

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, HONEY SOFIA V. COLIS, OIC-Director, Office of the Director for Human Resource Management commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July 1-December 31, 2022.

HONEY SOFIA V. COLIS
OIC-Director, ODHRM

1/3/2023
Date

Approved:

DANIEL LESLIE S. TAN
Vice President for Admin & Finance

1/3/2023
Date

Appointment/Status	Position Title	Number
OIC Director/Regular	Admin. Officer V	1
OIC Head/Regular	Edu. Program Specialist	1
In-Charge/Regular	Admin. Officer III	1
In-Charge/Regular	Admin. Officer II	1
Regular	Admin. Officer II	1
JO	Admin. Aide III	1
Total		6

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



MFOs/PAPs	Success Indicators	Persons Responsible	Target (Jan 1-Dec 31 2022)	Actual Accomplishments (Jul 1-Dec 1, 2022)	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	ODHRM Director, Unit Heads and Staff	10	10	5	5	5	5	
	PI 2. Number of required mandatory operations manuals prepared and submitted	ODHRM Director, Unit Heads and Staff	2	2 on going					To be fully accomplished in 2023
VPAF STO 4: Innovations & Best Practices									
ODHRM STO 4: Innovations & Best Practices									
	PI 1. Number of systems developed/revised and implemented	ODHRM Director, Unit Heads and Staff	4	4	5	4	5	4.67	Continual improvement of HRIS on the four core HR system
	PI 2. Percentage operationalization of HRMIS on Payroll	ODHRM Director, Unit Heads and Staff & Accounting Office	60%	70%	5	4	5	4.67	
	PI 3. Percentage of documents needed for PRIME-HRM Level 3 accreditation gathered and packaged	ODHRM Director, Unit Heads and Staff	50%	100%	5	5	5	5.00	Still awaiting for the release of the New PRIME-HRM Level III Assessment Tool
UMFO 6: General Administrative and Support Services (GASS)									
VPAF GASS 1: Administrative and Support Services Management									

MFOs/PAPs	Success Indicators	Persons Responsible	Target (Jan 1-Dec 31, 2023)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 3. 100% of faculty and staff with licensure notified for renewal of PRC or Bar Identification card	ODHRM Director, L&D Unit Head and Staff	100%						
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 services and financial/ administrative documents acted within time frame	ODHRM Director, Unit Heads and Staff	100%						
	PI 2. Number of linkages with external agencies maintained	ODHRM Director, Unit Heads and Staff	13						
	PI 3. Number of offices and units directly supervised, monitored and coordinated	ODHRM Director and Unit Heads	4						
	PI 4. Number of major university committees assignment served	ODHRM Director, Unit Heads and Staff	11						
	PI 5. Efficient & customer-friendly frontline service	ODHRM Director, Unit Heads and Staff	Zero Complaint (addressed feedback, if applicable)						
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						
ODHRM 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	ODHRM Director, Unit Head and OHRSPPR Staff	100% (250/250)						
	PI 2. Number of applicable vacant positions filled-up within prescribed period	ODHRM Director, Unit Head and OHRSPPR Staff	40						
	PI 3. Number of proposals pertaining to abolition and creation of positions submitted to DBM	ODHRM Director, Unit Head and OHRSPPR Staff	2						
	PI 4. Number of faculty appointed for permanency	ODHRM Director, Unit Head and OHRSPPR	5						
	PI 5. Number of JO/Parttime contracts processed	ODHRM Director, Unit Head and OHRSPPR Staff	800						
	PI 6. Percentage of personnel service records maintained	ODHRM Director, Unit Head and OHRSPPR	100% (700/700)						

MFOs/PAPs	Success Indicators	Persons Responsible	Target (Jan 1-Dec 31, 2023)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 7. Number of HR eSystems of DBM/GSIS/CSC maintained and updated monthly	ODHRM Director, Unit Head and OHRSPPR Staff	4						
ODHRM GASS 2.2: Efficient and effective implementation of the University L&D Systems and Processes									
	PI 1. No. of In-house L&D activities planned, implemented/facilitated & reports prepared	ODHRM Director, Unit Head and OHLDHRA Staff	30						
	PI 2. Percent increase VSU employees trained/developed of last year	ODHRM Director, Unit Head and OHLDHRA Staff	15% increase of last year						
	PI 3. Number of requests for participation to trainings/seminar-workshops/conferences/for a	ODHRM Director, Unit Head and OHLDHRA Staff	Faculty:500 Admin:200						
	PI 4. Number of requests for sending faculty/staff for new scholarships/fellowships facilitated	ODHRM Director, Unit Head and OHLDHRA Staff	15						
	PI 5. Number of VSU Scholars monitored	ODHRM Director, Unit Head and OHLDHRA Staff	55						
	PI 6. Number of requests on sabbatical leave for faculty facilitated	ODHRM Director, Unit Head and OHLDHRA Staff	3						
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 recieved IPCRs reviewed and validated						
	PI 2. Number of report of performance rating prepared and submitted to higher offices	ODHRM Director, Unit Head and OHPMRR Staff	3						
	PI 3. Number of evaluation of JO performance tabulated	ODHRM Director, Unit Head and OHPMRR Staff	1,000						
	PI 4. Number of report on comments and recommendations for development purposes	ODHRM Director, Unit Head and OHPMRR Staff	1						
	PI 5. Number of university employees awarded after rigid screening during anniversary celebrations	ODHRM Director, Unit Head and OHPMRR Staff	50						
	PI 6. Number of employees given loyalty award	ODHRM Director, OHPMRR and OHPLB Staff	70						

MFOs/PAPs	Success Indicators	Persons Responsible	Target (Jan 1-Dec 31, 2023)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	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						
	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%						
ODHRM GASS 2.4: Efficient and Effective Implementation of the Payroll and Leave Benefits Systems and Processes									
	PI 1. Percentage updating of employees' leave records and balances in the HRIS eDATS	ODHRM Director, Unit Head and OHPLB Staff	70%						
	PI 2. Number of terminal leave benefits processed	ODHRM Director, Unit Head and OHPLB Staff	15						
	PI 3. Number of payroll for salary and wages, honoraria, RATA, etc. processed within prescribed period	ODHRM Director, Unit Head and OHPLB Staff	500						
	PI 4. Number of special payroll for bonuses prepared (mid-year bonus, year-end bonus/Cash Gift, CNA, loyalty bonus, clothing allowance, PEI, SRI, Step Increment based on merit, tuition, stipend & book allowance for scholars)	ODHRM Director, Unit Head and OHPLB Staff	200						
	PI 5. Number of Notice of Step Increment (NOSI) and Notice of Salary Adjustment (NOSA) prepared and released	ODHRM Director, Unit Head and OHPLB Staff	NOSI=130 NOSA=720						
	PI 6. Percentage processing of applications for loan with GSIS	ODHRM Director, Unit Head and OHPLB Staff	100%						
	Total Over-all Rating								
	Average Rating								
	Adjectival Rating								

Received by:

TONI MARC L. DARGANTES

Calibrated by:

DANIEL LESLIE S. TAN

Approved by:

EDGARDO E. TULIN

Planning Office

Date: JAN 9 6 2023

Chairman, PMT

Date: JAN 9 6 2023

University President

Date: 1/5/2023

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