




Republic of the Philippines
SOCIAL SECURITY SYSTEM
STRATEGIC PERFORMANCE MANAGEMENT SYSTEM
OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR) FORM
 For PERFORMANCE MANAGEMENT AND EMPLOYEE RELATIONS DEPARTMENT

CY 2020

(Please read instructions at the back before filling out this form)

COMMITMENT CONTRACT

I, CAROLINA V. VILLA, Acting Head of the PERFORMANCE MANAGEMENT AND EMPLOYEE RELATIONS DEPARTMENT, commit to deliver and agree to be rated on the attainment of the following targets in accordance with indicated measures for the period 2020.



 Signature

1/2/2020
 Date

APPROVED BY


FILOMENA S. DAVID

Signature Over Printed Name (Immediate Superior)

ACTING HEAD, HUMAN RESOURCE SERVICES DIVISION

Position Title

1/2/2020
 Date

(Please read instructions at the back before filling out this form)



PART I PERFORMANCE COMMITMENT				PART II ACTUAL ACCOMPLISHMENT AND RATING									
STRATEGIC OBJECTIVES	WEIGHT	MAJOR FINAL OUTPUT	SUCCESS INDICATOR		SECTION RESPONSIBLE	ACTUAL ACCOMPLISHMENT	% ACCOMPLISHED			WEIGHTED SCORE			REMARKS (use separate sheet if necessary)
			MEASURE	TARGET			Q ¹	E ²	T ³	Q ¹	E ²	T ³	
STRATEGY EXECUTION													
1 Implementation of the Development Plan for the 237 selected executives and supervisors (IASG, BOS, Medical Services) under the Executive Succession Management Program	7	➢ Development Plan for the 237 selected executives and supervisors (IASG, BOS, Medical Services) under the Executive Succession Management Program implemented	➢ Date of implementation	December 2020	Career Management Section	- Released 237 Individual Online Competency Assessment Result reports and Individual Development Plans to participants - Developed and implemented Mentoring Program (e-Mentoring Conversations)			100%			7	Proofs: - Online Competency Result - Individual Development Plan - Program on e-Mentoring Conversations Course
2 Implementation of Individual Career Development Plan for 110 executives and supervisors (various units) under the Executive Succession Management Program	9	➢ Individual Career Development Plan for 110 executives and supervisors (various units) under the Executive Succession Management Program implemented	➢ Date of implementation	December 2020	Career Management Section	Prepared 110 Individual Career Development Plans			100%			9	- Consolidated report and List of participants
		➢ Online Competency Assessment for 110 executives and supervisors conducted	➢ Date of conduct	October - December 2020		Conducted Online Competency Assessment from Dec 7 to 15, 2020							



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3 Increase employee participation in at least 1 HR sponsored activity	9	➤ Employee participation in at least 1 HR sponsored activity increased	➤ % of increase of employee participation in at least 1 HR sponsored activity	30% or 2,496 employees	Employee Relations, Employee Wellness and Career Management Sections	66.92% or 5,569 employees participated in at least 1 HR sponsored activities		100%			9		- 1,552 participants for Gender Sensitivity Training (GST) and Anti-Sexual Harassment (ASH) Webinars - 1,511 Various Sports and Wellness participants - 1,900 ees Virtual SSS Christmas Program - 27 employees received notification for workplace learning - 339 employees sent confirmation of participation - 240 employees completed intervention with evaluation. - 5,569 Total number of employees participated in at least 1 HR program
4 Enhance SSS PRAISE (RIA, Best Employees and Employees Outstanding Contribution/ Accomplishments)	5	➤ SSS PRAISE (RIA, Best Employees and Employees Outstanding Contribution/ Accomplishments) enhanced/approved by PCEO	➤ Date of submission of Enhanced SSS PRAISE Policy for approval of the PCEO	December 2020	Incentives and Rewards Management Section	Submitted to and reviewed by the PRAISE Committee the Enhanced SSS PRAISE Policy documents on 14 Dec 2020.			90%		4.5		Memo, Minutes of the meetings
5 Roll out of the following module: ➤ Career Management ➤ Succession Management ➤ Competency Management and Training Management	1	➤ Automated system for the following modules launched: ➤ Career Management ➤ Succession Management ➤ Competency Management and Training Management	➤ Date of implementation	One month after UAT	Career Management Section, Performance Management Section	Presented initial SRS			100%		1		initial draft of ee hub (ppt used during HRMS meeting)
6 Implementation of the weekly 15 minute huddle to increase employee awareness on the corporate plans/programs	7	➤ Weekly 15 minute huddle to increase employee awareness on the corporate plans/programs implemented	➤ % of awareness on the corporate plans and program by March 2020 ➤ Date of implementation	25% Beginning August 2020	Employee Relations Section	84.22% or 7,009 employees attended huddles sessions Implemented in August 2020		100%			7		25% is equivalent to 2,080 (25% Of 8,322) Database, Executive Report
7 Implementation of HR developmental interventions to at least 25% (417) employees with below (3.0) competency rating	6	➤ Development interventions to 25% employees with competency gaps addressed	➤ Date of completion	December 2020	Career Management Section (in partnership with LDD)	712 employees received training and non training interventions to address below competency rating.			100%		6		Executive Report, List of Actual participants, Confirmation of participation, Notification for workplace learning
8 Conduct of Competency Assessment for FY 2019	8	➤ Competency Assessment for FY 2019 conducted	➤ Date of conduct	December 2020	Performance Management Section	Conducted competency assessment per Memo Advisory dated 22 Sept 2020, released via email on 27 Sept 2020.			100%		8		Memo advisory on the Conduct of Competency Assessment
OPERATIONAL EFFICIENCY													
9 Implementation of Athletics and Wellness Programs ➤ Internal Sports Activities Wellness Programs	4	➤ Athletics and Wellness Programs implemented ➤ Athletics (Cycling & Running) ➤ Wellness Programs (Zumba, Crossfit & Boxing)	➤ Date of completion	December 2020	Employee Wellness Section	Nine (9) Athletics and Wellness Programs conducted/facilitated - Cycling Program - Running - Zumba - Crossfit - Boxing			100%		4		Summary Report

