

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, Miriam M. De la Torre, In-charge of Performance Management and Rewards and Recognition 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 1, 2021 to December 31, 2021

Approved:

RECEIVED
276

24 FEB 2022

MIRIAM M. DE LA TORRE

In-charge, Perf. Mgt. and Rewards & Recognition

Date

HONEY SOFIA V. COLIS
OIC Director, ODHRM



Appointment/Status	Position Title	Number
Permanent	In-Charge, PMRR, AO III	1
Job Order	Data Encoder	1
Job Order	Administrative Aide I	1
	TOTAL	3

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

MFOs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2021)	Actual Accomplishments (July-December)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO5. SUPPORT TO OPERATIONS									
OVPAF MFO 1: ISO aligned management and administrative support services									
ODHRM MFO 1: ISO aligned Personnel Records Development and Management Services									
OHPMRR MFO 1: ISO 9001:2015 aligned documents and compliant processes									
ISO 9001:2015 aligned documents and compliant processes	PI 1. Percentage compliant to ISO-aligned documents and compliant processes	All OHPMRR staff	100% compliant	100% compliant	5	5	5	5.00	
UMFO 6: General Administration Support Service									
OVPAF MFO 2: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT									
ODHRM MFO 1: Administrative and support services Management									
OHPMRR MFO 2: Administrative and support services									
Administrative and support services	PI 2. Efficient & customer friendly frontline service	All OHPMRR Staff	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5.00	
	PI 3. No. of linkages with external agencies maintained	MMDe la Torre	2 (CSC Region & Ombudsman)	2 (CSC Region & Ombudsman)	5	5	5	5.00	
	PI 4. No. of ad hoc committee assignments served/functions performed	MMDe la Torre	2 (PMT& PRAISE)	2 (PMT& PRAISE-SIAC)	5	5	5	5.00	

MFOs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2021)	Actual Accomplishments (July-December)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
ODHRM MFO 4: Efficient and Effective implementation of the university Performance Management and Rewards and Recognition systems, policies, processes and practices									
OHPMRR MFO 3: Performance Management and Rewards and Recognition Services									
Performance Management and Rewards and Recognition Services	PI 5. Percentage of employees monitored their submission and actually submitted their IPCRS	All OHPMRR Staff	100% of employees monitored their submission and actually submitted their IPCRS	100% of employees monitored their submission and 98% submitted IPCRs	5	5	4	4.67	
	PI 6. Number of performance evaluation summary result prepared and submitted (PMT, CSC & QAC)	MMDe la Torre	3 performance evaluation summary result prepared and submitted (PMT, CSC & QAC)	2 performance evaluation summary result prepared and submitted (PMT & CSC)	5	5	5	5.00	
	PI 7. Number of evaluation of JO performance tabulated	MMDe la Torre, JO Data Encoder	700 evaluation of JO performance tabulated	578 evaluation of JO performance tabulated	5	5	4	4.67	
	PI 8. Summary of the ratings and qualitative comments prepared and submitted to L & D Office for analysis and input to L & D interventions	MMDe la Torre, JO Data Encoder	1 Summary of the ratings and qualitative comments prepared and submitted to L & D Office for analysis and input to L & D interventions	1 Summary of the ratings and qualitative comments	5	5	4	4.67	
	PI 10. Number of employees given loyalty award every September and paid loyalty bonus	All OHPMRR Staff	50 employees given loyalty award every September and paid loyalty bonus	76 employees given loyalty award every September and paid loyalty bonus	5	5	5	5.00	
	PI 15. Percentage of documents needed for level 3 accreditation packaged and readily available for assessment and displayed at the HR Accreditation Center	All OHPMRR Staff	100% of documents needed for level 3 accreditation packaged and readily available for assessment and displayed at the HR Accreditation Center	N/A					No CSC assessment tool received for PRIME-HRM level 3
ODHRM MFO 11: Innovations & new Best Practices Development Services									
OHPMRR MFO 4: Innovations and Best Practices									
Innovations and Best Practices	PI 16. Number of entry to the DAP search for 2021 Government Best Practice Recognition submitted and defended, if required (SPMIS)	All OHPMRR Staff	1 entry to the DAP search for 2021 Government Best Practice Recognition submitted and defended, if required (SPMIS)	N/A					No call received for submission of entry

MFOs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2021)	Actual Accomplishments (July-December)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Additional activities not identified in the target	Percentage of employees entitled to PEI and SRI benefits endorsed for payroll	MMDe la Torre	100% of employees entitled to PEI and SRI benefits endorsed for payroll preparation	100%	5	5	5	5.00	
	Percentage of JO workers entitled to one-time gratuity pay endorsed for final validation of actual service	MMDe la Torre	100% of JO workers entitled to one-time gratuity pay endorsed for final validation of actual service	100%	5	5	5	5.00	
		Total Over-all Rating							54.00
		Average Rating							4.91
		Adjectival Rating							Outstanding

Received by:



DILBERTO O. FERRAREN

Planning Office

Date: 9 Feb 22

Calibrated by:



DANIEL LESLIE S. TAN

Chairman, PMT

Date: 2/8/22

Recommending approval:



DANIEL LESLIE S. TAN

VP for Admin & Finance

Date: 2/8/22

Approved by:



EDGARDO E. TULIN

University President

Date: 2/9/22

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average