: No. of original appointments forwarded/received by faculty and staff concerned and another copy filed in their respective 201 files	All Records Office Staff	100 copies of appointments	300 copies of appointments processed	5	5	4	4.67	
ODAHRD MFO 8. PRIME-HRM aligned Rewards & Recognition Services									
ROAC MFO 11: Percentage of IPCR ratings with outstanding rating forced ranked and the top 5% employees granted step increment based on merit	PI 14: No. of IPCR with outstanding ratings retrieved/scanned/reproduced	V.Acilo, Jposas	100% accomplishment	100% accomplishment	5	5	4	4.67	
ROAC MFO 12: Percentage of HAP nominations reviewed, packaged and submitted to CSC	PI 15: Percentage of HAP nominations screened/evaluated and recommended for approval of the VSU President	MS Miraflor, PRAISE Committee	100% of nominees as recommended by PRAISE	100% of nominees as recommended by PRAISE	5	5	5	5.00	

ODAHRD MFO 9. Innovations and New Best Practices Development Service

ROAC MFO 13: No. of new HR systems/best practices/innovations introduced and implemented	PI 16: No. of new HR systems endorsed to higher bodies	MS Miraflor	2 approved Procedures Manual	3 approved Procedures Manual and 2 approved forms	5	5	5	5.00	QP on Disposition of Records; QP of Personnel Records, QP for Request of Records
	Total Over-all Rating							67.00	
	Average Rating							4.79	
	Adjectival Rating							O	

Received by:

Calibrated by:

Recommending Approval:

Approved by:


DANIEL LESLIE S. TAN
 Director for Planning &
 Infrastructure Development &
 Monitoring


REMBERTO A. PATINDOL
 PMT Chair


REMBERTO A. PATINDOL
 Vice President for Admin. & Finance


EDGARDO E. TULIN
 President

Date: _____

Date: _____

Date: _____

Date: _____

1 - Quality

2 - Efficiency

2 - Timeliness

4 - Average