

WAF 2014
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Approved:

7-30-21
Date

HONEY SOFIA V. COLIS
OIC-Director, ODHRM

Date 174
25 NOV 2022



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

MFOs/PAPs	Success Indicators	Persons Responsible	Target (January-June 2021)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 6: General Administration Support Service									
UMFO5. SUPPORT TO OPERATIONS									
OVPAF MFO 1: ISO aligned management and administrative support services									
OVPAF MFO 2: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT									
ODHRM MFO 1: Administrative and support services Management									
	PI. 1 Efficient & customer friendly frontline service	All OHRSPPR Staff	Zero percent complaint from clients served	Zero percent complaint from	5	5	5	5	
	PI. 2 Number of administrative services and financial/ administrative documents acted within time frame	HSV Colis, J. Ando, & OHRSPPR Staff	100% of personnel documents acted within time-frame	100% of personnel documents acted within time-frame	5	5	5	5	Service Record-280 Certifications-295 Contracts-667 APB/NAPB Docs-345
	PI. 3 No. of linkages with external agencies maintained	HSV Colis, J. Ando, & OHRSPPR Staff	10 (CSC Ormoc, CSC Reg., DBM, PASUC Zonal Center, DBM, IATF, CSC Central, CHED, Ombudsman & GSIS)	10 (CSC Ormoc, CSC Reg., DBM, PASUC Zonal Center, DBM,	5	5	5	5	
	PI.4 No. of ad hoc committee assignments served/functions performed	HSV Colis, J. E. Ando, & OHRSPR Staff	ODHRM (2 Personnel boards & 5 Committees)	APB, NAPB, OSH, PMT, SALN Review Committee, Citizen Charter Committee, & NBC 461 Committee	5	5	5	5	APB, NAPB, OSH, PMT, SALN Review Committee, Citizen Charter Committee, & NBC 461 Committee
ODHRM MFO 2:IMPLEMENTATION OF THE RECRUITMENT, SELECTION AND PLACEMENT SYSTEM									

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					Q ¹	E ²	T ³	A ⁴	
	PI.6 Percentage of screening and evaluation of applicants to vacant positions processed in accordance with the Merit System and appointment of selected employees processed and approved without invalidation by CSC	HSVColis, JE Ando & OHRSPPR Staff	100% of screening and evaluation of applicants to vacant positions processed in accordance with the Merit System and appointment of selected employees processed and approved without invalidation by CSC	100%	5	5	5	5	10 newly hired faculty, 61 reappointed faculty, 89 Parttime, 19 newly hired/promoted admin staff, 7 newly hired casual and 38 reappointed, & 22 reappointed contractual employees
	PI.7 Number of users of the system enrolled to the HRIS system and actively using/updating his/her account	HSV Colis, JE Ando & OHRSPPR Staff	700 users of the system enrolled to the HRIS system and actively using/updating his/her account	100%	4	4	4	4	350 users enrolled (January to June)
	PI.8 Number of reports generated from the system	HSV Colis & LG Alcober	6 accession/6 separation, other reports to CSC on or before 10th day of the succeeding month	Prepared and submitted 6 accession/6 separation, IGHS COC and PWD reports to CSC within time frame	5	5	5	5	6 accession/6 separation, 1 PDW Report, 1 COC for IGHS
	PI.9 Number of Merit systems compliant to level 3 of PRIME-HRM approved by CSC	LBCano, HSVColis & OHRSPPR Staff	2 (1 MSP for Faculty & 1 MSP for Administrative)	2 (1 MSP for Faculty & 1 MSP for Administrative)	5	5	5	5	Submitted to CSC for approval
	PI.10 Percentage of documents needed for level 3 accreditation packaged, readily available for assessment and displayed at the HR Accreditation Center	HSVColis, JE Ando & OHRSPPR Staff	100% documents needed for level 3 accreditation packaged, readily available for assessment	N/A					2nd half
	PI.11 Number of external recognition received	HSVColis, JE Ando, dDRCs & OHRSPPR Staff	1 Recognition received	1 Recognition	5	5	5	5	Passed the ISO 9001:2015 Surveillance Audit
	PI.12 Number of faculty & administrative positions created/upgraded	HSVColis, JE Ando & OHRSPPR Staff	30 positions created/upgraded	N/A					2nd half
ODHRM MFO 11: Innovations & new Best Practices Development Services	PI.30. Number of best practices introduced and implemented	HSVColis, JE Ando & OHRSPPR Staff	1 best practice	Automation of RSP (HRIS) for both faculty and staff	5	5	5	5	
		Total Over-all Rating						49	
		Average Rating						4.9	
		Adjectival Rating						O	

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Received by:

Calibrated by:

Recommending approval:

Approved by:


DANIEL LESLIE S. TAN


REMBERTO A. PATINDOL


REMBERTO A. PATINDOL


EDGARDO E. TULIN

Planning Office

Chairman, PMT

VP for Admin & Finance

University President

Date: AUG 06 2021

Date: _____

Date: _____

Date: _____

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