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			MEASURE	TARGET			Q ¹	E ²	T ³	Q ¹	E ²	T ³			
		<ul style="list-style-type: none"> ➢ Summary of Performance Ratings for 1st semester 2020 completed 	<ul style="list-style-type: none"> ➢ Date of Completion 	<p>October 2020</p> <p>90% of 1st semester 2020 IPCRs received as of 24 August 2020</p>		<p>Summary of Performance Ratings for 1st Semester 2020 released by October 2020</p> <p>91.04% (183 / 201 units) of 1st Semester 2020 IPCR received as 24 August 2020</p>								<p>Monitoring Tracker on the Submission of IPCR 2nd Sem 2020 (Monitoring Report)</p> <p>100% (based on 90% target)</p>	
		<ul style="list-style-type: none"> ➢ Performance ratings of employees based on various requests 	<ul style="list-style-type: none"> ➢ No. of days to process 	<p>Within two (2) days upon receipt of request provided all data are available</p>		<p>Performance ratings of employees based on various requests released within 2 days upon receipt of request</p>								<p>Sample email of request and release of performance ratings</p>	
13	Facilitation of PBB for FY 2019	2	<ul style="list-style-type: none"> ➢ Good Governance Conditions of GCGs ➢ PBB Ranking (Individual and Corporate) 	<ul style="list-style-type: none"> ➢ GCGs conditions monitored/completed (Transparency Seal) ➢ PBB Ranking (Individual and Corporate) completed 	<ul style="list-style-type: none"> ➢ Date of Completion ➢ Date of Completion 	<p>Based on GCG Guidelines</p> <p>Within 1 (one) year from the receipt of the GCG-validated Performance Scorecard (GCG MC 2019-02)</p>	<p>Incentives and Rewards Management Section</p> <p>Performance Management Section</p>	<p>Completed</p> <p>On-going validation of Performance Scorecard by the GCG</p>			100%			2	<p>GCG validation report for PBB FY 2019 as posted in the GCG website</p> <p>GCG-validated Performance Scorecard is not yet available.</p>
14	Implementation of SSS PRAISE - employees' incentives and award programs	4	<ul style="list-style-type: none"> ➢ Employees' Incentives and award programs processed/implemented 	<ul style="list-style-type: none"> ➢ Date of completion/conduct of programs 	<p>January - December 2020</p>	<p>Incentives and Rewards Management Section</p>	<p>Employees' incentives, rewards and recognition programs under PRAISE implemented/facilitated.</p> <p>Employees' incentives and awards:</p> <ul style="list-style-type: none"> > Employee Annversary Award > Master's/Doctorate Degree Completion Award > Retirement Incentive Award <p>Rewards & Recognition Programs:</p> <ul style="list-style-type: none"> > National Awards - SSS nominations to CSC Honor Awards Program > On-the Spot-Recognition, Commendation Award Program > HR Commendation Corner (intranet site) > Best in Attendance Award Program > Loyalty Token 			100%			4	<p>Program Approval, Reports</p>	

