

UNIVERSITY OF THE PHILIPPINES SYSTEM

PERFORMANCE MANAGEMENT SYSTEM - OFFICE PERFORMANCE EVALUATION SYSTEM (PMS-OPES)

UNIT : HUMAN RESOURCES DEVELOPMENT OFFICE

CODE	FUNCTION	OUTPUT	PERFORMANCE INDICATOR	Min	POINT	OPERATIONAL DEFINITION
HRD-PR-001	To evaluate request on personnel movement	Evaluated requests for transfer of personnel/detail/reassignment	number of requests	60	1.00	Processes request for transfer/detail/reassignment of personnel
HRD-PR-002	To evaluates request to render of overtime of various institutions/colleges	Evaluated requests to render overtime	number of requests	20	0.33	Reviews/Evaluates/Recommends requests to render of overtime of various institutions/colleges
HRD-PR-003	To act as Secretariat of the Systemwide Personnel Committee	Minutes of the SPC Meeting	number of tapes	270	4.50	Serves as secretariat of the Systemwide Personnel Committee
HRD-PR-004	To conduct simple study related to personnel matters	Report/Study	number of Reports/Studies	480	8.00	Conducts simple study/provide comments on letters/requests related to the functions of the section
HRD-ME-001	To examine/review and correct Performance Targets(PT) and Performance Evaluation Reports (PER) of administrative personnel and REPS	Reviewed Performance Targets & Performance Evaluation Reports of admin personnel & REPS	number of PTs or PERs	15	0.25	Examines the inclusion of the three (3) measures of performance (quality, quantity, and time) in performance target statements; Checks the computations and the ratings in parts I and II of the evaluation tool.
HRD-ME-002	To monitor submission and compliance of performance targets and ratings of all non-teaching personnel	Checklist of personnel with submitted PT or PER	number of employees per PT or PER	1	0.02	Stamps and Records the submissions of PT and PER of an employee in the checklist.
HRD-ME-003	To prepare and send letters to personnel concerned regarding discrepancies on the PTs /PERs after review of the documents.	Prepared letters to personnel concerned regarding discrepancies on the PTs/PERs	number of letters	20	0.33	Composes and prints draft letter; forwards the draft to the HRDO Chief for review; finalizes the letter for signature of the HRDO Chief and sends the letter to the concerned employee
HRD-ME-004	To encode performance ratings obtained by each employee	Recorded performance ratings obtained by each employee in electronic database.	number of PERs	1	0.02	Encodes the performance rating of each employee in the electronic database

HRD-ME-005	To prepare summary/report of performance rating for submission to CSC and other offices	Prepared the summary/report for submission to CSC and to other offices	number of employees	1	0.02	Electronically generates the summary list of ratings obtained by each employee; prints and forwards the lists to the HRDO Chief for review and signature
HRD-ME-006	To prepare quarterly report of PT of probationary employees for submission to CSC	Prepared report of PT of probationary employees for submission to CSC	number of reports	30	0.50	Electronically generates the summary list of ratings obtained by each employee; prints and forwards the lists to the HRDO Chief for review and signature
HRD-ME-007	To certify the copy of requested PER of an employees	Certified true copies of requested PER	number of PERs	6	0.10	Checks PER of the requesting personnel; forwards the document to the HRDO Chief for signature
HRD-ME-008	To prepare PER certification	Prepared PER certificate	number of certificates	5	0.08	Checks PER of the requesting personnel; prepares certificate and forwards the documents to the HRDO Chief for signature
HRD-ME-009	To check the PER of employees for Ranking & Promotion	Checked PR for Ranking and Promotion	number of employees	6	0.10	Verifies PER of personnel recommended for ranking/promotion
HRD-ME-010	To prepare the summary of cases related to performance evaluation/targets of non-teaching personnel for deliberation in the PERC meeting.	Summary of cases related to performance evaluation/targets of non-teaching personnel for deliberation in the PERC meeting.	number of cases	5	0.08	Encodes necessary data related to the case based on 201 records and supporting documents submitted; Prints and photocopies the summary of requests for reference of each committee member during the meeting
HRD-ME-011	To prepare the Minutes of the previous PERC meeting.	Prepared the minutes of the previous PERC meeting.	number of minutes	480	8.00	Takes the proceedings of the meeting; drafts and prints the minutes of meeting for review of the HRDO Chief; finalizes and photocopies the minutes of meeting for reference of the committee members during the next meeting
HRD-ME-012	To prepare letters re: actions taken by the PERC (administrative personnel only).	Prepared letters re: actions taken by the PERC (administrative personnel only).	number of letters	40	0.67	Composes/encodes and prints draft letter; forwards the draft to the HRDO Chief for review; finalizes the letter for signature of the HRDO Chief
HRD-ME-013	To prepare report on grievances settled in the University for submission to the CSC	Prepared report on grievances settled for submission to CSC	number of requests	60	1.00	Composes and prints draft report on grievances settled in the University for review of the HRDO Chief
HRD-RS-001	To prepare the publication of all itemized vacant position (CSC Bulletin of vacant positions) for all non-teaching positions	Prepared and submitted list of itemized vacant positions to CSC for posting in the CSC Bulletin of vacant positons)	number of positions	15	0.25	Counterchecks the draft of the job announcement with the CSC Qulaification Standards; submits the list to CSC for publication in the CSC bulletin of vacant positions
HRD-RS-002	To prepare and post job vacancies to at least three (3) conspicuous places	Job vacancy announcement	number of positions	15	0.25	Counterchecks the draft of the job announcement with the CSC Qulaification Standards

