
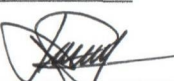


OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, LOURDES B. CANO, Director, Office of the Director for Administration & Human Resource Development commits to deliver and agree to be rated on the attainment of the following targets in accordance following targets in accordance with the indicated measures for the period January - June 2017.


LOURDES B. CANO
 Director, ODAHRD

Date


REMBERTO A. PATINDOL
 Chairman, PMT

APPROVED:


EDGARDO E. TULIN
 University President

Appointment/Status	Position Title	Number
Head	Chief Admin. Officer	1
Regular Staff	Edu. Program Specialist	1
	Admin. Officer III	1
	Admin. Aide VI	1
	Admin. Aide IV	1
	Admin. Aide III	1
Job Order	Admin. Aide I	2
	TOTAL	8

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

NO.	MFOs/PAPs	Success Indicators	Persons Responsible	Target (Jan-June 2017)	Actual Accomplishments as June 30, 2017	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
UMFO 6: General Administration Support Service										
OVPAF MFO 2: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT										
ODAHRD MFO 1:	Administrative and support services Management	PI. 1 Efficient & customer friendly frontline service	All ODAHRD, PRPEO& RECORDS Staff	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5	
		PI. 2 Number of administrative services and financial/ administrative documents acted within time frame	LB Cano and ODAHRD staff	3,500 of documents	4,312 documents acted	5	5	5	5	
		PI. 3 No. of offices and personnel directly supervised	LB Cano	3 offices 5 permanent & 2 JO personnel	3 offices 5 permanent & 2 JO personnel	5	5	5	5	
		PI. 4 No. of linkages with external agencies maintained	LBCano, T. Quiñanola, A. Sevilla, J. Ando	14 (CSC Ormoc, CSC Reg., DBM, PASUC Zonal Center, PASUC National, PASUC Zonal Center, OPCCB DBM, NAP, IATF, CSC Central, CHED, Ombudsman & GSIS)	14 (CSC Ormoc, CSC Reg., DBM, PASUC Zonal Center, PASUC National, PASUC Zonal Center, OPCCB DBM, NAP, IATF, CSC Central, CHED, Ombudsman & GSIS)	5	5	5	5	
		PI. 5 No. of ad hoc committee assignments performed	L. B. Cano, ODAHRD, Records & PRPEO Staff	11 Committees: AACCUP Institutional, NAPB, PMT, VSFC-A, VSFC-NA, BAC, GAD-TWG, QMS, ISA, UADCO	11 Committees: AACCUP Institutional, NAPB, PMT, VSFC-A, VSFC-NA, BAC, GAD-TWG, QMS, ISA, UADCO	5	5	5	5	

NO.	MFOs/PAPs	Success Indicators	Persons Responsible	Target (Jan-June 2017)	Actual Accomplishments as June 30, 2017	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
ODAHRD MFO 2:	Recruitment, Selection & Promotion Services	PI. 6 No. of publications of vacancies submitted to CSC	LB. Cano, L. Managbanag, F. Israel, CSC Western Leyte	6 publications submitted to CSC	6 publications submitted to CSC	5	5	5	5	
		PI. 7 No. of vacancy announcements prepared & posted in bulletin boards, website & social media	LB. Cano, J. Ando, L. Managbanag, F. Israel, F. Abanera, VSU Web team	10 vacancy announcements posted	13 vacancy announcements posted	5	5	5	5	
		No. of Personnel Board/Committee assignment performed	LBCano, T. Quiñanola, A.	2 Personnel s & 2 Committees	2 (APB/NAPB), 2 VSFC-A & VSFC-NA)\	5	4	4	4.333	
		PI.8 Number of vacant administrative positions opened for applications, applicants screened, interviewed/evaluated and comparative assessments prepared	NAPB, LB. Cano, T. Quiñanola, E. Tudtud, L. Managbanag, F. Israel, C. Comon, F. Abanera	6 Comparative Assessments of candidates to vacant administrative positions prepared and reviewed	13 Comparative Assessments of candidates to vacant administrative positions prepared and reviewed	5	5	4	4.667	
		PI.9. Number of ranking of applicants to faculty positions submitted to APB for review and final action by the President	LB. Cano, T. Quiñanola, M. Gravador	50 ranking and recommendations for faculty positions	92 ranking and recommendations for faculty positions (49 regular and 43 part-timer)	5	5	4	4.667	
		PI.10 Number of appointments processed, reviewed, recorded & approved	LB. Cano, T. Quiñanola, L. Managbanag, F. Israel, M. De la Toree, M. Gravador, F. Abanera	150 appointments/ 90 contracts (contractual & part timers) prepared, processed without invalidation & recorded & 500 JO appointments processed & recorded	1,014 JO Appointments,	5	5	5	5	
		PI. 11 Number of Reports of Appointments Issued (RAI) submitted to and approved by CSC	ODAHRD, PRPEO	6 RAI, Part I 6 RAI Part II	6 RAI, Part I RAI Part II	5	5	5	5	
ODAHRD MFO 3:	Performance Management System services	PI. 12 Percentage submission of IPCRs followed up, monitored and received	LB. Cano, T. Quiñanola, M. De la Toree, M. Gravador	95% of IPCR submitted and received	99% of IPCR submitted and received	5	5	4	4.667	
		PI. 13 Percentage of IPCRs reviewed and submitted for signature of PMT Chair & final approval of the President	LB. Cano, T. Quiñanola, M. De la Toree, M. Gravador	100% of IPCRs reviewed forwarded to PMT	100% of IPCRs reviewed forwarded to PMT	5	5	5	5	
		PI. 14 Number of faculty/subjects evaluated	MFLGayaniilo, GMEspinosa, J. Ando, OVPI, Faculty Evaluation	10 Faculty & 30 Subjects	13 faculty & 35 subjects	5	5	5	5	

