OFFICE PENFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, Regina C. Bibera, In-Charge of the Office of Payroll and Leave Benefits, 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-December 31, 2021 Approved:

> REGINA BIBERA In Charge, OHPLB

Date

HONEY SOFIA V. COLIS

Date

OIC Director, OHHRM

Appointment/Status	Position Title	Number	
Head	Admin. Officer II	1	
Regular Staff	Admin. Aide IV	2	
Job Order	Admin. Aide I	2	
	TOTAL	5	

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

2 - Fair

1 - Poor

			Actual		Rat	ing		
MFOs/PAPs	APS Success Indicators Persons Responsible 2021) (January –	Accomplishments (January – June 2021)	Q ¹	E ²	T ³	A ⁴	Remarks	
JMFO 6: General Ad	ministration Support Service					-		
JMF05. SUPPORT T	O OPERATIONS							-

The same of the sa	AN RESOURCE MANAGEMENT			AND COMMENCED TO THE PARTY OF T	-	-	******		CONTROL CONTRO
	ministrative and support services PI. 1 Efficient & customer friendly		Zero percent complaint from	Zero percent	4	5	5	4.67	
OHPLB MFO 1: Administrative and support services	frontline service	All Offed Stall	clients served	complaint from clients served	7			1.07	
Management	PI. 2 Number of administrative services and financial/ administrative documents acted within time frame	HSVColis, RCBibera and OPHLB Staff	60 (financial/personnel) documents	47	5	5	4	4.67	to be fully accomplished on the 2nd half
	PI. 3 No. of linkages with external agencies maintained	ODHRM, HSVColis, J. Ando, Mdela Torre, RCBibera & ODHRM Staff	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		5	5	5	
	PI.5 No. of HR activities and interventions implemented during PSC celebration	HSVColis, RCBibera and OPHLB Staff staff	1 HR activities/interventions						to be accomplished on the 2nd half

0				Actual		Rat	ting				
MFOs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2021)	Accomplishments (January – June 2021)	Q¹	E²	T3	A ⁴	Remarks		
implementation of the university Performance	PI.29 Number of employees given loyalty awards every September and paid loyalty bonus	HSVColis, RCBibera, FGDidal, Matthew	50 employees given loyalty awards every September and paid loyalty bonus						to be accomplished on the 2nd half		
Management and Rewards and Recognition systems, policies, processes and practices	given step increment based on merit	HSVColis, Mdela Torre, FGDidal	5% employees identified as top ranking and given step increment based on merit						to be accomplished on the 2nd half		
	ODHRM MFO 5: Efficient and Effective implementation of the Payroll and Leave Benefits systems, policies, Processes and practices										
OHPLB MFO 3: Efficient and Effective implementation of		ODHRM, HSVColis, , RDBebira & OHRSPPR Staff	100% of updating of employee leave records and balances in the HRIS	50%	4	4	4	4	to be fully accomplished on the 2nd half		
the Payroll and Leave Benefits systems, policies, Processes and practices	PI 41 Number of terminal leave benefits prepared, finalized and submitted for release of funds/processing for payment of terminal leave pay	ODHRM, HSVColis, , RDBebira & OHRSPPR Staff	prepared, finalized and submitted for release of funds/processing for payment of terminal leave pay	18 of terminal leave benefits prepared, finalized and submitted for release of funds/processed for payment of terminal leave pay	5	5	4	4.67			
		ODHRM, HSVColis, , RDBebira & OHRSPPR Staff	12 monthly Report of Absences and Under-time prepared and submitted to CSC			9			NA due to stoppage of the use of biometric system (indicated OP MC)		
	PI 43 Percentage of proportionate vacation pay of faculty on teacher's leave computed and processed for payment	ODHRM, HSVColis, , RDBebira & OHRSPPR Staff	100% of proportionate vacation pay of faculty on teacher's leave computed and processed for payment						NA due to no summer (Grant of SC Proposal) UADCO approval		
	PI 44 Percentage of approved	ODHRM, HSVColls, , RDEebira & OHRSPPR Staff	100% approved requests for grant of service credits with complete supporting papers processed and encoded in the Edats	50%	5	5	4	4.67	to be fully accomplished 2nd half		
	PI 45 Percentage of approved request for faculty on their leave status for the semester encoded in the eDATS for proper adjustment of leave status in the system	ODHRM, HSVColis, , RDEebira & OHRSPPR Staff	100% approved request for faculty on their leave status for the semester encoded in the eDATS for proper adjustment of leave status in the system	50%	5	5	5	5	to be accomplished 2nd half		