HRD-RS-003	To check submitted applications and supporting documents for the vacant position	Verified applications	number of applications	25	0.42	Counterchecks the curriculum vitae and credentials of each applicant who meets the CSC minimum qualification standards
HRD-RS-004	To prepare referral letter for the conduct of psychological/skills examination	Letter request	number of letters	5	0.08	Prepares letter request to appropriate office for the conduct of psychological/skills examination
HRD-RS-005	To prepare list of qualified applicants	List of applicants	number of list	20	0.33	Prepares the list of qualified applicants for referral to the requesting unit
HRD-RS-006	To prepare notice to qualified next-in-rank employees	List of qualified next-in-rank employees	number of employees	5	0.08	Prepares letter to all qualified next-in-rank employees
HRD-RS-007	To prepare index/profile of applicants	Profile of applicants	number of applicants	3	0.05	Prepares the index/profile of applicants
HRD-RS-008	To conduct psychological/skills examination to applicants	Conducted psychological/skills examination				Administers and checks examination; prepares summary report and write the profile
HRD-RS-008a	- administers psychological exam	Administered examinations	number of sessions	240	4.00	
HRD-RS-008b	- checks/scores test	Checked Tests	number of examinees	7	0.12	
HRD-RS-008c	- records and prepares summary of test result	Summary of Test Results	number of examinees	5	0.08	
HRD-RS-008d	- prepares write up/profile	Write-ups/profiles	number of examinees	60	1.00	
HRD-RS-009	To examine and check for the completeness of documents for request to fill-up vacant item	Completed attachments for authority to fill-up vacant item	number of requests		0.08	Checks and examines the completeness of all documents for authority to fill-up vacant items
HRD-RS-010	To prepare and process authority to fill-up vacant position as an exemption from AO 4 series of 1989	Evaluated request for authority to fill-up vacant item	number of requests		0.25	Evaluates request for authority to fill-up based on the requirements issued by the University
HRD-RS-011	To conduct Job Audit	Job Audit Report	number of reports		24.00	Conducts job audit
HRD-RS-012	To process request for numerical replacements/additional personnel	Evaluated Request	number of requests		0.33	Evaluates request for numerical replacements/additional personnel
HRD-IM-001	To digitize the 201 files of all University Employees	Updated of Employees 201 files in digital format	number of 201 files		0.500	Encodes documents
HRD-IM-002	To store, maintain and update employee's personal record/profile in electronic data	Updated electronic database of employee's personal record/profile	number of new records		0.050	Encodes and stores new information in the database.
HRD-IM-003	To store, maintain and update an electronic copy of the actual plantilla of personnel and PDS	Updated electronic copy of the actual plantilla of personnel	number of new records		0.167	Encodes new information in the plantilla based on appointments issued and other documents (duly authenticated) forwarded to HRDO

