



OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

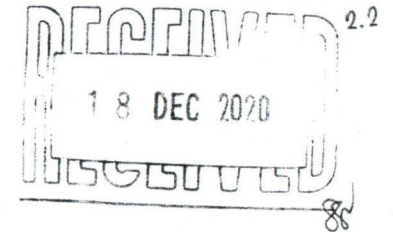
I, LOURDES B. CANO, Director, Office of the Director for Administration & Human Resource Development commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January, 2020 to June, 2020.


LOURDES B. CANO
 Director, ODAHRD

Date

Approved:


REMBERTO A. PATINDOL
 VP for Admin. & Finance



Appointment/Status	Position Title	Number
Head	Chief Admin. Officer	1
Regular Staff	Edu. Program Specialist	1
	Admin. Officer II	1
	Admin. Aide IV	2
	Admin. Aide I/II	1
Job Order	Admin. Aide I	2
	TOTAL	8

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

MFOs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2020)	Actual Accomplishments Jan.-June 2020	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO5. SUPPORT TO OPERATIONS									
OVPAF MFO 1: ISO aligned management and administrative support services									
ODAHRD MFO 1: ISO aligned Personnel Records Development & Management Services	PI. 1 Percentage implementation of leave benefits, compensation and other employee benefits	ODAHRD, PRPEO, & RECORDS	100% implemented	100% implemented	5	5	5	5	
	PI. 2 Number of Reports submitted to CSC, Ombudsman, DBM, PASUC, CHED and budgetary documents requested by OP/Budget Office	ODAHRD, PRPEO, & RECORDS	12 CSC reports 1 Ombudsman, 3 DBM, 3 other agencies	36 reports (6 Accession, 6 Separation, 3 list of retirees to CSC, 3 list of retirees to Ombudsman, 18 VSU Offices & others)	5	5	5	5	
	PI. 3 Percentage updating and uploading of e-GMIS to DBM and Personnel Information System updating completed	ODAHRD/PRPEO	100% of PIS updated 12 monthly updating & 6 uploaded to DBM of e-GMIS	100% of PIS updated 12 monthly updating & 6 uploaded to DBM of e-GMIS	5	5	4	4.667	Updating of PIS ongoing and on migration stage to HRIS

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	PI. 4 Number of certifications and service records issued and authentication of documents	ODAHRD, PRPEO, RECORDS	400 certifications, 300 service records, 600 AAO certifications, 60 service credits, 400 authentications	Records-1,009 documents authenticated, authenticated, ODAHRD-49 Parttime Instructors' Certification prepared/computed within time frame upon receipt of Report from Registrar's Office, 5 study leave certification, Service record/141 Cert of Employment = 266	5	5	5	5	
ODAHRD MFO. 2: ISO aligned Records and Archives Management	PI. 5 Percentage of required HR accreditation evidences under PRIME-HRM level 3 maturity in RSP ready for inspection by CSC team	ODAHRD, PRPEO, RECORDS	100% of required system for RSP level 3	100% system development compliant to level 3; other RSP evidences available	5	5	4	4.67	
	PI.6 Percentage of evidences to comply with existing RSP quality procedures kept intact and readily available to Auditor	ODAHRD & PRPEO	100% compliant/available	100% compliant/available	5	5	5	5	
ODAHRD MFO. 3: ISO 9001:2015 aligned documents	PI.7 Number of quality procedures revised/updated	ODAHRD & PRPEO	6 quality procedures	10 quality procedures revision on going; 21 forms revised	5	5	5	5	
	PI. 8 No. of messengerial services provided and approved disposal of records secured	ODAHRD & PRPEO	100% compliant/available	100% compliant/available	5	5	5	5	
ODAHRD MFO. 5: FOI aligned compliance and reporting requirements	PI. 9 Percentage compliance of reporting requirements in accordance with FOI Manual	ODAHRD & RECORDS	100% submission of the 3 required reports: FOI Inventory, FOI Registry & FOI Summary	100% submission of the 3 required reports: FOI Inventory, FOI Registry & FOI Summary	5	5	5	5	Complied with the good governance conditions required by IATF and PCOO
UMFO 6: General Administration Support Service									
OVPAF MFO 2: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT									

