OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, __Asteria A. Sevilla__, Officer-in-Charge of the ___Records Office & Archives Center___ (ROAC) 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 2017.__

Recommending Approval:

Approved:

ASTERIA A. SEVILLA
OIC, Records Office & Archives Center

LOURDES B. CANO
Director, ODAHRD

EDGARDO E. TULIN
President

Appointment/Status	Position Title	Number
OIC Head	Admin. Officer III	1
Regular Staff	Admin. Aide VI	1
	Admin. Aide II	1
	Guesthouse Caretaker	1
Casual	Admin. Aide III	1
Job Order	Admin. Aide III	2
	TOTAL	7

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

MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishment	Rating				Remarks
					Q^1	E^2	T^3	A^4	
UMFO 6: GENERAL ADMINISTRATIVE AND SUPPORT SERVICES									
OVPAF MFO 2: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT									
ODAHRD MFO I: Administrative and Support Services Management									
ROAC MFO 1: Efficient and customer friendly frontline services	PI 1: No complaint from clients served	A.A. Sevilla All Records Office Staff	Zero complaint from clients served	Zero complaint from clients served	5	5	5	5	
ROAC MFO 2: Efficient office and files management	PI 2: No. of communications and other documents systematically filed a day after receipt	A.A. Sevilla All Records Office Staff	5,000 docs.	6,798 docs.	5	5	4	4.67	Appointments of faculty & staff w/ supporting docs., Leave Applications, SALN, NOSA/ NOSI, IPCR, Faculty Workload, etc.
	PI 3: No. of records reference services served per Request for Records	A.A. Sevilla All Records Office Staff	50 Requests for Records; 200 records retrieved/reproduced	81 Request for Records; 323 records retrieved /reproduced & returned to files	5	5	5	5	

MFO	Performance Indicator	Responsible			Q1	Q2	Q3	Q4	Remarks
	PI 4: No. of archival records scanned for back-up files	Job Order staff	BOR Resolutions Series of 2010-2015	100% BOR Resol, s. 2010-2015, IPCR of faculty& staff	5	5	5	5	
	PI 5: No. of administrative offices monitored daily, Flag Ceremonies at Admin. Bldg. and University-wide activities monitored	A.A. Sevilla All Records Office Staff	20 Admin. Offices and Flag Ceremonies at Admin. Bldg.	24 Admin. Offices and 100% of Flag Ceremonies at Admin. Bldg.monitored	5	5	5	5	
ROAC MFO 3: No. of personnel directly supervised	PI 6: No. of personnel supervised	A. Sevilla	5 personnel	6 personnel	5	5	5	5	
ROAC MFO 4: No. of linkages with external agencies maintained	PI 7: No. of linkages with external agencies maintained	A.A. Sevilla All Records Office Staff	4 agencies (NAP Manila, NAP Cebu, Baybay Postal Office, VSU Postal Office, COA)	4 agencies (NAP Manila, NAP Cebu, Baybay Postal Office, VSU Postal Office, COA)	5	5	5	5	
ROAC MFO 5: Adhoc assignments performed	PI 8: No. of ad hoc assignments performed (attended meetings and prepared minutes)	A. Sevilla	4 committees, 6 meetings, 6 minutes	5 commiittees, 7 meetings, 7 minutes	4	4	4	4	Adm. Scholarship Comm., Honors & Awards Comm., SIAC, RMIC, QMS Task Force Committee

ODAHRD MFO 2: Recruitment, Selection & Promotion Services

MFO	Performance Indicator	Responsible			Q1	Q2	Q3	Q4	Remarks
ROAC MFO 6: No. of appointments processed, reviewed, recorded and approved	PI 9: No. of original appointments forwarded and received by staff concerned and another copy filed in 201 files	A. Sevilla, G.Espinosa V.Acilo	80 appointments of regular staff	120 appointments	5	4	5	4.67	

ODAHRD MFO 3: Performance Management System services

MFO	Performance Indicator	Responsible			Q1	Q2	Q3	Q4	Remarks
ROAC MFO 7: No. of faculty/subjects evaluated	PI 10: No. of faculty and subjects actually evaluated	G.Espinosa/J.O.	3 faculty/20 subjects	3 faculty/24 subjects	5	5	5	5	

ODAHRD MFO 4: Learning and Development Services

MFO	Performance Indicator	Responsible			Q1	Q2	Q3	Q4	Remarks
ROAC MFO 8: No. of development related requests endorsed to scholarship committee and awards of attendance prepared	PI 11: No. of requests endorsed and exerpts of minutes prepared and sent to staff/office concerned	A.Sevilla A. Bagarinao	30 requests, 6 notices, 10 referendum, 10 endorsement, 6 minutes, 40 excerpts of minutes	44 requests, 7 notices, 12 referendum, 12 endorsement, 7 minutes, 56 excerpts of minutes	5	5	5	5	Admin. Scholarship Comm.

