

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:

Approved:

LOUELLA C. AMPAC

Head of Unit

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
							Q ¹	E ²	T ³	A ⁴	
ODF MFO1: Budget Management Services											
ODF MFO 1	Administrative and Support Services Management	<u>PI 1:</u> Efficient & Customer-Friendly Frontline Service	Louella C. Ampac Jocelyn T. Co	Zero percent complaint from clients served						0.00	
		<u>PI 2:</u> 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	
		<u>PI 3:</u> 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	