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ODAHRD MFO 6: Administrative and support services Management	PI. 10 Efficient & customer friendly frontline service	All ODAHRD, PRPEO & RECORDS Staff	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5	
	PI. 11 Number of administrative services and financial/ administrative documents acted within time frame	LB Cano and ODAHRD staff	3,000 (financial/personnel) documents	3876, Financial & personnel documents acted	5	5	5	5	
	PI. 12 No. of linkages with external agencies maintained	LBCano, H. S. Colis, AM. R. Miraflor, J. Ando	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 & GSIS)	5	5	5	5	
	PI.13 No. of council/board/committee assignments served/functions performed	LBCano, J. E. Ando, M.F. Gayanilo, M. Miraflor	PRPEO (2 Personnel boards & 4 Committees) ODAHRD (1 council, 2 boards, 7 committees) MRM(2 committees)	PRPEO (2 Personnel boards & 4 Committees) ODAHRD (1 council, 2 boards, 7 committees) MRM(2 committees)	5	5	5	5	
	PI.14 No. of HR activities and interventions implemented during PSC celebration	Pres. E. Tulin, L.B. Cano, Dr. E. J. Yu, J. E. Ando	1 HR activity implemented						To be accomplished for the month of September
ODAHRD MFO 7: PRIME-HRM compliant Recruitment, Selection & Placement	PI. 15 No. of publications of administrative vacancies submitted to CSC and vacancy announcements for faculty positions prepared & posted in bulletin boards, website & social media	ODAHRD, CSC Western Leyte, Academic departments/research centers	6 publications submitted to CSC 10 vacancy announcement for faculty positions posted	19 publications submitted to CSCFO and CSCRO8 for posting to CSC website; 19 publications were also posted to HRMIS	5	5	5	5	
	PI.16 Number of vacant administrative positions with applicants profile prepared, applicants screened, interviewed/evaluated and comparative assessments prepared	ODAHRD, PRPEO	10 positions comparative assessment forms prepared	12 administrative positions	5	5	5	5	

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	PI.17 Number of ranking of applicants and recommendation to faculty positions submitted to APB for review and final action by the President	ODAHRD, PRPEO	50 ranking and recommendations for faculty positions	266 ranking of faculty and 160 recommendations for faculty positions	5	5	5	5	
	PI.18 Number of appointments processed and Reports of Appointments Issued (RAI) submitted to CSC with zero invalidation and JO contracts reviewed	ODAHRD, PRPEO, RECORDS	200 appointments 12 RAI Part I 12 RAI Part II 12 Transmittal Form 500 JO contracts	327 appointments 62 RAI Part I 62 RAI Part II	5	5	5	5	
ODAHRD MFO 8: PRIME-HRM compliant Performance Management System services	PI. 19 Percentage submission of IPCRs followed up and received IPCRS reviewed and report of IPCR ratings submitted to PMT for immediate action	ODAHRD, PRPEO	100% of IPCRs submitted were reviewed and a report submitted to PMT, CSC & other bodies	100% of IPCRs submitted were reviewed and a report submitted to PMT, CSC & other bodies	5	5	4	4.67	
ODAHRD MFO 9: PRIME-HRM aligned Learning and Development Services	PI. 20 No. of in-house trainings/webinars/HR interventions/ workshops conducted/facilitated implementing	ODAHRD	3 in house trainings/workshops/webinars/HR interventions conducted/facilitated implementing	4 in house trainings/workshops/webinars/HR interventions conducted/facilitated	5	5	5	5	
	PI.21 Percentage of PhD & MS scholars monitored as to progress of their studies & requests for renewal of study leave facilitated/assisted	Academic Departments, Deans, VSFC-AS, VASC, ODAHRD, OVPI, OVPAF & OP	95% of faculty and staff scholars within the country monitored and assisted	100% of faculty and staff scholars within the country & abroad monitored and assisted (15 Abroad & 73 local)	5	5	5	5	
	PI. 22 Percentage of faculty//staff development related requests acted by scholarship committee, requests to present paper or to attend conference abroad facilitated for action by CHED & BOR & awards of attendance to approved requests prepared	ODAHRD, IVOU, OVPI, VSFC & VASC Members	99% of requests acted by the scholarship committees, CHED & BOR & 100% award of approved requests released	100% of requests acted by the scholarship committees, CHED & BOR & 100% award of approved requests released & %100 Sabbatical request approved (3 request for CHED-IAS & 12 recommendation for BOR)	5	5	4	4.667	