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15 Implementation of Employee Communications Programs	4	➤ Employee Communications Programs implemented	➤ No. of programs conducted/facilitated	4	Employee Relations Section	6 Employee Communications Programs implemented/facilitated * HR Access * CNA Negotiations * Positive Feedback Mechanism * HR Site Management * Assistance to External Requests * Sharing Possibilities		100%			4		Program Approval, Reports
16 Implementation of Employee Relations and Service Quality Culture Program	4	➤ Employee Relations and Service Quality Culture Programs implemented	➤ No. of programs conducted/facilitated	6	Employee Relations Section	7 Employee Relations and Service Quality Culture Programs implemented/facilitated: * Employee Care and Reach-Out * Volunteer Program * Grievance Machinery * Retirement and Tribute * E-greetings * TET Promotional Activities * Philippine Red Cross (PRC) Programs		100%			4		Executive Reports
17 Implementation of GAD programs	4	➤ GAD Programs implemented and GAD requirements submitted	➤ No. of programs conducted/facilitated	6	Employee Relations Section	8 GAD Programs conducted/facilitated * Anti-Sexual Harassment * Gender Sensitivity Training * National Womens Month Activities * PCW Webinars * Lactation Stations * GAD Corners * VAWC * Day Care Center Programs		100%			4		PCW Reports and Accomplishments
18 Implementation of Career Programs: ➤ Succession Management Program	5	➤ List of potential successors (minimum of 5 per position) with corresponding skills and competencies submitted to OPSD	➤ Date of submission	December 2020	Career Management Section	- Matrix of Competencies/ Gaps of 1,283 potential successors to 331 identified vacant/anticipated vacant executive positions released to OPSD & LDD - List of Senior and Middle Management Technically/ Optionally Retiring in the Next 6 Years (2021-2026) submitted to HRSD			100%		5		- File copies/sent emails to OPSD & LDD and PDF copies of sent Matrix of CompetenciesGaps - Sent email to HRSD

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			MEASURE	TARGET			Q ¹	E ²	T ³	Q ¹	E ²	T ³		
➤ Individual Career Development		➤ Consolidated report and report on results of assessment/evaluation test submitted to HRMG Head	➤ Date of submission	December 2020		- Online Competency Assessment Test conducted to 110 executives and supervisors from December 7 to 15, 2020 - Reports from service provider received on 12/29/2020 only since there was a delay in the procurement/awarding of contract								
➤ Career Development Programs		➤ Career development programs implemented	➤ Number of programs implemented and reports submitted HRMG Head	5		5 Career Development Programs implemented/conducted * Job Rotation Program * Job Enrichment Program * Job Shadowing Program * Job Enlargement * E-Mentoring Program							Executive Report	
19 Compliance to PCEO Instructions/assignments	2	➤ PCEO instructions/ assignments complied	➤ % of all other instructions/ assignments from the OPEO met within SLA	100%		* PMR * Status of Office Order * Volunteers on Mega Swabbing * Blood Donation Activities * Virtual Christmas Activities		100%			2		Reports	
RISK														
20 Internal Audit		➤ Internal Audit rating obtained	➤ % of Internal Audit rating obtained	90%		No Internal Audit conducted							Weight allocated redistributed to deliverable Item #2	
21 Full conformity (Internal) to ISO Standards		➤ Conformity (Internal) to ISO Standards rating obtained	➤ Number of major non-conformity/ies during the 1st Surveillance Audit	NC=0		No IQA conducted							Weight allocated redistributed to deliverable Item #3	
STAKEHOLDERS														
22 Conduct of Mental Health and Engagement Survey	3	➤ Mental Health and Engagement Survey conducted	➤ Date of Conduct	December 2020		Employee Mental Health and Satisfaction Survey conducted December 2020			100%			3	Program Approval and implementation	
PEOPLE														
23 Attendance of Personnel to Seminar/Training	2	➤ Seminar/Training attended by Personnel	➤ Number of Seminar/ Training attended by each personnel	at least one (1) per EE		100% (34 out of 34) of PMERD personnel attended at least 1 seminar/training		100%			2		Database	
24 Average Performance Rating of All Employees (EEs) in the Department	2	➤ Desired average numerical rating of all EEs in the department achieved	➤ Average numerical rating of all EEs in the department	At least 3.6		Average numerical rating of all EEs in the department = 4		100%			2		* IPCRs	
100						Total Weighted Score			0.00	30.00	69.50			
						Sum of Total Weighted Score	99.50							
						Numerical Rating	4							
						Adjectival Rating	Very Satisfactory							
COMMITMENTS VALIDATED BY:			RATING VALIDATED BY:			NOTED BY:			RATING SCALE					
 DM III COLETTE H. CORDIAL Corporate Policy and Planning Department (Signature Over Printed Name)			DM III COLETTE H. CORDIAL Corporate Policy and Planning Department (Signature Over Printed Name)			 MA. NYMPHA M. RAGEL VICE PRESIDENT, HUMAN RESOURCE SERVICES DIVISION			Score	Numerical Rating	Adjectival Rating			
									100	5	Outstanding (O)			
									90-99.99	4	Very Satisfactory (VS)			
									75-89.99	3	Satisfactory (S)			
									60-74.99	2	Unsatisfactory (US)			
below 60%	1	Poor (P)												