

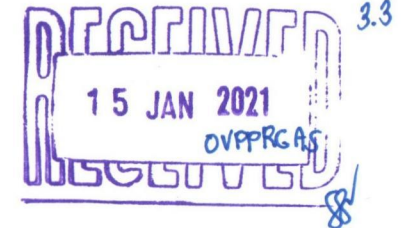
OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, MARIA ROBERTA S. MIRAFLOR, Officer-in-Charge of the Records and Archives Office (RAO) commits to deliver and agree to be rated on the attainment of the following target in accordance with the indicated measures for the period July - December, 2020.

MARIA ROBERTA S. MIRAFLOR
OIC, Records & Archives Office

Approved:

LOURDES B. CANO
Director, ODHRM/ODAS



Appointment/Status	Position Title	Number
Officer In-Charge	Administrative Officer II	1
Regular Staff	Administrative Aide VI	1
	Administrative Aide II	1
	Guesthouse Caretaker	1
Casual	Administrative Aide III	1
Job Order	Administrative Aide III	1
	TOTAL	6

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

MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 5: SUPPORT TO OPERATIONS									
VPAF STO 1: ISO aligned management and administrative support services									
ODAS/HRM STO 1: ISO 9001:2015 aligned documents and compliant processes									
RAO STO 1.1: ISO 9001:2015 aligned documents and compliant processes	PI 1. Percentage of clients served rated the services received at least very satisfactory or higher	All RAO Staff	95% of clients rated services as very satisfactory or higher	95% of clients rated services as very satisfactory or higher	5	5	5	5.00	
	PI. 2 Number of quality procedures revised/updated and registered at QAC	MS Miraflor, dDRC, Alternate dDRC	one (1) quality procedures revised and registered	one (1) quality procedure revised	5	5	5	5.00	QP on Rewards and Recognition
	PI. 3 Percentage implementation of all administrative and HR processes in accordance with existing approved quality procedures	All RAO Staff	100% processes implemented according to QP	100% processes implemented according to QP	5	5	5	5.00	zero NC during external audit
	PI. 4 Number of Reports submitted to NAP and FOI	MS Miraflor, GM Espinosa	5 required reports submitted to NAP during disposition of records and 3 required reports to FOI every quarter	5 required reports submitted to NAP during disposition of records and 3 required reports to FOI every quarter	5	5	5	5.00	

MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI. 5 Percentage digitizing and uploading of memos, circulars and personal records to the eRecords System	MS Miraflor GM Espinosa VC Acilo JB Posas	50% digitizing and uploading of memos, circulars and personal records to the eRecords System	85% digitizing and uploading of memos, circulars and personal records to the eRecords System	5	5	5	5.00	
	PI.6 Percentage of ISO evidences compliant with existing ODAS/HRM quality procedures kept intact and readily available to Auditor	All RAO Staff	100% ISO compliant evidences readily available	100% ISO compliant evidences readily available	5	5	5	5.00	
VPAF STO 2: FREEDOM OF INFORMATION (FOI) ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
ODAS/ODHRM STO 2. FOI aligned frontline services									
RAO STO 2: FOI aligned frontline services	PI 7: Percentage compliance of reporting requirements in accordance with FOI Manual	MS Miraflor GM Espinosa	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	5.00	Finalized & submitted 4th quarter
VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
ODAS/HRM STO 3: ARTA aligned frontline services									
RAO STO 3: ARTA aligned frontline services	PI 8: Efficient & customer friendly frontline service	All RAO Staff	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5.00	Note: Please refer to customer satisfaction survey result from QAC
VPAF STO4: INNOVATIONS & BEST PRACTICES									
ODAS/HRM STO 4: Innovations & new Best Practices Development Services									
RAO STO 4: Innovations & new Best Practices	PI 9: Number of new systems/innovations/proposals introduced and implemented	All RAO Staff	3 approved Quality Procedure; 2 approved forms	3 approved Quality Procedure; 2 approved forms	5	5	5	5.00	
	PI 10: Number of draft Operations Manual and revised existing manual prepared	LB Cano MS Miraflor	1 Operations manual	1 draft Operations manual	5	5	4	4.67	Operations Manual for RAO
	PI 11: Percent implementation of best practices	MS Miraflor	100% Requests for Information/Documents	100% implemented; Sending of letter reply to requestors on the requests of personal and sensitive personal information of some employees without consent from the data subject were being done	5	5	5	5.00	
UMFO 6: GENERAL ADMINISTRATION SUPPORT SERVICE									
VPAF GASS 1: Human Resource Management and Development									
ODAS/HRM GASS 1. Administrative and Support Services Management									
RAO GASS 1: Administrative and Support Services	PI 12. Number of administrative services/documents acted within time frame	All RAO Staff	4,000 communications and other documents systematically filed and acted within time frame	6,093 communications and other documents acted within time frame	5	5	5	5.00	

MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 13: Number of linkages with external agencies maintained	All RAO Staff	6 agencies (NAP Central Office, NAP-RAN Cebu, Baybay Postal Office, VSU Postal Office, PMO-FOI, NPC-DPA)	6 agencies (NAP Central Office, NAP-RAN Cebu, Baybay Postal Office, VSU Postal Office, PMO-FOI, NPC-DPA)	5	5	5	5.00	
	PI 14: Number of committee assignments served/functions performed	MS Miraflor, GM Espinosa	4 Committees (SIAC-HAP, RMIC, SDAC, BAC TWG)	4 Committees (SIAC-HAP, RMIC, SDC, BAC TWG)	5	5	5	5.00	4 committees: (MS Miraflor: SIAC-HAP, SDAC, BAC- TWG, RMIC) and (GM Espinosa: BAC- TWG, RMIC)
	PI 15: Number of staff meetings presided and counselling sessions conducted	MS Miraflor	1 meeting per month; monthly mentoring and coaching sessions	1 meeting/mentoring and coaching sessions per month and as the need arises	5	5	4	4.67	
ODAS/HRM GASS 5: Records and Archives Services Management									
RAO GASS 2: Records and Archives Services	PI 16: Percentage of documents and records received systematically filed in their 201 filed within the day of receipt	All RAO Staff	100% HR documents filed within the day	100% HR documents filed within the day	5	5	5	5.00	
	PI 17: Number of requests for authentication of records/ documents served	All RAO Staff	40 records/documents requested	50 records/documents requested for authentication	5	5	5	5.00	
	PI 18: Number of new archival documents gathered and displayed at the Archives Center	All RAO Staff	3 display materials	3 display materials gathered and display	5	5	4	4.67	2020 OP Memos & OP Memo Circulars hardbound
	PI 19: Number of memos/ circulars and other issuances delivered to different staff/offices concerned within the day of receipt	MS Miraflor ABagarinao	4,500 documents	7, 300 memos/circulars and other issuances delivered to concerned staff/offices	5	5	5	5.00	
	PI 20: Number mails delivered to/from Post Office and delivered official mails to faculty and staff concerned received from Post Office	MS Miraflor ABagarinao	500 mails	400 mails delivered/sent to addressee	5	5	4	4.67	Due to pandemic, the mode of communications were already through the net
	PI 21: Number of request to dispose of records secured from National Archives of the Philippines (NAP)	MS Miraflor GM Espinosa VC Acilo JB Posas	1 approval to dispose	1 approved request to dispose records from NAP-RAN Cebu but no actual disposition done	5	5	4	4.67	Actual disposition of records was not pushed through due to pandemic
VPAF GASS 2: Human Resource Management and Development									
ODAS/HRM GASS 7: PRIME-HRM compliant Recruitment, Selection & Placement									
RAO GASS 7: PRIME-HRM compliant Recruitment, Selection & Placement	PI 22: Number of appointments processed and Reports of Appointments Issued (RAI) submitted to CSC with zero invalidation and JO contracts reviewed	All RAO Staff	100 copies	360 copies	5	5	4	4.67	
ODAS/HRM GASS 8: PRIME-HRM compliant Performance Management services									

MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
RAO GASS 8: PRIME-HRM compliant Performance Management services	PI 23: Percentage of IPCR with outstanding ratings retrieved/scanned/reproduced for submission to PMT	MS Miraflor GM Espinosa VC Acilo JB Posas	100% accomplishment	100% accomplishment	5	5	4	4.67	
ODAS/HRM GASS 10: PRIME-HRM Aligned Rewards & Recognition Services									
RAO GASS 10: PRIME-HRM Aligned Rewards & Recognition Services	PI 24: Percentage of HAP nominations screened/evaluated and recommended for approval of the VSU President	MS Miraflor, PRAISE Committee	100% of nominees as recommended by PRAISE	100% of nominees as recommended by PRAISE	5	5	5	5.00	Four (4) nominees recommended & submitted to the CSC
		Total Over-all Rating						117.7	
		Average Rating						4.90	
		Adjectival Rating						O	

Received by:



DANIEL LESLIE S. TAN
Director, Planning and Monitoring Office

Date: _____

Calibrated by:



REMBERTO A. PATINDOL
Chairman, PMT

Date: _____

Recommending approval:



REMBERTO A. PATINDOL
Vice President for Administration & Finance

Date: _____

Approved by:



EDGARDO E. TULIN
University President

Date: _____

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