

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-June, 2022**.

Submitted by:

LOUELLA C. AMPAC
LOUELLA C. AMPAC
 Head of Unit

Approved:

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

UMFO5: SUPPORT OPERATIONS
 OVPAF MFO3: Financial Services & Management

	MFO	Success Indicators	Persons Responsible	January-December, 2022 Target	Actual Accomplishment Jan.-June, 2022	Percentage of Accomplishments	Rating				Remarks
							Q¹	E²	T³	A⁴	
OFFICE OF THE DIRECTOR FOR FINANCIAL MANAGEMENT											
UMFO5: SUPPORT TO OPERATIONS											
OVPAF STO1: ISO aligned management and administrative support system											
ODF STO1; ISO 9001:2015 aligned documents and compliant processes											
OVPAF MFO2: Financial Services and Management											
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 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	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 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 fkor improved financial management developed/maintained

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ODF MFO 1	Administrative and Support Services Management	PI 4: Number of meetings attended in different committee membership (NAPB, IGP-BOM, GAD, UADCO, Suggestion and Incentive Committee, University Inspectorate Team for the Infra Projects, PMT, ISO-QMS Core Team, Anti-Red Tape, Finance Committee, Evaluation Committee for Researchers under the Internationalization Program) including emergency meetings	Louella C. Ampac	150 meetings attended	90 meetings attended (mostly virtual)	60%	5.0	5.0	5.0	5.00	85 meetings attended in different committee membership including emergency meetings
ODF MFO 2	Effective and responsive annual budget prepared and submitted within allowable period	PI 1: Percentage availability of detailed plans and budget of proposed PAPs for inclusion in the following budget year in accordance with approved Work and Financial Plan	Dr. DOFerraren, ODFM, OP, Budget Officers (Main & External), College Deans, GSD	100 percent availability of detailed plans and budget proposed PAPs	100% prepared and submitted	100%	5.0	5.0	5.0	5.00	100 percent availability of detailed plans and budget proposed PAPs
		PI 2: Percentage of Annual Budget Proposal (GF and IGF) with supporting Budget Preparation Forms submitted to different regulatory committees and agencies	OP, ODFM, OVPAF, ODAHRD, OVPPRGEA, USSO, PRPEO, Res. & Ext. College Deans and Budget Officers (Main and External Campuses)	100% submission (Tier 1 & 2) PRE (2023)	1 Volume Budget Proposal for 2023 submitted on time (GF, Rf on process)	60%	5.0	5.0	5.0	5.00	100 percent Annual Budget Proposal (GF and IGF) with Budget Forms submitted
		PI 3: Percentage of Budget Requests Processed (For Later Released Processed, NCA Release, Request for Authority to Purchase Motor Vehicle)	Louella C. Ampac Alicia M. Flores Queen Ever Atupan Concerned Office with FLR	100% budget requested and released (8 requests)	4 requests submitted (1 released authority, 2 with DBM, 1 returned)	50%	5.0	5.0	4.0	4.67	
ODF MFO 3	Efficient Budget Utilization of funds within prescribed time	PI 1: Percentage of Budget Obligated and Liquidated GAA/F101	Dr. DL S. Tan Louella C. Ampac Budget Office	100% of budget utilized and obligated	46.7% of budget utilized and obligated		5.0	5.0	5.0	5.00	
		STF/IGF (main campus)		80% of budget utilized and obligated	Fund 164 - 48.32%						
		IGP (main campus)		80% of budget utilized and obligated	Revolving Fund - 91.08%						

[illegible]