HRD-IM-004	To store, update and maintain HR Stat Bulletin	HR Statistical Bulletin	number of HR Stat Bulletin		24.000	Checks, analyzes, sorts and print for review and signature of the HRDO Chief
HRD-IM-005	To store, maintain and update electronic database of all additional appointment after recording them in the SR index cards	Updated electronic database of additional appointment	number of additional appointments		0.083	Encodes and stores new information in the database
HRD-IM-006	To store, maintain and update electronic database of research projects with approved extensions.	Updated electronic database of research projects with approved extensions	number of research projects		0.050	Encodes and stores new information in the database, retrieves and generates data whenever needed
HRD-IM-007	To store, maintain and update electronic database of academic fellowships, study leaves, sabbatical, secondment, special detail, training, additional assignment, etc.	Updated academic databases (inventory or master list) on academic fellowships, study leaves, training	number of new records		0.050	Encodes new data on academic fellowships, study leaves, sabbatical, secondment, special detail, training, additional assignment etc.
HRD-IM-008	To record authorized foreign travels as reference to the report for submission to CHED and prepare summary report of foreign travel	Summary report of foreign travel	number of authorized foreign travels		8.000	Encodes, prints the report form and prepares the covering letter for review of the HRDO Chief; forwards the final report and the covering letter to the Chancellor for signature
HRD-IM-009	To store, maintain and update electronic database of all project contracts and job order contracts	Updated electronic database of all project contracts and job order contracts	number of project or job order contracts		0.167	Encodes new information in the database
HRD-IM-010	To facilitate the processing of employees' requests for change/correction of their personal information	Corrected personal information	number of requests		0.167	Evaluates the authenticity of documents of documents submitted; reviews the completeness of requirements to support the request; prepares and prints the covering letter; forwards the covering letter to the HRDO Chief for review and signature
HRD-SC-001	To process request for travel authority for special detail abroad	Processed application for special detail abroad	number of requests		0.33	Evaluates application for special detail abroad in relation to University and Government rules
HRD-SC-002	To process request for study leave with or without pay (foreign and local)	Processed application for study leave local/abroad	number of applications		0.50	Evaluates application for study leave local/abroad in relation to the University and Government rules
HRD-SC-003	To process request for research dissemination grant	Processed request for research dissemination grant	number of applications		0.50	Processed, checked appointment status, computed requests and forwarded for the Director's signature

HRD-SC-004	To process recommendation for professorial chairs and faculty grants	Processed recommendation for professional chair and faculty grant	number of recommendations		0.17	Checks recommendations, research project titles and professorial chair titles and faculty grants; secures budget clearance from Budget Office; monitors and encodes pertinent data
HRD-SC-005	To process request for financial assistance charged vs. Faculty Development Fund	Processed requests for financial assistance	number of requests		0.17	Evaluates request, checks designations appointment status and forwarded to the HRDO Chief for signature
HRD-SC-006	To process request for financial assistance charged vs. the Administrative Development Fund	Processed requests for financial assistance	number of requests		0.17	Evaluates request, checks designations appointment status and forwarded to the HRDO Chief for signature
HRD-SC-007	To process application for thesis/dissertation aid for faculty, REPS and administrative staff	Processed applications for thesis aid (for master's program) and dissertation aid (for doctoral program)	number of applications		0.17	Processes applications for thesis aid (for master's program) and dissertation aid (for doctoral program)
HRD-SC-008	To process application for non-teaching staff fellowship	Evaluated application	number of applications		0.17	Evaluates application as to minimum qualification requirements;
HRD-SC-009	To check contract for scholarships	Processed scholarship nomination and contract	number of contracts		0.05	Processes scholarship nominations and contracts
HRD-SC-010	To process request for computation of contractual obligation	Processed request	number of statements		2.00	Prepares statement of fellowship / study leave period; forwards to the Accounting Office for computation of the total monetary value of the contractual obligation; forwards pertinent documents to the Legal Office;
HRD-SC-011	To send written reminder to unit of personnel whose authority to stay abroad will be expiring.	Written reminder	number of reminders		0.05	Prepares written reminder and sends the reminder to unit concerned.
HRD-SC-012	To prepare disbursement voucher & ObR for payment of benefits (transportation and book allowance) of personnel on fellowship or STLWP	Disbursement voucher and ObR for payment of benefits (transportation and book allowance) of personnel on fellowship or STLWP	number of DVs and ObRs		0.25	Prepares Disbursement voucher and ObR for payment of benefits (transportation and book allowance) of personnel on fellowship or STLWP
HRD-SC-013	To send reminder to employees on study leave, secondment, sabbatical, special detail local/abroad	Written reminder	number of reminders		0.05	Prepares written reminder and sends the reminder to unit concerned.
HRD-SC-014	To prepare quarterly report re: the number/list of staff who avail Foreign Travel	Quarterly report of Staff who avail Foreign Travel	number of employees		0.08	Prepares quarterly report of staff who avail Foreign Travel

