



OPERATIONAL PLAN MONITORING FORM

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Quality Objective	Code (Indicators)	Indicators (OTP Quality Objective)	Code (Action Plan)	OTP Action Plan	Percent Completion of the Action Plan (Max 100%)	Percent attainment of the Quality Objective	Task/Action*
A.3. To submit accurate and timely financial reports.	B.3.2	Number of monthly disbursement reports with copies of disbursement vouchers prepared and submitted per schedule	ODAS/CASH-21-AP1	Follow-up request to NAPB to hire one casual employee as replacement to the retired employee	100%	80%	Since, the existing office JO personnel was hired as casual (promoted). The office need to request the hiring of another JO personnel to replace him.
A.2. To facilitate effective utilization of regular agency fund, internally generated fund, business related fund and trust receipt fund.	B.1.7	Number of vouchers and payrolls paid	ODAS/CASH-21-AP6	Prepare a draft letter request for and in behalf of the President to Philhealth, and Pag-ibig to provide additional payment options, like through bank deposits to limit face to face transactions in remitting the collections for these agencies Make series of follow ups until the request has been favorably granted by Philhealth and Pag-ibig	80%	80%	Continue to follow up weaccess enrollment at Landbank for bank to bank payments for other funds.

**refer GL-VPR-01 for the measure of effectiveness of the actions to minimize/eliminate risk*

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Date: November 26, 2021

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Date: November 26, 2021

Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.