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				Actual		Ra	ting		
MFOs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2021)	Accomplishments	Q ¹	E ²	T ³	A ⁴	Remarks
	PI 46 Number of semi-monthly payroll and LDDAP for all regular, casual and contractual employees prepared and processed within prescribed period	ODHRM, HSVColis, , RDBebira & OHRSPPR Staff	24 semi-monthly payroll and LDDAP for all regular, casual and contractual employees prepared and processed within prescribed period	852-VSU reg employees, 156- VSU casual/contractual employees, 24- PCC employees	5	5	5	5	to be completed on the 2nd half
	PI 47 Number of monthly payroll for RATA and honorarium of entitled officials prepared and released for processing	& OHRSPPR Staff	12 monthly payroll for RATA and honorarium of entitled officials prepared and released for processing	50%	5	5	5	5	to be fully completed on the 2nd half
	Pl 48 Number of special payroll prepared (mid-year bonus, year- end bonus, CNA, loyalty bonus, clothing allowance, PlB, Step Increment based on merit, SRI)	& OHRSPPR Staff	7 special payroll prepared (mid- year bonus, year-end bonus, CNA, loyalty bonus, clothing allowance, PIB, Step Increment based on merit, SRI)	27-Clothing 10-Step Increment merit, 28-Differential, 5-Terminal, 12-Overload, 27-Mid-year bonus	5	5	5	5	to be completed on the 2nd half
	Pl49 Percentage compliance to request for special payroll served	ODHRM, HSVColis, , RDBebira & OHRSPPR Staff	100% compliance to request for special payroll served	1-book allowance	5	5	5	5	to be completed on the 2nd half
	PI.50 Percentage processing of applications for loan with GSIS as alternate AAO	ODHRM, HSVColis, , RDBebira & OHRSPPR Staff	100% processing of applications for loan with GSIS as alternate AAO	48-RATA 10-Honorarium	5	5	5	5	to be completed on the 2nd half
	PI.51 Percentage operationalization of Payroll System Module of the HRIS	ODHRM, HSVColis, , RDBebira & OHRSPPR Staff	100% of operationalization of Payroll System Module of the HRIS						Programing of eDATS Payroll System is still on progress.
	PI.52 Percentage of documents needed for level 3 accreditation packaged and readily available for assessment and displayed at HR Accreditation Center	& OHRSPPR Staff	100% of documents needed for level 3 accreditation packaged and readily available for assessment and displayed at HR Accreditation Center						to be accomplished on the 2nd half
ODHRM MFO 11: In	novations & new Best Practices D	Development Services							
OHPLB MFO 4: Innovations & new Best Practices Development Services	PI.55 Number of modules of the HRIS fully operationalized	ODHRM	2 modules (eDATS, Payroll System) of the HRIS 100% operationalized						Programing of eDATS, Payroll System is still on progress.
	PI.56 Number of external agencies benchmarking on VSU's HR processes and practices	ODHRM	1 external agency benchmarking on VSU's HR processes and practices	N/A					This was not implemented due to COVIS-19 Pandemic