NO.	MFOs/PAPs	Success Indicators	Persons Responsible	Target (Jan-June 2017)	Actual Accomplishments as June 30, 2017	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
ODAHRD MFO 4:	Learning and Development Services	PI. 15 No. of in-house trainings/HR interventions/ faculty and staff reviews conducted/facilitated	Prepares report of monthly summary & analysis of customer feedback per survey questionnaire in	6 in-house trainings/ HR interventions conducted 300 participants attended	9 in-house trainings/ HR interventions conducted 757 participants attended	5	5	5	5	
		PI.17 Number of PhD & MS scholars facilitated, monitored & assisted	Academic Departments, Deans, Scholarship Committee, ODAHRD, OVPI & OP	65 PhD, 43 MS	77 PhD, 1 Sabbatical Leave, 35 MS	5	5	5	5	additional 20 each for July-December
		PI. 18 Percentage of faculty development related requests endorsed to scholarship committee & awards of attendance prepared	LBCano, Dr. E. Tulin, VSFAC Members, J. Ando, M. Gayanilo, ODAHRD staff	170 request, 10 notices, 22 referendum, 22 endorsements and 9 minutes	211 request, 12 notices, 35 referendum, 35 endorsement and 12 minutes	5	5	4	4.667	
		PI. 19 No. of scholarship contracts executed within 3 days from receipt of approval	LBCano, Dr. E. Tulin, VSFAC Members, M. Gayanilo, ODAHRD	9 contracts	16 contracts prepared and processed	5	5	5	5	
ODAHRD MFO 5:	Rewards & Recognition Services	PI. 20 Percentage of OPCR ratings reviewed, calibrated and ranked by PMT for PBB purposes	Dr. E. Tulin, PMT, R. Patindol, L. Cano, T. Quiñanola, R. Soria	100% of OPCR ratings reviewed and ranked by PMT	100% of OPCR ratings reviewed and ranked by PMT	5	5	5	5	
		PI. 21 Percentage of IPCR ratings further reviewed by PMT and included in the list of those qualified to PBB for submission to IATF	Dr. E. Tulin, PMT, R. Patindol, L. Cano, T. Quiñanola, M. dela Torre	100% of reviewed IPCR ratings submitted to PMT	100% of reviewed IPCR ratings submitted to PMT	5	5	5	5	
		PI. 22 Number of HAP Nomination packaged and submitted to CSC	ODAHRD, PRAISE Committee, OP	3 HAP nominations submitted to CSC	4 HAP Nomination submitted to CSC	5	5	5	5	January-June only
		PI. 23 Percentage implementation of Step Increment based on meritorious performance	Dr. E. Tulin, PMT, R. Patindol, L. Cano, T. Quiñanola, M. dela Torre	5% of employees identified as qualified, issued NOSI & paid their step increment	41 employees equivalent to 5% of total number of employees	5	5	5	5	
ODAHRD MFO 6:	Personnel Records Development & Management Services	PI. 25 Percentage of CSC/DBM/GSIS/BOR Rules & Policies on leave administration & policies on employees' compensation implemented	LB. Cano, T. Quiñanola, L. Managbanag, F. Israel, F. Abanera, G.Espinosa, V.Acilo	100% implemented	100% implemented	5	5	5	5	
		PI. 26 Number of Reports submitted to CSC, Ombudsman, DBM, PASUC, CHED	ODAHRD, PRPEO	6 Accession, 6 Separation	6 Accession, 6 Separation,	5	5	5	5	

