

# OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, HONEY SOFIA V. COLIS, Head of Performance Management and Rewards & Recognition Office 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 1 - December 31, 2024.

Approved:

**HONEY SOFIA V. COLIS**  
Head, PMRRO

11-Jul-2024  
Date

**ELWIN JAY V. YU**  
VP for Admin & Finance

Date

Appointment/Status	Position Title	Number	Rating Equivalents:
Director/Regular	Admin. Officer V	1	5 - Outstanding
JO	Clerk	2	4 - Very Satisfactory
			3 - Satisfactory
			2 - Fair
			1 - Poor
	Total	3	



MFOs/PAPs	Success Indicators	Persons Responsible	Target (Jan 1-Dec 31, 2024)	Actual Accomplishments (January-June 2024)	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 and PRIME-HRM aligned documents									
	PI 1. Number of quality procedures prepared/maintained/implemented	HRMO Director, Unit Heads and Staff	2	2	5	5	5	5	
	PI 2. Number of operations manuals/policies prepared and submitted	HRMO Director	1	1	5	5	5	5	
VPAF STO 2: Freedom of Information (FOI) aligned compliance and reporting requirements									
HRMO STO 2: Freedom of Information (FOI) aligned compliance and reporting requirements									
	PI 4. Percentage of request acted	HRMO Director, Unit Heads and Staff	100%	100%	5	5	5	5	
VPAF STO 3: ARTA aligned compliance and reporting requirements									
HRMO STO 3: ARTA aligned compliance and reporting requirements									
	PI 4. Percentage of external clients served and rated the service at least very satisfactory or higher	HRMO Director, Unit Heads and Staff	100%	100%	5	5	5	5	
VPAF STO 4: Innovations & Best Practices									
HRMO STO 4: Innovations & Best Practices									

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					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	PI 1. Number of HR Information Systems continually improved and implemented	HRMO Director, Unit Heads and Staff	1	1	5	5	5	5	
<b>UMFO 6: General Administrative and Support Services (GASS)</b>									
<b>VPAF GASS 1: Administrative and Support Services Management</b>									
<b>HRMO GASS 1: Administrative and Support Services Management</b>									
	PI 1. Percentage of administrative services and financial/administrative documents acted within time frame	HRMO Director, Unit Heads and Staff	100%	100%	5	5	4	4.6667	
	PI 2. Number of linkages with external agencies maintained	HRMO Director, Unit Heads and Staff	2	2	5	5	5	5	CSC Region, CSC Field Office
	PI 3. Number of offices and units directly supervised, monitored and coordinated	HRMO Director and Unit Heads	1	1	5	5	5	5	PMRRO
	PI 4. Number of major university committees assignment served	HRMO Director, Unit Heads and Staff	2	3	5	5	5	5	PMT, SIAC, VSU Awards Committee
	PI 5. Efficient & customer-friendly frontline service	HRMO Director, Unit Heads and Staff	Zero Complaint (addressed feedback, if applicable)	Zero Complaint	5	5	5	5	
<b>HRMO GASS 2.3: Efficient and effective implementation of the University Performance Management and Rewards and Recognition Systems and Processes</b>									
	PI 1. Percentage of received IPCRs reviewed and validated	HRMO Director, Unit Head and PMRRO Staff	100% of recieved IPCRs reviewed and validated	98.00%	5	5	4	4.6667	
	PI 2. Number of report of performance rating prepared and submitted to higher offices	HRMO Director, Unit Head and PMRRO Staff	3	2	5	5	4	4.6667	
	PI 3. Number of evaluation of JO performance tabulated	HRMO Director, Unit Head and PMRRO Staff	1,000	633	5	5	5	5	
	PI 4. Number of report on comments and recommendations for development purposes	HRMO Director, Unit Head and PMRRO Staff	1						For completion 2nd rating period
	PI 5. Number of university employees awarded after rigid screening during anniversary celebrations	HRMO Director, Unit Head and PMRRO Staff	50	40	5	5	5	5	40 Awardees plus 11 Non-awardee nominees
	PI 6. Number of employees given loyalty award	HRMO Director, PMRRO and PLBO Staff	70						For completion 2nd rating period
	PI 7. Number of deserving employees nominated to CSC Honors & Awards Program and nomination documents packaged and submitted	HRMO Director, Unit Head and PMRRO Staff	6	13	5	5	5	5	Presidential Lingkod Bayan-4 Dangal ng Bayan-1 Pagasa Award-8



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					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	<b>PI 8.</b> Percentage of employees identified as top ranking and given step increment based on merit	HRMO Director, PMRRO and PLBO Staff	5%						For completion 2nd rating period
		Total Over-all Rating						74	
		Average Rating						4.93	
		Adjectival Rating						O	

Received by:

Calibrated by:

Approved by:

  
**TONI MARC L. DARGANTES**  
 Planning Office  
 Date: JUL 11 2024

  
**ELWIN JAY V. YU** *ok w/ 7/12/24*  
 Chairman, PMT  
 Date: \_\_\_\_\_

  
**PROSE IVY G. YEPES**  
 University President  
 Date: 9/6/24

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