HRD-BE-001	To prepare the list of personnel who are entitled to the loyalty cash award based on the University's guidelines	List of personnel entitled to loyalty cash award	no. of qualified personnel	3	0.05	Electronically generates the list of personnel entitled to the loyalty cash award; prints & forwards the lists to the HRDD Chief for review & signature
HRD-BE-002	To prepare the list of personnel who are entitled to longevity pay based on the University's guidelines	List of personnel entitled to longevity award	no. of qualified personnel	3	0.05	Electronically generates the list of personnel entitled to the longevity pay; prints & forwards the list to the HRDD Chief for review & signature.
HRD-BE-003	To prepare the list of personnel who are entitled to PIB based on the University's guidelines	List of personnel entitled to PIB	no. of qualified personnel	3	0.05	Electronically generates the list of personnel entitled to the PIB; prints & forwards the list to the HRDD Chief for review & signature
HRD-BE-004	To prepare the list of personnel who are entitled to Merit Incentives based on the University's guidelines	List of personnel entitled to Merit Incentive	no. of qualified personnel	3	0.05	Electronically generates the list of personnel entitled to the Merit Incentive; print & forwards the list to the HRDD Chief for review & signature
HRD-BE-005	To process payment for the service provider of the annual medical/physical examination	DV and ObR	no. of services conducted	60	1.00	Processes payments of the service provider for the annual medical/physical examination
HRD-BE-006	To send written reminders to faculty and staff re: availment of free physical/medical examination	Written reminders to employees	no. of personnel	2	0.03	Sends written reminders/memorandum to faculty and staff re: availment of free physical/medical examination
HRD-BE-007	To process Family Card	Employee's family card	no. of cards	2	0.03	Receives request form; checks the completeness of entries; prints & issues Family Cards
HRD-BE-008	To process all applications for tuition fee privileges of personnel and dependents	Duly signed application for tuition fee privilege	no. of applications	10	0.17	Examines & verifies completeness of application; process, records & returns to requisitioning employee.
HRD-BE-009	To process applications for limited practice of profession and issue Memorandum/Letter	Duly signed application for limited practice of profession	no. of applications	5	0.08	Receives & checks completeness of application; receives approved application for notation & distribution
HRD-BE-010	To process the application for flexi-time	Duly certified application for flexi-time	no. of applications	5	0.08	Evaluates application for flexi-time and makes recommendation for approval of authorized official.
HRD-BE-011	To monitor submission of certificates of service and daily time records of faculty and non-teaching staff	List of employees with deficient COS/DTR	no. of COC/DTRs	1	0.02	Receives DTR & COS; checks and verifies for accuracy
HRD-BE-012	To check DTR and prepare notice of frequency of tardiness incurred for employees with more than five tardiness per month	DTRs checked/list of employees with tardiness of more than 5 a month	no. of employees	15	0.25	Checks DTRs, records frequency of tardiness incurred & prepared letter to concern employee with more than five tardiness

HRD-BE-013	To prepare list / summary and attach DTRs / COS and approved leave applications to the payroll for submission to the COA/Accounting	Summary list of DTRs/COS/leave application	no. of employees	60	1.00	Receives approved leave applications; checks leave credits; post application; stamps & certifies true copy, forwards to authorized signatories; checks submitted DTR
HRD-BE-014	To process applications for Compensatory Time-Off	Duly certified application for compensatory time-off	no. of applications	20	0.33	Receives application, verifies completeness;submit to HRDD Chief for signature
HRD-BE-015	To process applications for leaves, record undertime and tardiness compute and record balances of vacation, sick maternity, paternity and special leave privileges of employees in their leave ledgers	Updated leave balance	no. of applications	10	0.17	Receives approved leave applications; checks leave credits; post application; forwards to authorized signatories; checks submitted bundy cards with plantilla; record it in their respective leave ledgers
HRD-BE-016	To prepare summary of leave credits for all employees	Summary record of leave credits	no. of certifications	5	0.08	Receives approved leave applications & prepared certification
HRD-BE-017	To prepare and submit notice re: personnel who incurred absense without official Leave (AWOL) , on LWOP and have not submitted their bundy cards/DTR to the Accounting Office for the computation of necessary deductions	Notice of lwop/deficiency in DTR s ubmitted to Payroll	no. of notices	5	0.08	Prepares and submits notice re personnel who incurred absense without official Leave (AWOL) , on LWOP & have not submitted their bundy cards/DTR to the Accounting Office for the computation of necessary deductions
HRD-BE-018	To notify the Accounting Office for the release salaries of employees who have complied with the requirements due to AWOL, on LWOP and non-submission of bundy cards/DTRs	Notice of release of salaries	no. of notices	5	0.08	Notifies the Accounting Office for the release of salaries of employees who have complied with the requirements due to AWOL, LWOP and non-submission of DTRs
HRD-BE-019	To prepare the list of employees who can monetize for special and regular monetization	List of employees qualiffied for monetization	no. of employees	3	0.05	Receives requests for monetization; compiles requests; computes/posts the total leave balance of employees and disapproved applications; print encoded list; forwards list to the Chief for signature; photo copies and distributes list to the Payroll Section; files copy of list received, and approved/disapproved applications.
HRD-BE-020	To process/issue memorandum to the personnel who are on leave without pay and travels abroad	Memoranda processed	no. of memo.	5	0.08	Receives applications for leave without pay and for travel abraod; checked/verified with leave ledgers;forwards to respective deputy directors for approval;processed/issued memorandum

