OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, HONEY SOFIA V. COLIS, Officer-Incharge, OHLDHRA, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July 01–December 31, 2022.

HONEY SOFIA V. COLIS
Officer-Incharge, OHLDHRA

Date JAN 1 8 2023

Approved:

DANEIL LESLIE S. TAN
Vice President for Admin & Finance

JAN 1 8 2023
Date

Appointment/Status	Position Title	Number
OIC Director/Permnent	Admin. Officer V	1
OIC Head/Permanent	Edu. Program Specialist	1
Permanent	Administrative Aide VI	1
JO	Training Assistant	1
Total		4

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

MFOs/PAPs	Success Indicators	Persons Responsible	Target (Jan 1-December 2022)	Actual Accomplishments July to December 2022	Q^1	E^2	T^3	A^4	Remarks
UMFO 5: Support to Operations (STO)									
VPAF STO 1: ISO 9001:2015 aligned documents									
ODHRM STO 1: ISO 9001:2015 aligned documents									
	PI 1. Number of quality procedures prepared/revised/implemented	ODHRM Director, JEAndo & MFIGayanilo	8	8	5	5	5	5	
	PI 2. Number of required mandatory operations manuals prepared and submitted (HRIS)	ODHRM Director, Unit Heads and Staff	2	N/A					Due to unavailability of programmer
VPAF STO 4: Innovations & Best Practices									
ODHRM STO 4: Innovations & Best Practices									
	PI 1. Number of innovations developed and implemented	ODHRM Director, Unit Heads and Staff	Study Leave Video Tutorial	N/A					to be implemented for 2023 Due to overlapping schedule of the WebTeam
	PI 3. Percentage of documents needed for PRIME-HRM Level 3 accreditation gathered and packaged	ODHRM Director, Unit Heads and Staff	25%	N/A					Still waiting for CSC Tools for Leval 3 accreditation
UMFO 6: General Administrative and Support Services (GASS)									
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	all request was acted w/in our time frame
	PI 2. Number of linkages with external agencies maintained	ODHRM Director, Unit Heads and Staff	5	6	5	5	5	5	CHED, IAS, CSC Ormoc Filed Office & Regional Office, PAG-IBIG, DBM & SSS

MFOs/PAPs	Success Indicators	Persons Responsible	Target (Jan 1-December 2022)	Actual Accomplishments July to December 2022	Q¹	E²	T³	A⁴	Remarks
	PI 3. Number of offices and units directly supervised, monitored and coordinated	ODHRM Director and Unit Heads	2	4 units & 21 staff	5	5	5	5	OHLDHRA, RSPPRO, OHLPB & PM & RR
	PI 4. Number of major university committees assignment served	ODHRM Director, Unit Heads and Staff	2 Personnel Board & 6 Committee	2 Personnel Board & 14 Committees served as Member	5	5	5	5	APB, NAPB, VFSC-AS, VASC, PMT, NBC 461 Local Evaluation Committee, SIAC, SALN Committee, OSH, Risk Management, GAD,AACCUP, Institutional Accreditation Committees, University Anniversary Committee & Universirty Wide Christmas Party
	PI 5. Efficient & customer-friendly frontline service	ODHRM Director, Unit Heads and Staff	Zero Complaint	Zero Complaint	5	5	5	5	
VPAF GASS 2: Human Resource Management and Development									
ODHRM GASS 2: Human Resource Management and Development									
	PI 1. Percentage compliance on PRIME-HRM Standards, Policies & Practices	ODHRM Director, Unit Heads and Staff	100% compliant	100% compliant	5	5	5	5	
	PI 2. Compliance of HRM Practices to ISO 9001:2015 standards	ODHRM Director, Unit Heads and Staff	100% compliant	100% compliant	5	5	5	5	
ODHRM GASS 2.2: Efficient and effective implementation of the L&D systems, policies and processes									
	PI 1. No. of In-house L&D activities planned, conducted/facilitated & reports prepared	ODHRM Director, Unit Head and OHLDHRA Staff	24	19	5	5	5	5	Jan-Jun 2022: 23 Jul-Dec 2022: 19
	PI 2. Percent increase VSU employees trained/developed of last year	ODHRM Director, Unit Head and OHLDHRA Staff	15% increase of last year (1,796)	67% (1504)	5	5	5	5	Jan-Jun 2022: 1089 Admin: 790 Faculty: 299 Jul-Dec 2022: 1504 (67%) Admin: =1218 Faculty= 286
	PI 3. Number of requests for participation to external trainings/ seminar-workshops/conferences/fora	ODHRM Director, Unit Head and OHLDHRA Staff	150	488	5	5	5	5	Jan-Jun 2022: 344 Admin: 45 Faculty: 299 Jul-Dec 2022: 488 Admin: 202 Faculty: 286
	PI 4. Number of requests for sending faculty/staff for new scholarships/ fellowships facilitated	ODHRM Director, Unit Head and OHLDHRA Staff	25	23	5	5	5	5	Jan-Jun 2022: 6 Jul-Dec 2022: 23
	PI 5. Number of VSU Scholars monitored	ODHRM Director, Unit Head and OHLDHRA Staff	70	171	5	5	5	5	Admin: 6 Faculty: 165

MFOs/PAPs	Success Indicators	Persons Responsible	Target (Jan 1-December 2022)	Actual Accomplishments July to December 2022	Q¹	E²	T³	A⁴	Remarks
	PI 6. Number of requests on sabbatical leave for faculty facilitated	ODHRM Director, Unit Head and OHLDHRA Staff	5	3 New & 12 ongoing	4	5	4	4.33	Sabbatical New:3 on-going 12
		Total Over-all Rating						69.33	
		Average Rating						4.952	
		Adjectival Rating							

Received by:

TONI MARC L. DARGANTES
Planning Office
Date: JAN 1 8 2023

Calibrated by:

DANIEL LESLIE S. TAN
Chairman, PMT
Date: JAN 1 9 2023

Approved by:

EDGARDO E. TULIN
University President
Date: 1/20/2023

1- Quality

2 - Efficiency

3 - Timeliness

4 - Average