**OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)**

I, \_\_**RAQUEL J. EDJEC**\_\_, Administrative Officer V (HRMO III) of the Human Resource Management Division, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period \_**January**\_ to **Decenber** 2026.

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(Signature)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Reviewed by:** | **Date:** | **Approved by:** | **Date:** | **Rating Legend** | | **Scale and Description** | |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **College Performance Management Team** |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **College President** |  | **E** | Efficiency | **5** | Outstanding |
| **Q** | Quality | **4** | Very Satisfactory |
| **T** | Timeliness | **3** | Satisfactory |
| **NR** | Not Rated | **2** | Unsatisfactory |
| **A** | Average | **1** | Poor |

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| **Major Final Output (MFO)** | | | **SUCCESS INDICATORS**  **(Target + Measures)** | **Allotted Budget** | **ACTUAL ACCOMPLISHMENTS** | **RATING** | | | | **REMARKS** |
| **E** | **Q** | **T** | **A** |
| **CODE** | **CORE FUNCTION** | | | | | | | | | |
| **RECRUITMENT, SELECTION AND PLACEMENT (RSP) UNIT** | | | | | | | | | | |
|  | CF1 | Hiring & Placement of Plantilla position. (Permanent, Temporary, Contractual and Casual) | Number of Personnel Hired for Plantilla positions. (Permanent, Temporary, Contractual and Casual) successfully within 9 months from publication |  |  |  | NR |  |  |  |
|  | CF2 | Hiring & Placement of Non-Plantilla positions (Contract of Services and Job Order) | Number of Personnel Hired for Non-Plantilla positions (Contract of Services and Job Order) successfully within the prescribed time. |  |  |  | NR |  |  |  |
|  | CF3 | HRMPSB Resolution prepared | Percentage of HRMPSB Resolution prepared with consolidated results of assessment attached, with no error, within 5 working days after HRMPSB submitted their rating. |  |  |  |  |  |  |  |
|  | CF 4 | Publication and posting of vacant positions | Percentage of Publication and Posting of Vacant Positions posted, published and submitted to PIO for posting with no lapses, 3 days upon approval and notice of hiring. |  |  |  |  |  |  |  |
|  | CF5 | Appointments issued and submitted to CSC | Percentage of Appointments with complete attachments submitted to CSC with no lapses, 30th day of the following month from the effectivity of appointment. |  |  |  |  |  |  |  |
|  | CF 6 | Contracts prepared for personnel under Contract of Service and Job Order status | Percentage of Contracts (JO & COS) prepared and processed with no error, 1 day upon receipt of the approved request for hiring. |  |  |  |  |  |  |  |
|  | CF 7 | Monthly Report on Accession and Separation submitted to CSC | Percentage of monthly report on Accession and Separation submitted to CSC with no error, 10 working days prior to succeeding month. |  |  |  |  |  |  |  |
|  | CF 8 | Revision of Merit, Selection Pan (MSP) for Teaching and Non-Teaching Personnel | Percentage of the revision of MSP for Teaching and Non-Teaching Personnel approved by CSC, within the year. |  |  |  |  |  |  |  |
| **LEARNING AND DEVELOPMENT (L&D) UNIT** | | | | | | | | | | |
|  | CF 9 | Onboarding of Newly Hired Personnel | Percentage of newly hired personnel undergo onboarding , 6 months from date hired. |  |  |  | NR |  |  |  |
|  | CF 10 | Conduct of Training Needs Assessment | Percentage of submitted training needs of personnel consolidated and categorize, every last quarter of the year. |  |  |  | NR |  |  |  |
|  | CF 11 | Individual Learning and Development Plan (ILDP) | Percentage of submitted ILDPs consolidated and assessed, every first quarter of every year. |  |  |  | NR |  |  |  |
|  | CF 12 | Conduct Personnel Assessment after attendance to Seminars and Trainings | Percentage of personnel undergo employee assessment, 4 months after attendance to seminars/trainings. |  |  |  | NR |  |  |  |