HRD-BE-021	To record approved sabbatical in the SR and leave cards	Sabbatical recorded	no. of approved sabbatical	5	0.08	Receives application; checked /verified with records; forwards to respective deputy directors for approval and file
HRD-BE-022	To prepare certificates of employment and compensation upon request	Certificate of employment	no. of certificates	15	0.25	Provides request slip for COE for filling-up & instructs employee to pay, if any at the Cash Office; advises the employee (presently employed & those separated employees with accomplished clearance) to pick-up COE on the scheduled are given; checks/verifies all pertinent data of employee from the plantilla or from 201 file; types the certificate; records & affixes initial/signature
HRD-BE-023	To process Certificate of Completion of residency	Certificate of completion of residency	no. of certificates	10	0.17	Receives accomplished clearance; retrieves 201 file for verification of data; types certificate and forwards to concerned areas for signature of the concerned signatories and for dry sealing; receives signed/ dry sealed certificate and have it photocopied for 201
HRD-BE-024	To process ECC Claim form	ECC form processed	no. of claims	20	0.33	Receives ECC application; reviews the completeness of entries in the ECC application form and the supporting documents; stamps and initials; forwards to authorized official for signature
HRD-BE-025	To process application for loans (GSIS, PAGIBIG) and PHILHEALTH privileges	Application form processed	no. of applications	5	0.08	Prepares, collates and checks form;, advises employee on how to accomplish the form and submits to concerned offices
HRD-BE-026	To process membership applications for GSIS, Pag-IBIG, Phil-health, UP PFI, Government Bank	Application form processed	no. of membership forms	3	0.05	Prepares, collates and checks form;, advises employee on how to accomplish the form and submits to concerned offices
HRD-BE-027	To prepare supporting documents for benefits claims of employees due to maturity/surrender of GSIS policy contracts	Supporting documents for claim processed	no. of claims	10	0.17	Reviews the correctness of entries in the maturity application; stamps and initials/signs the application; forwards to GSIS for processing
HRD-BE-028	To prepare supporting documents for the claim of extended sick leave (ESL) benefits for retiring/qualified faculty members	Supporting documents for claim rocessed	no. of claims	120	2.00	Reviews the correctness of entries in the benefit claim application; stamps and initials/sgins the application; forwards to authorized official for approval

HRD-BE-029	To process accomplished Phil health hospitalization form for signature of the HRDO chief	Processed PhilHealth form	no. of forms	5	0.08	Receives Philhealth hospitalization application for; checks the completeness of entries and attachments; affixes initial; prepares checklist and forwards to the HRDD Chief for signature
HRD-BE-030	To process applications for claims of employees for hospitalization benefits from Philhealth	Processed PhilHealth form	no, of claims	5	0.08	Receives Philhealth hospitalization application for; checks the completeness of entries and attachments; affixes initial; prepares checklist and forwards to the HRDD Chief for signature
HRD-BE-031	To prepare retirement applications and supporting documents for submission to GSIS	Processed GSIS retirement application	no, of applications	480	8.00	Reviews the correctness of entries in the benefit claim application; stamps and initials the application; forwards to authorized official.
HRD-BE-032	To compute and record the total leave balance for terminal leave application	Updated leave balance for terminal leave	no. of applications	240	4.00	Receives letter of retirement; types/issues clearance and attachments; records typed clearance; gives the requirements to the requesting personnel for accomplishment afterwhich stamps and initials the application forwards application to authorized official for signature
HRD-BE-033	To process the retirement gratuity & prepare the list of retirees under RA 1616 and prepare supporting documents	Processed retirement gratuity; list of RA 1616 retirees prepared	no. of employees	960	16.00	Prepares Memo notifying employees who are eligible for compulsory and optional retirement; receives, reviews and compute leave credit balances; prepares, encodes and prints list of retirees; forwards the list to authorized signatories; forwards the approved list to the Budget Office; files receiving copy.
HRD-BE-034	To prepare supporting documents for survivorship application	Processed urvivorship claims/ applications	no. of claims/ applications	35	0.58	Relatives or survivors of employees are assisted in their benefit claims within the University, Provident fund, GSIS, etc.
HRD-BE-035	To process applications for University clearance	Duly certified University clearance	no. of applications	3	0.05	Verifies submitted documents at HRDO
HRD-BE-036	To issue & record Certificate of Clearance after approval of University Clearance	University clearance	no. of certification issued	5	0.08	Prepares certifcate of clearance
HRD-BE-037	To prepare for the list of Service Awardees	List of service awardees	no. of employees	3	0.05	Electronically generates the list of personel qualified for the Service Awards Programs; prints & forwards the lists to the HRDD Chief for review & signature

