

OFFICE OF PERFORMANCE COMMITMENT & REVIEW FOR THE PRESIDENT (OPCR)

I, MIRIAM M. DE LA TORRE, OIC-Head, Recruitment, Selection, Placement and Personnel Records 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, 2023.

Approved:


MIRIAM M. DE LA TORRE
OIC-Head, RSPPRO

4-Jul-23
Date


HONEY SOFIA V. COLIS
Director, HRMO

JUL 10 2023
Date

Appointment/Status	Position Title	Number
Director/Regular	Admin. Officer V	1
OIC Head/Regular	Admin. Officer III	1
Regular	Admin. Officer II	1
Regular	Admin. Aide IV	2
Casual	Admin. Aide III	1
JO	Admin. Aide I	4
Total		10

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



MFOs/PAPs	Success Indicators	Persons Responsible	Target (Jan 1-Dec 31, 2023)	Actual Accomplishments (Jan-Jun 2023)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
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	HRMO Director, Unit Head and Staff	2	2	5	5	5	5	
	PI 2. Percentage compliance of HRM practices to ISO 9001:2015 standards	HRMO Director, Unit Head and Staff	100% compliant	100% compliant	5	5	5	5	
VPAF STO 4: Innovations & Best Practices									
HRMO STO 4: Innovations & Best Practices									
	PI 1. Number of HR Information Systems continually improved and implemented	HRMO Director, Unit Head and Staff	3	3	4	5	5	4.67	RSP admin, RSP Faculty and PDS
	PI 2. 100% of faculty and staff with licensure notified for renewal of PRC or Bar Identification card	HRMO Director, Unit Head and Staff	100%	100%	5	5	5	5	OP MC No. 94, s 2023, June 14, 2023
UMFO 6: General Administrative and Support Services (GASS)									
VPAF GASS 1: Administrative and Support Services Management									
HRMO GASS 1: Administrative and Support Services Management									

[Faint handwritten notes and signatures at the bottom right of the page]

MFOs/PAPs	Success Indicators	Persons Responsible	Target (Jan.1-Dec 31, 2023)	Actual Accomplishments (Jan-Jun 2023)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 1. Percentage of administrative documents acted within time frame	HRMO Director, Unit Head and Staff	100%	100%	5	5	5	5	Service Record - 480 Certificate of Employment- 563 Cert. of Leave W/o Pay - 98 APB Resolutions - 206 NAPB Resolutions - 193
	PI 2. Number of linkages with external agencies maintained	HRMO Director, Unit Head and Staff	11	12	5	5	5	5	CSC RO8, CSC WLC, GSIS Maasin, GSIS Central Office, DBM RO8, COA, Ombudsman RO8, PASUC Zonal Center, PASUC National, CHED RO8, PAG-IBIG Ormoc, SSS Ormoc
	PI 3. Number of staff directly supervised, monitored and coordinated	HRMO Director and Unit Head	7	10	5	5	5	5	
	PI 4. Number of major university committees assignment served	HRMO Director, Unit Head and Staff	4	4	5	5	5	5	APB, NAPB, NBC 461 Local Evaluation Committee, GAD, and other Accreditation Committees
	PI 5. Efficient & customer-friendly frontline service	HRMO Director, Unit Head and Staff	Zero Complaint (addressed feedback, if applicable)	Zero Complaint	5	5	5	5	One (1) Positive Feedback with Suggestion
HRMO GASS 2: Efficient and effective Human Resource Management and Development									
	PI 1. Percentage compliance on PRIME-HRM Level II Standards, Policies & Practices	HRMO Director, Unit Head and Staff	100% compliant	100% compliant	4	5	5	4.67	
HRMO GASS 2.1: Effective and efficient implementation of the Recruitment, Selection and Placement and Personnel Records System and Processes									
	PI 1. Percentage of validated and approved appointments by CSC	HRMO Director, Unit Head and Staff	100% (250/250)	100% (164/164)	5	5	5	5	
	PI 2. Number of applicable vacant positions filled-up within prescribed period	HRMO Director, Unit Head and Staff	40	65	5	5	4	4.67	
	PI 3. Number of proposals pertaining to abolition and creation of positions submitted to DBM	HRMO Director, Unit Head and Staff	2	2	5	5	5	5	
	PI 4. Number of faculty appointed for permanency	HRMO Director, Unit Head and Staff	5	12	5	5	5	5	
	PI 5. Number of JO/Parttime contracts processed	HRMO Director, Unit Head and Staff	800	829	5	5	5	5	Parttime=79 JO=750

MFOs/PAPs	Success Indicators	Persons Responsible	Target (Jan.1-Dec 31, 2023)	Actual Accomplishments (Jan-Jun 2023)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 6. Percentage of personnel service records maintained	HRMO Director, Unit Head and Staff	100% (700/700)	100% (1000/1000)	5	5	5	5	
	PI 7. Number of HR eSystems of DBM/GSIS/CSC maintained and updated monthly	HRMO Director, Unit Head and Staff	4	4	5	5	5	5	
		Total Over-all Rating							84
		Average Rating							4.94
		Adjectival Rating							O

Received by:


TONI MARC L. DARGANTES

Planning Office

Date: JUL 11 2023

Calibrated by:


DANIEL LESLIE S. TAN

Chairman, PMT

Date: JUL 11 2023

Approved by:


EDGARDO E. TULIN

University President

Date: JUL 12, 2023

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