



MEMORANDUM

TO: **REGIONAL DIRECTOR RAYMUNDO G. AGRAVANTE**
RO 10

SUBJECT: **2014 OPCR RATING**

DATE: 15 April 2015

This is to recognize RO 10's contributions in achieving the Department's targets and commitments for 2014.

In summary, RO 10 garnered an overall final rating of **3.66** or **Very Satisfactory** in its performance for 2014. This Office Performance Commitment and Review (OPCR) rating shall be your basis in the final assessment of the performance level of your employees through their Individual Performance Commitment and Review (IPCR) for 2014.

Based on the assessment of your OPCR, note that there is a need to improve performance in the following success indicators:

Success Indicator	2014 Validated Rating
• Increased income of 10% of the beneficiaries during the 1 st year of implementation	1
• Submitted analysis report on Sugar Production and Withdrawal, Lien Collection and Remittance submitted within 15 days after end of reference month	1
• Submitted report on the Implementation of Cash Bonus Program under RA 6982 within 15 days after end of reference quarter	1.8
• Maternity Benefit Program Monitoring	
- 100% of claims filed with complete documents processed by TSSD (SAP Officer) within 10 days from receipt	1
- 100% of processed claims paid within 5 days from endorsement of TSSD	1
- Submitted monthly report on maternity benefits within 15 days after end of reference month	2.5
• Death Benefit Program Monitoring	
- 100% of claims filed with complete documents processed by TSSD (SAP Officer) within 10 days from receipt	1
- 100% of processed claims paid within 5 days from endorsement of TSSD	1
- Submitted monthly report on death benefits within 15 days after end of reference month	2.5

Success Indicator	2014 Validated Rating
<ul style="list-style-type: none"> Submitted to FMS quarterly report on ARTA implementation and monthly report on citizens feedback results, using the prescribed forms on or before the deadline set 	2.09
<ul style="list-style-type: none"> Utilized 100% of the Notice of Cash Allocation (NCA) for priority programs/activities/projects (P/A/Ps) and commitments of the Department under the Philippine Labor and Employment Plan (PLEP) 2011-2016 	2
<ul style="list-style-type: none"> Liquidated/settled cash advances within the corresponding rate (%) per selected account and within the prescribed period for the following account: <ul style="list-style-type: none"> Account 148 (Cash Advances to Officials and Employees) by 80% for prior and current years 	1.5
<ul style="list-style-type: none"> Submitted request for write-off of dormant accounts (receivables) by at least 60% to IAS not later than 30th day of September of the current year 	1
<ul style="list-style-type: none"> Filled up 80% of vacant positions, as follows: <ul style="list-style-type: none"> As of March 30, 2014 by end June 2014 and submit to HRDS report on semestral filling-up of vacancies by July 7, 2014 As of September 30, 2014 by end December 2014 and submit to HRDS report on semestral filling-up of vacancies by January 6, 2015 	2.5
<ul style="list-style-type: none"> Completed the four-step process toward CES eligibility end of December 2014 (for incumbent of CES positions who are not yet CESOs) 	1

Again, thank you for all the support and I look forward for your continuous provision of quality public service.


ROSALINDA DIMAPILIS-BALDOZ
 Secretary