|  | CF 13 | Conduct of In-House Activity Evaluation | Percentage of In-House Seminars/Trainings/Activities evaluated, with at least Satisfactory rating from the participants, on the scheduled date of activity |  |  |  |  |  |  |  |
|  | CF 14 | Terminal Report | Percentage of Terminal Report prepared of In-House Seminars/Trainings/ Activities, 10 working days after conduct of activity. |  |  |  | NR |  |  |  |
|  | CF 15 | Annual Training Calendar | 2 Annual Training Calendar prepared, approved and implemented, within the year |  |  |  |  |  |  |  |
| **PERFORMANCE MANAEGEMENT (PM) AND REWARDS AND RECOGNITION (R&R)** | | | | | | | | | | |
|  | CF 16 | Individual Performance Commitment and Review (IPCR) | Percentage of submitted, validated and reviewed IPCR checked,, assessed and filled, 10 working days upon receipt from the Review Committee. |  |  |  | NR |  |  |  |
|  | CF 17 | Report of Performance for Probationary Personnel | Percentage of performance evaluation conducted to probationary personnel, 3 months and 6months from date hired. |  |  |  | NR |  |  |  |
|  | CF 18 | Employees turnover and retirees satisfaction and evaluation assessment | Percentage of employees turnover and retirees satisfaction and evaluation assessment conducted, within the year |  |  |  |  |  |  |  |
|  | CF 19 | Rewards and Recognition | Number of personnel received rewards and recognition:   1. Presidential Award for Excellence 2. Loyalty Award 3. Outstanding Employees 4. Best in Attendance 5. Best in Organizational Unit 6. REP Awards   Within the year |  |  |  | NR |  |  |  |
|  | CF 20 | Evaluation of Nominees for Outstanding Employees | Number of nominated personnel evaluated based on PRAISE guidelines, 15 working days prior to awarding ceremony. |  |  |  | NR |  |  |  |
|  | CF 21 | Mental Health and Wellness Program for Employees | 2 of Mental Health and Wellness Program for Employees facilitated and conducted, within the year. |  |  |  | NR |  |  |  |
|  | CF 22 | Report to COA | Monthly Report of DTR of Personnel prepared and submitted to COA, three months after the deadline of submission of DTR. |  |  |  | NR |  |  |  |
|  | CF 23 | Report on Tardiness and Undertime | Number of office memorandum prepared and issued to personnel relative to tardiness and undertime, with no error, 2 months after checking and review of DTR |  |  |  |  |  |  |  |
|  | CF 24 | Revision of PRAISE Manual | PRAISE Manual revised and approved by the CSC, 2nd quarter of the Year |  |  |  |  |  |  |  |
| **PAYROLL AND BENEFITS UNIT** | | | | | | | | | | |
|  | CF 25 | General Payroll of Salary for Plantilla Personnel (Permanent, Temporary, Contractual, Casual) | 100% of payroll prepared and processed with no error every 10th and 23rd day of every month |  |  |  |  |  |  |  |
|  | CF 26 | Payroll for honoraria, service awards, incentives, bonuses, overload and allowances for plantilla personnel | 100% Payroll for honorarium, service awards, incentives, bonuses, overload and allowances for plantilla personnel prepared and processed with no error, 2 working days from receipt with complete attachments |  |  |  |  |  |  |  |
|  | CF 27 | Payroll for Contract of Service (COS), Job Order (JO) and Part Time Employees | 100% of Payroll for COS, JO and Part Time Employees prepared and processed with no error, 3 days upon receipt of DTR |  |  |  |  |  |  |  |
|  | CF 28 | Employees Agency Remittance Advice in GSIS Web MSP | 100% of Employees Agency Remittance Advice uploaded in GSIS Web MSP with no error within 3 working days upon request |  |  |  |  |  |  |  |
|  | CF 29 | Notice of Salary Adjustment(NOSA) | 100% of Notice of Salary Adjustment(NOSA) prepared and printed with no revision within 10 working days after the date of issuance. |  |  |  |  |  |  |  |
|  | CF 30 | Notice of Step Increment (NOSI) | 100% of Notice of Step Increment(NOSI) prepared and printed with no revision 3 days before date of effectivity. |  |  |  |  |  |  |  |
|  | CF 31 | DBM Budgetary Requirements | 100% of DBM Budgetary Requirement prepared with no revision 2 working days before the deadline |  |  |  |  |  |  |  |
| **Total Core Function** | | | | | | | | |  |  |