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	PI. 23 No. of scholarship contracts prepared, provisions of the contract explained to faculty and contract finally executed within 3 days	ODAHRD, OP, OVPI, VSFAC Members	100% contracts of faculty with approved scholarship or fellowship	100% contracts of faculty with approved scholarship or fellowship (3 Study Leave & 8 Sabbatical)	5	5	5	5	
	PI. 24 Number of proceedings of conducted trainings/orientations/workshops prepared	ODAHRD, J. E. Ando	6 proceedings	3 proceedings	4	5	4	4.33	
ODAHRD MFO 10: PRIME-HRM Aligned Rewards & Recognition Services	PI.25 Percentage of OPCR and IPCR ratings submitted to PMT reviewed, calibrated and delivery units ranked and PBB Form 1 prepared and submitted within prescribed period	ODAHRD, OP, PMT, PRPEO	PBB Form 1 prepared and submitted to AO25 on or before deadline	PBB Form 1 prepared and submitted to AO25 on or before deadline	5	5	5	5	
	PI.26 Percentage of IPCR ratings with outstanding rating forced ranked and the top 5% employees granted step increment based on merit	ODAHRD, OP, PMT & PRPEO	top ranking 5% of employees identified and granted step increment						to be fully accomplished in the second half of the year
	PI.27 Percentage of HAP nominations facilitated, reviewed, packaged & submitted to CSC	PRAISE Committee, L. Cano & M. F. Gayanilo	100% of nominees as recommended by PRAISE	100% of nominees as recommended by PRAISE	5	5	5	5	2 nominees became regional winners
	PI.28 Percentage implementation of university and loyalty awards	ODAHRD, PRPEO	100% of deserving employee included as potential nominees to university award 100% of employees entitled to loyalty award	100% of deserving employee included as potential nominees to university award 100% of employees entitled to loyalty award	5	5	4	4.667	Note: university awardees were not given due to suspension of the anniversary celebration brought about by the health pandemic
ODAHRD MFO 11: Innovations & new Best Practices Development Services	PI.29. Number of new HR systems/innovations introduced and implemented	LB. Cano	6 existing HR systems revised to be level 3 compliant & approved by CSC	2 HR systems revised to be compliant to level 3 prepared but not yet approved	4	4	4	4	The four other systems to be done in the second half awaiting completion of the computerized system under the HRIS development which is part of the required systems is not yet completed
	PI.30. Number of best practices introduced and implemented	L. Cano	6 HR best practices	6 HR best practices	5	5	5	5	

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	PI.31. Percentage operationalization of HRIS on RSP	ODAHRD, DCST, UCC, OVPAF, Programmers, PRPEO	100% operationalized	100% operationalized	5	5	5	5	Target of full operation is CY 2021 - Biometrics implementation was temporarily suspended due to CoVID
	PI.32 Number of outside agencies which benchmarked HR practices/systems or provided with expert services as Resource Person	ODAHRD, PRPEO, RECORDS, all HR Committees, OP. all employees	2 agencies 2 outside RP services	2 agencies (EVSU, USTP) 2 outside RP services (EVSU, USTP)	5	5	5	5	subject to receipt of request. Topic request was on how to operationalized SPMS as planning tool
	PI.33 HR Operations Manual finalized, printed/distributed to users	ODAHRD, All HR Committees	3 HR operation manual	3 - CB RSP faculty; CB RSP Adm. Staff; VSU CBHRMS Manual	5	5	5	5	On going printing and for registration at the QAC as HR best practice per OFI during wnd internal audit
	PI.36 Number of HR Policies introduced under the new normal	L. Cano, H. Colis	6 new policies	11 policies drafted and issued as OP Memorandum Circulars	5	5	5	5	
		Total Over-all Rating							4.896
		Average Rating							
		Adjectival Rating							

Received by:

DANIEL LESLIE S. TAN

Dir. for Planning

Date: _____

Calibrated by:

REMBERTO A. PATINDOL

Chairman, PMT

Date: _____

Recommending approval:

REMBERTO A. PATINDOL

VP for Admin & Finance

Approved by:

EDGARDO E. TULIN

University President

Date: _____

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