

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

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 the indicated measures for the period January - June, 2022


LOUELLA C. AMPAC
Ratee

Approved by:

DANIEL LESLIE S. TAN
VP for Admin. & Finance

MFO & PAPs	Success Indicators	Tasks Assigned	Target January - December, 2022	Actual Accomplishment January-June, 2022	Percentage of Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
Budget Formulation and Financial Management	Percentage of Budget Proposals for GAA prepared, endorsed by UADCO for BOR approval	Consolidates budget proposals submitted by different departments/centers/offices/units as basis for budget proposal	100% (1/1) volume of budget proposal for 2023 submitted on time to governing bodies, error free	1 volume of budget proposal for 2023 submitted on time to governing bodies, error free	100%	5.0	5.0	5.0	5.00	
	A) General Fund - Budget per NEP for endorsement to the University President for approval	Prepares/revises 1 volume of budget per NEP for endorsement to the University President for approval	100% (1/1) volume of revised budget based on 2023 Hard Ceiling	on-going (volume of revised budget based on 2023 NEP)	60%	4.0	5.0	5.0	4.67	NEP not yet available
	B) Income - Percentage of budget proposals on utilization of income endorsed by UADCO for BOR approval	Prepares quarterly proposals for utilization of income endorsed by UADCO for BOR approval	100% (15/15) budget proposals for utilization of income including proposals related to Finance	7 budget proposals for utilization of income including proposals related to Finance	100%	5.0	5.0	5.0	5.00	
	Percentage of Budget Requests Processed (For Later Released Processed, NCA Release, Request for Authority to Purchase Motor Vehicle)	Prepares the needed documents related to budget requests	100% budget requested and released (8 requests)	4 requests submitted (1 released authority, 2 with DBM, 1 returned)	100%	5.0	5.0	4.0	4.67	
	Percentage of payroll, vouchers, student clearances & withdrawals approved within the day from receipt	Signs and approves payroll, vouchers & student deposits/clearances within the day from receipt	100% (16,284/16,284) payrolls, vouchers, clearance signed and approved	7,645 payrolls, vouchers, clearance signed and approved	94%	5.0	5.0	4.0	4.67	
	Percentage of checks, NCA Utilization, LDDAP and ACIC signed and approved within the day from receipt	Signs and approves NCA Utilization, LDDAP and ACIC within the day from receipt	100% (40,000/40,000) checks and docs signed and approved	20,990 checks and docs signed and approved	111%	5.0	5.0	5.0	5.00	