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OFFICE OF THE HEAD OF ACCOUNTING											
UMFO5: SUPPORT TO OPERATIONS											
OVPAF MFO2: Financial Services and Management											
ODF MFO2: Accounting Services											
Acctg MFO1	ISO 9001:2015 aligned documents	PI1. Number of quality procedures prepared/revised	NFR Bello and Accounting Staff	1	0.5	50%	5	5	4	4.67	On-going preparation of 1 Quality Procedure Manual
Acctg MFO2	Innovation & best practices services	PI2. Number of innovation for improved university operations	NFR Bello and Accounting Staff	1	1	100%	5	5	5	5.00	Continuous usage of google drive as backup storage.
		PI3. Number of best practices achieved	NFR Bello and Accounting Staff	1	1	100%	5	5	5	5.00	Disseminated information and assisted JO Workers on the opening and closing of their employment status at BIR to avoid penalty.
UMFO6: GENERAL ADMINISTRATION SUPPORT SERVICES											
OVPAF MFO2: Financial Services and Management											
ODF MFO2: Accounting Services											
Acctg MFO1	Administration Support Services & Management	PI1. Customer Friendly Frontline Service	NFR Bello and Accounting Staff	Zero percent complaint from clients served	100%	100%	5	5	5	5.00	100 percent no complaint from clients
		PI2. Number of external linkages for improved financial	NFR Bello, CMartinez, VYVergis, JE Posas,	7 external linkages (COA, DBM, GSIS,	9	129%	5	5	5	5.00	9 external linkages (COA, DBM, GSIS,
		PI3. Percentage of NCs received	NFR Bello and	Zero	0	100%	5	5	5	5.00	No NCs received
		PI4. Percentage of CARs	NFR Bello and	Zero	100 (2/2)	100%	5	5	5	5.00	2 CARs received and
Acctg MFO2	Disbursement / Processing Services	PI 1: Percentage of financial documents (vouchers, payrolls,	NFR Bello, IF Godoy, RT Fernandez, LL	100% (15,500/ 15,500) of documents released	7,645	49%	5	4	4	4.33	7,645 financial documents (vouchers,

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		PI 2: Percentage of financial documents (vouchers, BIR forms, remittances to different agencies (GSIS, PHILHEALTH, PAG-IBIG, BIR, LBP and other agency) prepared, processed, approved and released within 3 days	NFR Bello, NB Bustillo, IF Godoy, MA Baslan, VY Vergis, NBBustillo and RT Fernandez	100% (5,000/5,000) of documents released within 3 days after receipt	2,760	55.20%	5	5	5	5.00	2,760 financial documents (vouchers, BIR forms, remittances to different agencies (GSIS, PHILHEALTH, PAG-IBIG, BIR, LBP and other agency)
		PI 3: Percentage of projects controlled under Trust Fund	NFR Bello, JE Posas, GA Loreto, JC Ebero	100% (200/200) externally funded	216	108%	5	4	4	4.33	216 projects controlled under Trust Fund
		PI 4: Percentage of financial documents earmarked, obligated and liquidated under Trust Fund error free	NFR Bello, JE Posas, GA Loreto, JC Ebero, JC Mejia, MSD Mamaril, JBolache, MCativo, and RM Fernandez	100% (5,000/5,000) of documents released within 3 days after receipt	3,150	63%	5	5	4	4.67	3,150 financial documents earmarked, obligated and liquidated under Trust Fund error free
		PI 5: Percentage of certification and demand letters for unliquidated cash advance and no unliquidated cash advance prepared	NFR Bello, LLTabrosa, MABaslan, ED Pasa	100% (400/400) of documents	188	47.00%	5	4	5	4.67	188 certifications prepared
Acctg MFO 3	Bookkeeping Services	PI 1: Percentage of monthly, quarterly and year-end financial reports with supporting schedules prepared, consolidated, approved and submitted to COA and DBM within mandated time under 4 Fund Clusters: 01-Regular Agency Fund 05-Internally Generated Funds 06-Business Related Funds 07-Trust Receipts	NFR Bello, SC Tiu, WV Napiere, JR Castil, NB Bustillo, RT Fernandez, ED Pasa	100% (2,000/2,000) financial reports prepared and submitted within 1 month after end of each quarter	1,100	55.00%	5	5	4	4.67	1,100 monthly, quarterly and year-end financial reports with supporting schedules prepared, consolidated, approved and submitted to COA and DBM within mandated time
		PI 2: Percentage of quarterly, semi-annual, annual and terminal financial reports with supporting schedules prepared and submitted to funding agencies within mandated time (related to ongoing projects under Fund Cluster 07)	NFR Bello, JE Posas, GA Loreto, JM Ebero, JC Mejia, MSD Mamaril, JBolache, MCativo, and RM Fernandez	100% (400/400) project financial reports prepared and submitted within the prescribed time	195	48.75%	5	5	4	4.67	195 project financial reports with supporting schedules prepared and submitted within mandated time

