

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, JENNIFER E. ANDO, Head, Recruitment, Selection, Placement and Personnel Records 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 - June 30, 2024.

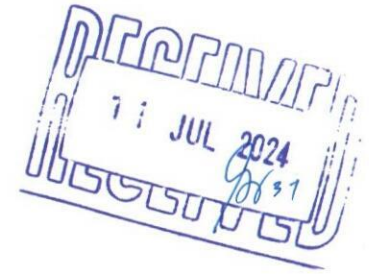
JENNIFER E. ANDO
Head, RSPPRO

11-Jul-24
Date

Approved:

HONEY SOFIA V. COLIS
Director, HRMO

11-Jul-24
Date



Appointment/Status	Position Title	Number
Head/Regular	Education Program Specialist II	1
Regular	Admin. Aide IV	2
Casual	Admin. Aide III	1
JO	Admin. Aide III/ Clerk	4
Total		8

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

JESSICA J. CONSTANTINO

MFOs/PAPs	Success Indicators	Persons Responsible	Target (Jan 1-Dec 31, 2024)	Actual Accomplishments (Jan-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 and PRIME-HRM aligned documents									
	PI 1. Number of quality procedures prepared/maintained/implemented	HRMO Director, Unit Heads and Staff	2	2	5	5	5	5	
	PI 2. Number of operations manuals/policies prepared and submitted	HRMO Director	1	1	5	5	5	5	
	PI 3. Percentage compliance of HRM practices to ISO 9001:2015 standards	HRMO Director, Unit Head and Staff	100% compliant	100% compliant	5	5	5	5	
VPAF STO 2: Freedom of Information (FOI) aligned compliance and reporting requirements									
HRMO STO 2: Freedom of Information (FOI) aligned compliance and reporting requirements									
	PI 4. Percentage of requested acted	HRM Director, Unit Heads and Staff	100%	100%	5	5	5	5	
VPAF STO 3: ARTA aligned compliance and reporting requirements									
HRMO STO 3: ARTA aligned compliance and reporting requirements									
	PI 5. Percentage of external clients served and rated the service at least very satisfactory or higher	HRM Director, Unit Heads and Staff	100%	100%	5	5	5	5	
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 Head and Staff	3	3	5	5	5	5	

MFOs/PAPs	Success Indicators	Persons Responsible	Target (Jan 1-Dec 31, 2024)	Actual Accomplishments (Jan-June 2024)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 2. 100% of faculty and staff with licensure notified for renewal of PRC or Bar Identification card	HRMO Director, Unit Head and Staff	100%	100%	5	5	5	5	
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 Head and Staff	100%	100%	5	5	5	5	
	PI 2. Number of linkages with external agencies maintained	HRMO Director, Unit Head and Staff	13	13	5	5	5	5	CSC RO8, CSC WLC, GSIS Maasin, GSIS CO, DBM RO8, COA RO8, Omsbudsman RO8, PASUC Zonal Center, PASUC National, CHED IAS, CHED RO8, PAG-IBIG Ormoc, SSS Ormoc
	PI 3. Number of offices and units directly supervised, monitored and coordinated	HRMO Director and Unit Head	4	4	5	5	5	5	RSPPRO, LDHRAO, PMRRO, PLBO
	PI 4. Number of major university committees assignment served	HRMO Director, Unit Head and Staff	11	11	5	5	5	5	APB, NAPB, VFSC-AS, VASC, PMT, JC3 LEC, SIAC, SALN COM, OSH, RISK MGT, GAD, & Other Accreditation Committee
	PI 5. Efficient & customer-friendly frontline service	HRMO Director, Unit Head 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									
	PI 1. Percentage compliance on PRIME-HRM Level II Standards, Policies & Practices	HRMO Director, Unit Head and Staff	100% compliant	100% compliant	5	5	5	5	
HRMO GASS 2.1: Effective and efficient implementation of the Recruitment, Selection and Placement and Personnel Records System and Processes									
	PI 1. Percentage of validated and approved appointments by CSC	HRMO Director, Unit Head and RSPPRO Staff	100% (300/300)	320	5	5	5	5	Academic: 234 Admin: 24 Casual: 41 Contractual: 21
	PI 2. Number of applicable vacant positions filled-up within prescribed period	HRMO Director, Unit Head and RSPPRO Staff	50	39	5	5	4	4.66	Academic: 15 Administrative: 24 (Administrative Old Items: 7 Administrative ROSS: 14 Casual-2, Con-1)
	PI 3. Number of JO/Parttime contracts processed	HRMO Director, Unit Head and RSPPRO Staff	800	PT-108 JO- 733	5	5	5	5	
	PI 4. Percentage of personnel service records maintained	HRMO Director, Unit Head and RSPPRO Staff	100% (730/730)	727	5	5	5	5	
	PI 5. Number of HR eSystems of DBM/GSIS/CSC maintained and updated monthly	HRMO Director, Unit Head and RSPPRO Staff	4	5	5	5	5	5	PSIPOP, WEBMSP, IGHRs, HRIS, AAO Certification

MFOs/PAPs	Success Indicators	Persons Responsible	Target (Jan 1-Dec 31, 2024)	Actual Accomplishments (Jan-June 2024)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 6. Number of faculty appointed for permanency	HRMO Director, Unit Head and RSPPRO Staff	5	17	5	5	5	5	
		Total Over-all Rating						4.983	
		Average Rating							
		Adjectival Rating						0	

Received by:

TONI MARC L. DARGANTES

Planning Office

Date: JUL 11 2024

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

Calibrated by:

ELWIN JAY V. YU

Chairman, PMT

Date:

Approved by:

PROSE IVY G. YEPES

University President

Date: 7/6/24