

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, FLORANTE G. DIDAL, In-Charge, Payroll and Leave Benefits 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:


FLORANTE G. DIDAL
 In-Charge, PLBO

7/11/23
 Date


HONEY SOFIA V. COLIS
 Director, HRMO

7/11/23
 Date



Appointment/Status	Position Title	Number
Director/Regular	Admin. Officer V	1
In-Charge/Regular	Admin. Officer II	1
OIC Head/Regular	Admin. Aide IV	1
JO	Admin. Aide III	3
Total		6


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 1-June 30, 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									
ODHRM STO 1: ISO 9001:2015 aligned documents									
	PI 2. Percentage compliance of HRM practices to ISO 9001:2015 standards	ODHRM Director, Unit Heads and Staff	100% compliant	100% compliant	5	5	5	5	
VPAF STO 4: Innovations & Best Practices									
ODHRM STO 4: Innovations & Best Practices									
	PI 1. Number of HR Information Systems continually improved and implemented	ODHRM Director, Unit Heads and Staff	2	2	5	5	5	5	
	PI 2. Percentage operationalization of HRMIS on Payroll	ODHRM Director, Unit Heads and Staff, ICTMC & Accounting Office	80%	87%	5	5	4	4.67	619/714 personnel salary, deductions, & benefits encoded, updated & reconciled with the old Payroll system (error & system bugs detected)
UMFO 6: General Administrative and Support Services (GASS)									

MFOs/PAPs	Success Indicators	Persons Responsible	Target (Jan 1-Dec 31, 2023)	Actual Accomplishments (Jan 1-June 30, 2023)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
VPAF GASS 1: Administrative and Support Services Management									
ODHRM GASS 1: Administrative and Support Services Management									
	PI 1. Percentage of administrative services and financial/ administrative documents acted within time frame	ODHRM Director, Unit Heads and Staff	100%	100%	5	5	5	5	
	PI 2. Number of linkages with external agencies maintained	ODHRM Director, Unit Heads and Staff	9	9	5	5	5	5	
	PI 3. Number of offices and units directly supervised, monitored and coordinated	ODHRM Director and Unit Heads	5	5	5	5	5	5	
	PI 4. Number of major university committees assignment served	ODHRM Director, Unit Heads and Staff	2	2	5	5	5	5	
	PI 5. Efficient & customer-friendly frontline service	ODHRM Director, Unit Heads and Staff	Zero Complaint (addressed feedback, if applicable)	Zero Complaint (addressed feedback, if applicable)	5	5	5	5	
ODHRM GASS 2: Efficient and effective Human Resource Management and Development									
	PI 1. Percentage compliance on PRIME-HRM Level II Standards, Policies & Practices	ODHRM Director, Unit Heads and Staff	100% compliant	100% compliant	4	5	5	4.67	
ODHRM GASS 2.4: Efficient and Effective Implementation of the Payroll and Leave Benefits Systems and Processes									
	PI 1. Percentage updating of employees' leave records and balances in the HRIS eDATS	ODHRM Director, Unit Head and OHPLB Staff	70%	70%	5	5	4	4.67	547/780 updates of leave balances in the HRIS & Leave Cards
	PI 2. Number of terminal leave benefits processed	ODHRM Director, Unit Head and OHPLB Staff	15	17	5	5	5	5.00	Terminal leave of Previous years=4 2023=13
	PI 3. Number of payroll for salary and wages, honoraria, RATA, etc. processed within prescribed period	ODHRM Director, Unit Head and OHPLB Staff	500	361	5	5	5	5.00	To be accomplished in the 2nd semester
	PI 4. Number of special payroll for bonuses prepared (mid-year bonus, year-end bonus/Cash Gift, CNA, loyalty bonus, clothing allowance, PEI, SRI, Step Increment based on merit, tuition, stipend & book allowance for scholars)	ODHRM Director, Unit Head and OHPLB Staff	200	178	5	5	5	5.00	To be accomplished in the 2nd semester

MFOs/PAPs	Success Indicators	Persons Responsible	Target (Jan 1-Dec 31, 2023)	Actual Accomplishments (Jan 1-June 30, 2023)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 5. Number of Notice of Step Increment (NOSI) and Notice of Salary Adjustment (NOSA) prepared and released	ODHRM Director, Unit Head and OHPLB Staff	NOSI=130 NOSA=720	NOSI=78 NOSA=733	5	5	5	5.00	To be fully accomplished in the 2nd semester
	PI 6. Percentage processing of applications for loan with GSIS	ODHRM Director, Unit Head and OHPLB Staff	100%	100%	5	5	5	5.00	
		Total Over-all Rating						74	
		Average Rating						4.93	
		Adjectival Rating			Outstanding				

Received by:


TONI MARC L. DARGANTES

Planning Office

Date: JUL 11 2023

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

Calibrated by:


DANIEL LESLIE S. TAN

Chairman, PMT

Date: JUL 11 2023

Approved by:


✓ EDGARDO E. TULIN

University President

Date: JULY 12, 2023