

# 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 the indicated measures for the period July-December, 2021.

Submitted by:

  
**LOUELLA C. AMPAC**  
 Head of Unit

Approved:

  
**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
							Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
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