ODAHRD MFO 5: Rewards and Recognition Services

MFO	Performance Indicator	Responsible			Q1	Q2	Q3	Q4	Remarks
ROAC MFO 9: Percentage of IPCR ratings further reviewed and forced ranked by PMT to determine the 5% qualified for step increment	PI 12: Percentage IPCR with Outstanding ratings retrieved and reproduced for submission to PMT	All Records Office Staff	100% IPCR w/ Oustanding ratings retrieved and submitted	100% retrieved/ reproduced and submitted	5	5	5	5	

ODAHRD MFO 6: Personnel Records Development & Management Services

ROAC MFO 10: Percentage of CSC/DBM/GSIS/BOR Rules & Policies on leave administration & policies on employee's compensation implemented	PI 13 : No. of Application for Leave classified and filed	A. Sevilla, V.Acilo	1,000 Application for Leave	1,446 Application for Leave classified/filed	5	5	4	4.67	
ROAC MFO 11: No. of Reports submitted to CSC, Ombudsman, DBM, PASUC, CHED	PI 14: No. of reports submitted to CSC	A. Sevilla	1 Rewards and Recognition	1 Rewards and Recognition	5	5	4	4.67	
ROAC MFO 12 : No. of authentications of HR records/documents issued	PI 15: No. of documents/records authenticated	All Records Office Staff	50 docs.	90 docs.	5	5	5	5	
ODAHRD MFO 7: Records and Archives Management								
ROAC MFO 13: No. of new archival documents gathered and displayed at Archives Center	PI 16: No. of additional archival docs. gathered/bind and displayed	All Records Office Staff	5 new display materials	8 new display materials	5	5	5	5	Bound casual appoinments (1980-1985); OP Memo 2017; OP Memo Circular 2017, Obelisk
ROAC MFO 14: No. of new accreditation documents gathered, updated and displayed at HR Accreditation Center	PI 17: No. of additional accreditation docs. gathered and displayed	All Records Office Staff	100% evidences under enhanced PRIME HRM updated	100% evidences updated	5	5	5	5	
ROAC MFO 15: All required HR evidences of level 2 maturity under PRIME-HRM updated and ready for inspection of CSC team	PI 18: Percentage of required evidences on Rewards and Recognition (R&R)gathered/bound for submission to CSC	All Records Office Staff	100% of required evidences in R&R (15 Indicators) gathered and packaged/bound	100% required evidences in 15 Indicators in R&R gathered, packaged and bound	5	5	5	5	
ROAC MFO 16: No. of messengerial services provided	PI 19: No. of docs. delivered to different units and mails dispatched to Post Office within the day of receipt	All Records Office Staff	5,000 docs. delivered to recipent and 4,000 mails dispatched to Post Office	9,960 docs.delivered & 4,659 mails dispatched	5	5	5	5	
ROAC MFO 17: No. of approved disposal of records secured	PI 20: No. of Request for Records secured	All Records Office Staff	1 disposal	1 disposal	5	5	4	4.67	
ODAHRD MFO 8: Human Resource Management Accreditation Services								
ROAC MFO 18: No. of PRIME-HRM areas ready for assessment for level 2 reaccredited maturity status by CSC	PI 21: All required docs/evidences under Rewards and Recognition gathered/bound for submission to CSC	All Records Office Staff	100% of required evidences in R&R gathered, updated and displayed	100% of required evidences on in R&R gathered, updated and displayed	5	5	5	5	
ODAHRD MFO 9: Innovations and new Best Practices Development Services								

ROAC MFO 19: No. of new PRIME-HRM documents gathered for display at HR Accreditation Center	PI 22: No. of documents gathered and displayed	All Records Office Staff	6 docs gathered/ displayed	9 docs./certificates displayed/framed	5	5	5	5
ROAC MFO 20: No. of new HR systems designed/existing system revised and endorsed to higher offices/ bodies	PI 23: No. of new/revised HR systems endorsed to higher office	A. Sevilla	2 Tracking system of the efficiency of R&R (HAP and University Awards)	2 Tracking systems for Rewards & Regnition (HAP & Universirty Awards)	5	5	4	4.67
ROAC MFO 21. No. of new best HR practices/innovations introduced and implemented	PI 24: No. of new best HR practices innovations introduced	All Records Office Staff	1 HR best practice	1 Flyer on Records Disposition	5	4	4	4.33
	Total Over-all Rating							116.35
	Average Rating							4.85
	Adjectival Rating							O

Received by:

Calibrated by:

REMBERTO A. PATINDOL
PMT Chair

Recommending Approval:

REMBERTO A. PATINDOL
Vice President for Admin. & Finance

Approved by:

EDGARDO E. TULIN
President

Date: _____   Date: _____   Date: _____   Date: _____

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