HRD-BE-038	To prepare the list of personnel who are entitled to the rice subsidy/allowance based on the University's guidelines	List of employees for rice subsidy	no. of employees	3	0.05	Electronically generates the list of personnel entitled to the rice subsidy/allowance: prints & forwards the lists to the HRDD Chief for review & signature
HRD-BE-039	To prepare voucher for rice subsidy/allowance based on the University's guidelines	Rice Vouchers	no. of employees	3	0.05	Electronically generates the list of personnel entitled to the rice allowance: prints & forwards the lists to the HRDD Chief for review & signature
HRD-BE-040	To prepare the list of personnel who are entitled to 13th month pay based on University's guidelines	list of employees entitled to 13th month	no. of employees	3	0.05	Electronically generates the list of personnel qualified for 13th month pay: prints & forwards the lists to the HRDD Chief for review & signature
HRD-BE-041	To prepare the list of personnel who are entitled to clothing allowance based on the University's guidelines	List of employees for rice subsidy	no. of employees	3	0.05	Electronically generates the list of personnel entitled to the clothing allowance: prints & forwards the lists to the HRDD Chief for review & signature
HRD-BE-042	To endorse the recommendation for dropping from the rolls	Evaluated recommendation of dropping from the rolls	no. of employees	10	0.17	Received letters from concerned department; checked/verified and forwards to HRDD Chief for notation
HRD-BE-043	To issue memoranda for dropping from the rolls	Memorandum of dropping from the service	No, of memo.	10	0.17	prepares memo to be signed by the proper official to the concerned employee
HRD-BE-044	prepares request for issuance of meal ticket/bundy card for new employee	Notice to Dietary of new employee (for PGH); bundy card issued to new emp.	no. of notices prepared & bundy cards issued	3	0.05	Prepares and issues request for meal ticket (for PGH) and issues bundy card for new employees
HRD-BE-045	To prepare Agency Remittance Advice (ARA) for inclusion/deletion of membership or updating of records to GSIS	Agency Remittance Advices	Number of employees		0.17	Prepares and Certifies ARA for submission to GSIS including attachments
HRD-BE-046	To approve GSIS loans	Approved GSIS loans	number of loans		0.17	Prints pending loan applications and submits to Accounting for certification and approves loan application of employees
HRD-AP-001	To check the accuracy of all entries in basic papers & review the completeness of all supporting documents for the original appointments/ reappointments/ reclassification/promotion/tenure of personnel (faculty , REPS, administrative personnel)	Checked BP and verified supporting documents	Number of Basic Papers/recommendations		0.58	Counter-checks completeness of required supporting documents against checklist for original/reappointment/reclassification/promotion/tenure/ renewal of appointments.Checks entries in the Basic Paper; fills out the information (effectivity date, salary rate, position, status) in box 14 of the basic paper; forwards the basic paper to the HRDO Chief for signature.

HRD-AP-002	To review completeness of all supporting documents for the renewal of appointments of personnel (faculty, REPS, administrative personnel)	Checked BP and verified supporting documents	Number of Basic Papers/recommendations		0.33	Counter-checks completeness of required supporting documents against checklist for original/reappointment/reclassification/promotion/tenure/ renewal of appointments. Checks entries in the Basic Paper; fills out the information (effectivity date, salary rate, position, status) in box 14 of the basic paper; forwards the basic paper to the HRDO Chief for signature.
HRD-AP-003	To send HRDO Referral Slips for deficiencies in requirements for the appointments of personnel (faculty, REPS, administrative personnel).	Written reminders	number of referral slips		0.25	Encodes and prints written reminders for signature of the HRDO Chief; photocopies and distribute the reminders to units concerned.
HRD-AP-004	To prepare and issue notices of appointments of academic and administrative personnel (to include part-time faculty with compensation and visiting/adjunct professor without compensation.)	Notices of appointments of personnel	number of appointments issued		0.50	Encodes needed information and prints notice of appointments; forward the notices to the HRDO Chief for review and initial; further forwards the notices to executive officials for signature.
HRD-AP-005	To post list of appointments issued in HRDO Bulletin Board	List of appointments issued	number of positions posted		0.02	Posting of names of newly approved appointments in conspicuous areas for at least 2 weeks
HRD-AP-006	To prepare the summary of recommendations for appointments (except renewal) for deliberation in the CU AdPFC meeting.	Summary of recommendations	number of recommendations		0.17	Review & check accuracy of data on the basic papers vis-à-vis the service record and database, attached CV, and policy implications;
HRD-AP-007	To prepare the summary of recommendations for renewal of appointments for deliberation in the CU AdPFC meeting.	Summary of recommendations	number of recommendations		0.03	review & check accuracy of data on the basic papers vis-à-vis the service record and database, attached CV, and policy implications;
HRD-AP-008	To transcribe the minutes of the APFC/AdPFC meeting	Verbatim/transcription of previous meeting	number of tapes		4.50	Listens to the recorded discussion/ meeting; encode the verbal discussion vis-à-vis the agenda
HRD-AP-009	To prepare the minutes of the previous AdPFC meeting .	Minutes of the previous AdPFC meeting	number of minutes of the meetings		8.00	Takes the proceedings of the meeting; drafts and prints the minutes of meeting for review of the HRDO Chief; finalizes the minutes of meeting for review of the HRDO Chief
HRD-AP-010	To prepare the agenda of the CU AdPFC Meeting including additional agenda	Agenda of the CU AdPFC Meeting	List of agenda		2.00	Prepares, photocopies and collates the agenda for the meeting