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and processed within the prescribed period period processed within the processed within the prescribed period processed within the prescribed peri	*)						-			1
MFOR INDER OPHICA MIPO 5: Efficient and Effective implementation of the Pavroll and Leave Benefits avatems, policies, Processes and practices OPHILB MFO 5: OPHICA MFO 5: Efficient and Effective implementation of the Pavroll and Leave Benefits avatems, policies, Processes and processed within the prescribed period in the Pavroll and Effective implementation of the Pavroll and Leave Benefits avatements. Delicities, Processed within the prescribed period in the Pavroll and Leave Benefits and processed within the prescribed period in the Pavroll and Leave Benefits. PLSS Number of monthly payroll for Solary and Sipend for all VSU Scholars prepared and processed within the prescribed period in the Pavroll and Leave Benefits and Pavroll and Leave Benefits. PLSS Number of monthly payroll and processed within the prescribed period in the prescribed period						The state of the s				
Beanefits systems, policies, Processes and practices OPHL BMOS Pl.55, Processes and practices OPHL BMOS Pl.55, Processes Pl.55, Processes OPHL BMOS Pl.55, Processes Pl.55, Processes OPHL BMOS Pl.55, Processes Processes OPHL BMOS Pl.55, Pl.55				2021)	(January - June	Q ¹	E ²	T ³	A ⁴	Remarks
OPHLE MINCS 2. Other hundred programation programation and propagation properly and processed within the prescribed period instructors prepared and processed within the prescribed period proc	OTHER FUNCTIONS	UNDER ODHRM MFO 5: Efficient	t and Effective implementation	of the Payroli and Leave						
Chief function related to the related period part-lime instructors prepared and processed within the prescribed period residue, and processed within the prescribed period part-lime instructors prepared and processed within the prescribed period represented period processed within the prescribed period prepared and processed within the prescribed period prepared period prepared and processed within the prescribed period prepared processed within the prescribed period prepared period peri	Benefits systems, po	licies, Processes and practices								
the Parvoll and Lave Benefits systems, policies. For Salary and Stipend for all VSU Scholars prepared and processed within the prescribed period PI 61. No. of Paysilps prepared and processed within the prescribed period PI 61. No. of Paysilps prepared and processed within the prescribed period PI 61. No. of Paysilps prepared and processed within the prescribed period PI 61. No. of Paysilps prepared and prior prepared	Other function related to the Efficient and Effective	payroll and preparation pay for part-time instructors prepared and processed within the prescribed period		preparation pay for part-time instructors prepared and processed within the prescribed period						completed on the 2nd half
Prictor Number of payroll for book allowance of all VSU Scholars prepared and processed within the prescribed period PI 61. No. of Paysilps prepared and released PACS for ATM loading for Salaries of regular, casual/contractual employees and scholars, RATA & Honorantum, Midyear borus, Year End, Stipend/ Book allowance, terminal leave, PEI, Christmass bonus and other benefits, prepared and released PI Actions and Notice of Salary Adjustment (NOSI) and Notice of Salary Administrative staff processed and posted to leave card	the Payroll and Leave Benefits systems, policies,	for Salary and Stipend for all VSU Scholars prepared and		Stipend for VSU Scholars prepared and processed within the	scholars 1-stipend of scholars			5	5	
prepared/generated and released pregular employees prepared and printed generated, prepared and printed 4/26 Payslips for PACS for ATM loading for Salaries of regular, casual/contractual employees and scholars, RATA & Honoranium, Midyear bonus, Year End, Stipend/ Book allowance, terminal leave, PEI, Christmass bonus and other benefits, prepared, reviewed and PRESSTUTIONS of PACS prepared, reviewed and released solven for the propared of the programment (NOSI) and Notice of Step Increment (NOSA) prepared and released solven for Salary Adjustment (NOSA) prepared and released solven for the propared of the programment (NOSA) prepared and released solven for the propared of Salary Adjustment (NOSA) prepared and released solven for the propared of Salary Adjustment (NOSA) prepared and released solven for the propared of Salary Adjustment (NOSA) prepared and released solven for the propared of Salary Adjustment (NOSA) prepared and released solven for the propared of Salary Adjustment (NOSA) prepared and released solven for the propared a	practices	allowance of all VSU Scholars prepared and processed within	HSVColis, MMLao	VSU Scholars prepared and processed within the prescribed	1-book allowance	5	5	5		
ATM loading for Salaries of regular, casual/contractual employees and scholars, RATA & Honorarium, Midyear bonus, Year End, Stipend/ Book allowance for scholars, Clothing allowance, terminal leave, PEI, Christmass bonus and other benefits, prepared, reviewed and PISS. Number of Notice of Step Increment (NOSI) and Notice of Salary Adjustment (NOSA) prepared and released PI.64 Percentage of processed leave request PI.64 Percentage of processed leave request PI.65 Percentage of processed leave cand PISS. Number of Notice of Step Increment (NOSI) and Notice of Salary Adjustment (NOSA) prepared and released PI.65 Percentage of processed leave cand PI.		PI 61. No. of Payslips prepared/generated and released	Prepares/generate Payslips of regular employees	prepared and printed	generated, prepared and printed 426 Payslips for Part-time					accomplished on
Increment (NOSI) and Notice of Salary Adjustment (NOSA) prepared and released PI.64 Percentage of processed leave request HSVColis, Rbebira, FGDidal Administrative staff processed and posted to leave card 100% of leave request by faculty & Administrative staff processed and posted to leave Administrative staff processed and posted to leave		ATM loading for Salaries of regular, casual/contractual employees and scholars, RATA & Honorarium, Midyear bonus, Year End, Stipend/ Book allowance for scholars, Clothing allowance, terminal leave, PEI, Christmass bonus and other	HSVColis, MMLao, MSantiago		prepared, reviewed	5	5	5	5	
leave request Administrative staff processed and posted to leave card Administrative staff processed and processed and posted to leave		Picased Pios. Number of Notice of Step Increment (NOSI) and Notice of Salary Adjustment (NOSA)	HSVColis, FGDidal		NOSA=749	5	5	5	5	to be completed on the 2nd half
Total Over-all Rating 92.680			HSVColis, Rbebira, FGDidal	Administrative staff processed and	request by faculty & Administrative staff processed and	5	5	5	5	
Total Over-all Rating 92.680										
I I WINI WITH WILLIAM IN			Total Over-all Rating	L					92.68	0

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MFOs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2021)	Accomplishments (January – June	01 =2	T3	A ⁴	Remarks		
		Average Rating						4.878		
	Adjectival Rating							Outstanding		

Received by:

feman DILBERTO O. FERRAREN, PhD
DALISAY F. ANDRES

Planning Office

Date: _

1- Quality

2 - Efficiency

3 - Timeliness

4 - Average

Calibrated by:

REMBERTO A. PATINDOL

Chairman, PMT Date:

Recommending approval:

VP for Admin & Finance

Approved by:

former

EDGARDÓ E. TULIN

University President
Date: 912414