

# 129732 ✓

6/17/23

## OFFICE PERFORMANCE COMMITMENT &amp; REVIEW FORM (OPCR)

I, HONEY SOFIA V. COLIS, OIC-Head, Office of the Head for Learning and Development and Human Resource Accreditation Center, 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-June, 2023.

Approved:

*Honey*  
HONEY SOFIA V. COLIS  
OIC-Head, LDHRAO

11-Jul-23  
Date

*Honey*  
HONEY SOFIA V. COLIS  
Director, HRMO & Head LDHRAO

11-Jul-23  
Date



Rating Equivalents:

Appointment/Status	Position Title	Number
OIC Director/Regular	Admin. Officer V	1
Regular	Admin. Aide VI	1
JO	Admin. Aide III	2
Total		4

MFOs/PAPs	Success Indicators	Persons Responsible	Target (Jan 1-Dec 31, 2023)	Actual Accomplishments for January to June 2023	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 5: Support to Operations (STO)									
VPAF STO 1: ISO 9001:2015 aligned documents									
HRMO STO 1: ISO 9001:2015 aligned documents									
	PI 1. Number of quality procedures prepared/maintained that are aligned and compliant to ISO 9001:2015 standard	ODHRM Director, Unit Head and Staff	6	6					
	PI 2. Percentage compliance of HRM practices to ISO 9001:2015 standards	ODHRM Director, Unit Head and Staff	100% compliant	100% compliant					Passed ISO External Audit
	PI 3. Number of operations manuals/policies prepared and submitted	ODHRM Director	1 (Policy on Learning Visits for Admin Staff)	200%					1Proposed guidelines for Admin Staff & Post Doctoral Guidelines
VPAF STO 4: Innovations & Best Practices									
HRMO STO 4: Innovations & Best Practices									
	PI 1. Number of HR Information Systems to be initially developed	HRMO Director, Unit Head and Staff	1						
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 documents acted within time frame	HRMO Director, Unit Head and Staff	100%	100% documents acted within time frame					
	PI 2. Number of linkages with external agencies maintained	HRMO Director, Unit Head and Staff	5	6 external agencies linkages maintained					GSIS, SSS, Philhealth, CSC, Pag-ibig, TESDA & DBM
	PI 3. Number of staff directly supervised, monitored and coordinated	HRMO Director and Unit Head	3	3					

MFOs/PAPs	Success Indicators	Persons Responsible	Target (Jan 1-Dec 31, 2023)	Actual Accomplishments for January to June 2023	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	PI 4. Number of major university committees assignment served	HRMO Director, Unit Head and Staff	3	12					APB, NAPB, VFSC-AS, VASC, PMT, NBC 461 Local Evaluation Committee, SIAC, SALN Committee, OSH, Risk Management, & GAD
	PI 5. Efficient & customer-friendly frontline service	HRMO Director, Unit Head and Staff	Zero Complaint (addressed feedback, if applicable)	Zero Complaint					
<b>HRMO GASS 2: Efficient and effective Human Resource Management and Development</b>									
	PI 1. Percentage compliance on PRIME-HRM Level II Standards, Policies & Practices	HRMO Director, Unit Heads and Staff	100% compliant	100% compliant					
<b>HRMO GASS 2.2: Efficient and effective implementation of the University L&amp;D Systems and Processes</b>									
	PI 1. No. of In-house L&D activities planned, implemented/facilitated & reports prepared	HRMO Director, Unit Head and OHLDHRA Staff	30	16 In-house Trainings conducted					
	PI 2. Percent increase VSU employees trained/developed of last year	HRMO Director, Unit Head and OHLDHRA Staff	15% increase of last year	397					Faculty 266 & Admin 131
	PI 3. Number of requests for participation to trainings/seminar-workshops/conferences/for a	HRMO Director, Unit Head and OHLDHRA Staff	Faculty:500 Admin:200	359 Faculty Members & 145 Admin Staff					
	PI 4. Number of requests for sending faculty/staff for new scholarships/fellowships facilitated	HRMO Director, Unit Head and OHLDHRA Staff	15	12					10 PhD & 2 MS
	PI 5. Number of VSU Scholars monitored	HRMO Director, Unit Head and OHLDHRA Staff	55	246 on-going scholars Faculty & 2 Admin Staff					245 on Study Leave (106 on going & 84 on-going but reinstated)
	PI 6. Number of requests on sabbatical leave/Post Doctoral for faculty facilitated	HRMO Director, Unit Head and OHLDHRA Staff	3	4					1 Sabbatical & 1 Post Doctoral
		Total Over-all Rating							
		Average Rating							
		Adjectival Rating							

Received by:

  
**TONI MARC L. DARGANTES**

Planning Office

Date: JUL 12 2023

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

Calibrated by:

  
**DANIEL LESLIE S. TAN**

Chairman, PMT

Date: JUL 14 2023

Approved by:

  
**EDGARDO E. TULIN**

University President

Date: JUL 19, 2023