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| **Major Final Output (MFO)** | | | **SUCCESS INDICATORS**  **(Target + Measures)** | **Allotted Budget** | **ACTUAL ACCOMPLISHMENTS** | **RATING** | | | | **REMARKS** |
| **E** | **Q** | **T** | **A** |
| **CODE** | **STRATEGIC PRIORITY** | | | | | | | | | |
|  | SP1 | HR Policies, procedures, manuals formulated, revised approved by the BOT and implemented | 1 HR Policies, procedures, manuals formulated, revised and approved by the BOT within the year |  |  |  |  |  |  |  |
|  | SP2 | Policies integrated to Knowledge Management System (KNOWS) | 95% of Policies integrated to Knowledge Management System (KNOWS) before the year ends |  |  |  | NR |  |  |  |
|  | SP3 | In-house seminars/trainings/activities conducted/facilitated and evaluated | 14 In-house seminars/trainings/activities conducted/facilitated and evaluated with at least satisfactory rating from the particpants, within the year. |  |  |  |  |  |  |  |
|  | SP4 | Attendance of personnel to seminars/ trainings/ team building activities (In-house and external) | 80% of personnel recommended and sent to seminars/ trainings/ team building activities with at least 90% of the personnel rated satisfactory rating, within the year. |  |  |  |  |  |  |  |
|  | SP5 | Faculty with doctorate degrees | 14% of total population of faculty with doctorate degrees within the year. |  |  |  | NR |  |  |  |
|  | SP6 | Collaborative Agreements | 1 Memorandum of Agreement signed, approved by BOT and implemented within the year |  |  |  |  |  |  |  |
|  | SP7 | PRIME-HRM LEVEL III | 50%-80% of compliance for CSC Level III PRIME-HRM within the year |  |  |  | NR |  |  |  |
|  | SP8 | International Training Program of Faculty (with Internationalization Unit) | 45% of plantilla faculty completed an International Training Program within the year |  |  |  | NR |  |  |  |
|  | SP9 | Local Training Program of Faculty | 50% of plantilla faculty completed a Local Training Program within the year |  |  |  | NR |  |  |  |
| **Total Strategic Priority** | | | | | | | | |  |  |

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| **Major Final Output (MFO)** | | **SUCCESS INDICATORS**  **(Target + Measures)** | **Allotted Budget** | **ACTUAL ACCOMPLISHMENTS** | **RATING** | | | | **REMARKS** |
| **E** | **Q** | **T** | **A** |
| **SUPPORT FUNCTION** | | | | | | | | | |
| SF1 | Support to Accreditation | 100% support to accreditation without lapses within the prescribed period |  |  |  |  |  |  |  |
| SF2 | Compliance with ISO Processes | 100% compliance with ISO processes within the year |  |  |  |  |  |  |  |
| SF3 | Participation in Extension Programs | 100% of extension programs participated within the year |  |  |  |  |  |  |  |
| SF4 | Submission of OPCRF Targets | 1 submission of OPCRF-targets (January to December 2026) with at least 1 revision on the prescribed deadline |  |  |  |  |  |  |  |
| SF5 | Submission of OPCRF Accomplished | 1 submission of OPCRF-accomplished (January to December 2025) with at least 1 revision on the prescribed deadline |  |  |  |  |  |  |  |
| SF6 | In adherence with Energy Efficiency and Conservation (EEC) Measures | 100% compliance with EEC Measures within the rating period |  |  |  |  |  |  |  |
| SF7 | In adherence with the No-Single Use Plastic Policy | 100% compliance with the No-Single Use Plastic Policy within the rating period |  |  |  |  |  |  |  |
| SF8 | Clientele Satisfaction | 100% of clients rated the service as satisfactory within the year |  |  |  |  |  |  |  |
| SF9 | Personnel’s Performance | 100% of the personnel were rated very satisfactory within the rating period |  |  |  |  |  |  |  |
| **Total Support Function** | | | | | | | |  |  |
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| **CATEGORY** | | **MFO** | | **RATING** | | | | | |
| Core Functions | | *No. of MFOs* | | *= (Total / no. of MFOs) \* 60%* | | | | | |
| Strategic Priority | | *No. of MFOs* | | *= (Total / no. of MFOs) \* 30%* | | | | | |
| Support Functions | | *No. of MFOs* | | *= (Total / no. of MFOs) \* 10%* | | | | | |
| Total/Final Overall Rating | |  | | = sum | | | | | |
| Final Average Rating (by PMT) | |  | |  | | | | | |
| Adjectival Rating | |  | |  | | | | | |
| **Adjectival Rating Equivalence** | | | | Comments and Recommendations for Development Purposes | | | | | |
| **5.00** | | **Outstanding** | |
| **4.0 – 4.9** | | **Very Satisfactory** | |
| **3.0 – 3.9** | | **Satisfactory** | |
| **2.0 – 2.9** | | **Unsatisfactory** | |
| **1.0 – 1.9** | | **Poor** | |

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| Assessed by: | | | | Final Rating by: | |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Planning and Resource Management Office** | Date: | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Head of the Performance Management Team** | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **College President** | Date: |