NO.	MFOs/PAPs	Success Indicators	Persons Responsible	Target (Jan-June 2017)	Actual Accomplishments as June 30, 2017	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
		PI. 27 Number of Reports & budgetary requirements requested by OP/Budget Office	ODAHRD/PRPEO	Terminal/gratuity benefits, Step increments budgetary requirement, 2 Manpower Complement, 2 Filled positions & Budgetary requirements, GAD Reports	1 Terminal/gratuity benefits, 1 Step increments budgetary requirement, 2 Manpower Complement, 2 Filled positions & Budgetary requirements, GAD Reports	5	5	5	5	
		PI. 28 Percentage/Number of Personnel Information System completed and e-GMIS updated	L.B. Cano, TL. Quiñanola	100% of PIS updated 6 of e-GMIS updated/uploaded to DBM monthly	100% of PIS updated 6 of e-GMIS updated/uploaded to DBM monthly	5	5	5	5	
		PI. 30 Number of certifications and service records issued	ODAHRD, PRPEO	200 certifications, 180 service records, 300 AAO certifications, 30 service credits	108, 48 service credits, 572 service records, 385 AAO Confirmations	5	5	5	5	
		PI. 31 Number of authentications of HR records/documents	ODAHRD, PRPEO, Records Office	1,000 for PRPEO, 200 docs for Records Office	4,000 documents	5	5	5	5	
ODAHRD MFO. 7	Records and Archives Management	PI. 32 No. of new accreditation/ archival documents gathered and displayed at Accreditation/Archives Center	L. Cano, A. Sevilla, F. Israel, M. F. Gayanilo, L. Managbanag	3 paintings; 4 for binding; 3 certificates framed	3 paintings of Lingkod Bayan Awardees, 8 archival docs. Gathered/bound	5	5	5	5	
		PI. 33 No. of new accreditation documents gathered and displayed at HR Accreditation Center	L. Cano, A. Sevilla, F. Israel, M. F. Gayanilo, L. Managbanag	100% evidences under enhanced Prime HRM updated	100% evidences under enhanced Prime HRM updated	5	5	5	5	
		PI. 34 All required HR documents prepared/gathered and profile under Area 3 of AACUP institutional accreditation prepared	L. Cano, A. Sevilla, F. Israel, M. F. Gayanilo, L. Managbanag	100% of evidences required of the four parameters in Area 3 gathered Profile for Area 3 prepared and finalized	100% of evidences required of the four parameters in Area 3 gathered Profile for Area 3 prepared and finalized	5	5	5	5	
		PI. 35 Institutional Profile under Area 3 (Faculty) prepared, finalized and submitted to QAC	L. Cano, A. Sevilla, F. Israel, M. F. Gayanilo, L. Managbanag	1 Institutional Profile forwarded to QAC	1 Institutional Profile forwarded to QAC	5	5	5	5	
		PI. 36 No. of messengerial services provided	L. Cano, A. Sevilla	2,500 documents delivered to recipient and 4,000 mails dispatched to post office	5,656,500 documents delivered to recipient and 6,412 mails dispatched to post office	5	5	5	5	
		PI. 37. Number of approved disposal of records secured	L. Cano, A. Sevilla	200 records/records series	305 records/records series	5	5	5	5	
ODAHRD MFO 8:	Human Resource Management Accreditation Services	PI.38. Membership in the university QMS team	L.B. Cano, A. Sevilla	4 meetings	4 meetings	5	5	4	4.667	

NO.	MFOs/PAPs	Success Indicators	Persons Responsible	Target (Jan-June 2017)	Actual Accomplishments as June 30, 2017	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
		PI. 39 Number of PRIME-HRM areas ready for assessment for level 2 reaccredited maturity status by CSC	LBCano, Dr.E. Tulin, Dr. R. Patindol, B. Belonias, C. Antipaso, T. Quiñanola. A. Sevilla	4 areas	4 areas	5	5	4	4.667	
		P40. Number of PRIME-HRM areas prepared for level 3 maturity status	LBCano, Dr.E. Tulin, Dr. R. Patindol, B. Belonias, C. Antipaso, T. Quiñanola. A. Sevilla	1 area (R & R)	1 area (R & R)	5	5	5	5	July-December only
ODAHRD MFO 9:	Innovations & new Best Practices Development Services	PI. 43. Number of new HR systems designed/existing system revised & endorsed to higher offices/bodies	LB. Cano, T. Quiñanola, A. Sevilla	3 HR Systems	5 HR systems (Revised Criteria & Instrument in Rating Teaching Applicants; Disseminating Quality Policy & Objectives for Posting; Revised Citizens Charter for Enrolment; Implemented Customer Survey Form; Proposed VSU branding for recruitment)	5	5	5	5	
		PI. 44. Number of new best HR practices/innovations introduced and implemented	LB. Cano, T. Quiñanola, A. Sevilla	6HR best practices	6 best practices (Tracking efficiency of RSP (Faculty); Tracking Efficiency of RSP (Admin.); Tracking Efficiency of Faculty Development; Tracking Efficiency on the Staff Development; 15 Minutes Dailly 5 S Habit; Department-based HR representative:)	5	5	5	5	
		PI. 45 Number of draft manuals prepared and submitted for approval	LB. Cano, T. Quiñanola, A. Sevilla	3 manual	1 manual (FOI Manual)	5	5	5	5	
		Total Over-all Rating							202.3	
		Average Rating							4.935	
		Adjectival Rating								

Received by:

Planning Office

Date: _____

Calibrated by:

REMBERTO A. PATINDOL

Chairman, PMT

Date: _____

Approved by:

EDGARDO E. TULIN

University President

Date: _____

1- Quality

2 - Efficiency

3 - Timeliness

4 - Average