HRD-AP-011	To prepare the agenda of the AcadPFC Meeting including additional agenda	Agenda of the AcadPFC Meeting	List of agenda		5.00	Prepares, photocopies and collates the agenda for the meeting
HRD-AP-012	To prepare/draft letters/endorsements of the action taken by the AcPFC/AdPFC	Letters/endorsements of the action taken by the AcPFC/AdPFC	number of letters/referrals		0.33	Drafts, encodes and prints the endorsements for review of the HRDO Chief; finalizes and forwards the endorsements to the AcadPFC Chair for signature.
HRD-AP-013	To prepare a Report on Appointments Issued (RAI) every month for submission to CSC.	Monthly Report on Appointments Issued (RAI)	number of appointments issued the previous month with complete attachment (submitted monthly every 15th of the month)		0.25	Drafts, encodes and prints report for review of the HRDO Chief; finalizes and submits the report to the CSC.
HRD-AP-014	To prepare notices of step increments (NOSI) to personnel who are entitled to the longevity pay/merit.	Notices of step increments (NOSI)	number of NOSIs for longevity;merit		0.08	Electronically generates the NOSIs; prints and forwards the NOSIs to the HRDO Chief for review.
HRD-AP-015	To prepare notices of step adjustments (NOSA)	Notices of step adjustments (NOSA)	number of NOSAs		0.08	Electronically generates the NOSAs; prints and forwards the NOSAs to the HRDO Chief for review
HRD-AP-016	To check the accuracy and review the completeness of all supporting documents for appointments on additional assignment basis.	Checked BP and verified supporting documents	number of appointments		0.33	Counter-checks completeness of required supporting documents against checklist for appointments on additional assignment basis.
HRD-AP-017	To send written reminders for deficiencies in requirements for appointments on additional assignment basis.	Written reminders	number of letters/referrals		0.25	Encodes and prints written reminders for signature of the HRRD Chief; photocopies and distribute the reminders to units concerned.
HRD-AP-018	To prepare and issue notices of appointments on additional assignment basis.	Notices of appointments on additional assignment basis	number of appointments on additional assignment		0.25	Encodes needed information and prints notice of appointments; forward the notices to the HRDO Chief for review and initial; further forwards the notices to executive officials for signature.
HRD-AP-019	To prepare and issue notices of honoraria and RATA increases	Notices of honoraria and RATA increases	number of appointment		0.25	Encodes needed information and prints notice of appointments; forward the notices to the HRDO Chief for review and initial; further forwards the notices to executive officials for signature.

