

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **LOUELLA C. AMPAC**, Financial Management Director commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with in accordance with the indicated measures for the period **January-December, 2022**.

Submitted by:

Louella C. Ampac
LOUELLA C. AMPAC
Head of Unit

Approved:

Daniel Leslie S. Tan
DANIEL LESLIE S. TAN
VP for Admin. & Finance

Personnel Composition	Position Title/Designation	Number
Head	Financial Management Director	1
Regular Admin Staff	Administrative Aide VI	1
Admin Staff Members		2

Rating Requirements:
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair

UMFO6: GENERAL ADMINISTRATION SUPPORT SERVICES
OVPAF MFO3: Financial Services & Management

	MFO	Success Indicators	Persons Responsible	January - December, 2022 Target	Actual Accomplishment	Percentage of Accomplish ments	Rating				Remarks
							Q¹	E²	T³	A⁴	
ODF MFO1: Budget Management Services											
ODF MFO 1	Administrative and Support Services Management	PI 1: Efficient & Customer-Friendly Frontline Service	Louella C. Ampac Jocelyn T. Co	Zero percent complaint from clients served						0.00	
		PI 2: Percentage of financial documents (Vouchers, Payrolls, Checks, ACIC, LDDAP, student requests re: clearance and withdrawal of deposits) received are approved and released	Louella C. Ampac Jocelyn T. Co	Documents released within forty five (45) minutes						0.00	
		PI 3: Number of external linkages for improved financial management developed/maintained	Louella C. Ampac Alicia M. Flores Nick Freddy R. Bello	10 external linkages (COA, DBM, BOT, LBP, NEDA, CHED, BIR, Philhealth, HDMF and GSIS						0.00	