

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 July-December, 2021.

Submitted by:

Louella 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 | Fin. 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, 2021 Target | Actual Accomplishment July-Dec., 2021 | Percentage of Accomplishments as of July-Dec., 2021 | Rating | | | | Remarks |
|--------------------------------------|--|--|---|--|---|---|--------|-----|-----|------|---|
| | | | | | | | Q1 | E1 | T1 | A1 | |
| 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 | No complaint | 100% | 5.0 | 5.0 | 5.0 | 5.00 | 100 percent no complaint from clients served |
| | | PI 2: Percentage of financial documents (Vouchers, Payrolls, Checks, ACIC, LDDAP, student request re: clearance and withdrawal of deposits) received are approved and released | Louella C. Ampac Jocelyn T. Co | Documents released within forty five (45) minutes | Documents released within thirty (30) minutes | 150% | 5.0 | 5.0 | 5.0 | 5.00 | Documents released within thirty (30) minutes after receipt |
| | | PI 3: Number of external linkages for improved financial management developed/maintained | Louella C. Ampac Myrna S. Pancito/Alicia M. Flores Nick Freddy R. Bello | 10 external linkages (COA, DBM, BOT, LBP, NEDA, CHED, BIR, Philhealth, HDMF and GSIS | 100% | 100% | 5.0 | 5.0 | 5.0 | 5.00 | 10 external linkages for improved financial management developed/maintained |