HRD-AP-020	To review completeness of all supporting papers and check accuracy of all entries in the application form for appointments of student assistant and notify deficiencies in requirements for the appointments of student assistants	Checked BP and verified supporting documents	number of received application forms		0.17	Encodes and prints written reminders for signature of the HRDO Chief; photocopies and distribute the reminders to units concerned.
HRD-AP-021	To prepare and issue notice of appointments of graduate/student assistants	Notices of appointments of student assistants	number of appointments		0.17	Encodes needed information and prints notice of appointments; forward the notices to the HRDO Chief for review and initial; further forwards the notices to executive officials for signature; reproduces, collates and distributes copies of signed notice of appointments to all units concerned
HRD-AP-022	To prepare Database of Individuals Barred (DIBAR) from Taking Civil Service Examinations and Entering Government Service every month for submission to CSC	Monthly DIBAR submitted to CSC	number of monthly reports		0.08	Drafts, encodes and prints report for review of the HRDO Chief; finalizes and submits the report to the CSC.
HRD-AP-023	To prepare a Monthly Report on Accession (MRA) for submission to CSC	Monthly Report on Accession submitted to CSC	number of monthly reports		0.17	Drafts, encodes and prints report for review of the HRDO Chief; finalizes and submits the report to the CSC.
HRD-AP-024	To prepare Mamamayan Muna report every quarter for submission to CSC	Quarterly report submitted to CSC	number of quarterly reports		0.17	Report positive and negative feedback regarding frontline services of the University and submits the report to CSC
HRD-AP-025	To prepare quarterly report on separations for submission to CSC and OSU	Quarterly report submitted to CSC and OVPA	number of quarterly reports		1.00	Identify employees who are separated from the University in the following mode of separation: Retirement (compulsory/ optional), resignation, death, transfer to another govt agency processed and approved per quarter.
HRD-AP-026	To prepare the PSI-POP for submission to the DBM	Updated PSIPOP	Number of items		0.25	Checks, verifies and certifies the entries in the PSI-POP
HRD-AP-027	To prepare the Monthly/Quarterly PSI-POP modification for submission to OVPPF	Monthly/Quarterly report of PSIPOP modifications	Number of items		0.25	Checks, verifies and certifies the entries in the PSI-POP
HRD-AP-028	To review/check, verify entries and print Service Records of employees	Service Records of personnel	Number of reviewed and accurate SR		0.25	Reviews completeness of mandated NOSI for longevity in the Service Record; Supersede NOSI for the missed mandated NOSIs; Prints SR

HRD-AP-029	To prepare certificates of employment as requested by active and former employees	Certificates of employment requested by active and former employees are prepared	Number of Certificates of Employment issued		0.25	Reviews completeness of mandated NOSI for longevity in the Service Record; Supersede NOSI for the missed mandated NOSIs; Prints Certificate of Employment
HRD-AP-030	To prepare contract of services/job orders as requested by other offices	Contract of services/job orders	Number of job orders/contracts of service		0.33	Encodes and stores new information in the database;
HRD-AP-031	To examine and certify project contracts, job order contracts, non-UP contracts and job orders	Examined project contracts, job order contracts, non-UP contracts and job orders	Number of certified contracts of services and job orders		0.17	Encodes and stores new information in the database;
HRD-AP-032	To record in the electronic database of all NON-UP contracts and job orders	Encoded and updated electronic database of all NON-UP contracts and job orders	Number of contracts of service and Job orders recorded/month		0.08	Encodes and stores new information in the database
HRD-AP-033	To process the validation of employee's application for Identification Card.	Validated employee's Identification Card.	Number of validated IDs		0.05	Counter checks the effectivity of the appointments in the database
HRD-AP-034	To process TIN applications for submission to BIR and retrieve TIN IDs of University Personnel	Prepared list of TIN Applications	Number of TIN applications		0.17	Checks the completeness of the form
HRD-AP-035	To create/update service cards/ledgers for new and active employees	Service cards for employees	Number of service cards		0.08	Reviews completeness of mandated NOSI for longevity in the Service Record; Supersede NOSI for the missed mandated NOSIs;
HRD-AP-036	To assign employee numbers for new faculty and non-teaching personnel	Employee numbers for new faculty and non-teaching personnel	Number of assigned/verified employee numbers		0.03	Assigns employee numbers; corrects employee numbers that have been issued erroneously
HRD-AP-037	To administer the Oath of Office	Signed Oath of Office	Number of employees		0.08	Administers, signs the oath of office of the appointee
HRD-AD-008	To draft /finalize guidelines on matters related to existing & new policies, rules and regulations to be implemented	Draft guidelines / communications	Number of guidelines /communications		8.00	Upon request, prepares guidelines on various subjects related to existing policies or new matters, prior to implementation
HRD-AD-010	To prepare and submit to appropriate office a Masterlist of employees who submitted SALN	SALNs are submitted to appropriate office	Number of employees		0.05	Electronically encodes master list of employees who submitted SALN and forwards to the pertinent offices for signature; transmits masterlist to concerned offices
HRD-AD-024	To prepare write-up for employee of the month / retiree	Write-ups for employee of the month / retiree	Number of write-ups		2.00	Interviews retiree / employee of the month; gathers data; prepares and posts the write-up
HRD-AD-025	To refer OJTs from different schools for office practice	Referred On-the job-trainees	Number of OJT applications		0.67	Orients, coordinates and refers OJT to requisitioning unit