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		PI 3: Percentage of financial reports and terminal financial reports with supporting schedules prepared and submitted to funding agencies (related to Unliquidated Fund Transfers under Fund Cluster 07)	NFR Bello, JE Posas, GA Loreto, JM Ebero, JC Mejia, MSD Mamariil, JBolache, MCativo, and RM Fernandez	100% (50/50) financial reports and terminal financial reports prepared and submitted to funding agencies	29	58.00%	5	4	4	4.33	29 terminal financial reports printed and handed down to the project leaders
Total Over-all Rating							75	71	68	71.3333	
Average Rating										4.76	

OFFICE OF THE HEAD OF BUDGET

NO.	MFOs/PAPs	Success Indicators	Persons Responsible	Target (Jan-Dec 2022)	Actual Accomplishment (Jan to June 2022)	Percentage of Accomplishment	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
OHB STO 1.1	ISO 9001:2015 aligned documents and compliant processes	PI 1. Percentage of clients served rated the services received at least very satisfactory or higher	Alicia M. Flores, Sheryl S. Bagarinao, Mona Nena B. Geraldo, Winna A. Tagactac, Mary Joy M. Vilbar, Jonas A. Baslan	100%	100%	100%	5	5	5	0.00	
		PI 2. Number of quality procedures prepared/revised	Alicia M. Flores, Sheryl S. Bagarinao, Mona Nena B. Geraldo, Mary Joy Vilbar	1	Reviewed and revised the QP (PM-BUD-02) for submission to QAC	100%	5	5	5	0.00	
		PI 3. Percentage of ISO evidences and other related documents compliant with existing OHB quality procedures kept intact and readily available to Auditor	Alicia M. Flores, Sheryl S. Bagarinao, Mona Nena B. Geraldo, Mary Joy Vilbar	100% ISO compliant evidences readily available	100% ISO compliant evidences readily available	100%	5	5	5	0.00	
OHB MFO 1.2	Implementation of administrative processes in accordance with existing approved quality procedures	PI 1. Number of OHB processes implemented in accordance with existing approved quality procedures	Alicia M. Flores, Sheryl S. Bagarinao, Mona Nena B. Geraldo, Mary Joy Vilbar	1 process implemented according to QP	1 process implemented according to QP	100%	5	5	5	0.00	

OVPAP STO 3: ARTA aligned compliance and reporting requirements

ODF STO 3: ARTA aligned frontline services

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OHB 3	ARTA aligned frontline services	PI 1: Efficient and customer friendly services	Alicia M. Flores, Sheryl S. Bagarinao, Mona Nena B. Geraldo, Winna A. Tagactac, Mary Joy M. Vilbar, Jonas A. Baslan	Zero complaint from clients served	Zero complaint from clients served	100%	5	5	5	0.00	

OVPAF STO4: Innovations & Best Practices

ODF STO 4: Innovations & new Best Practices Development Services

OHB MFO 4:	Innovations and Best Practices	PI 1: Number of new systems/innovations introduced and implemented	Alicia M. Flores, Sheryl S. Bagarinao, Mona Nena B. Geraldo, Winna A. Tagactac, Mary Joy M. Vilbar, Jonas A. Baslan	2 new innovation system;	a) Monthly monitoring of fund utilization (to avoid reversion of funds) b) Monthly status of funds per program and per account code	100%	5	5	5	0.00	
		PI 2: Number of best practices achieved	Alicia M. Flores, Sheryl S. Bagarinao, Mona Nena B. Geraldo, Winna A. Tagactac, Mary Joy M. Vilbar, Jonas A. Baslan	2	Informed and provided different offices with their budget allocation balances quarterly	50%	5	5	4	0.00	

OVPAF GASS 1: General Administration and Support Services

ODF GASS 1. Administrative and Support Services Management

OHB 1	Administrative and Support Services	PI 1: Office, Staff Management and Maintenance	Alicia M. Flores, Sheryl S. Bagarinao, Mona Nena B. Geraldo, Winna A. Tagactac, Mary Joy M. Vilbar, Jonas A. Baslan	100%	100%	100%	5	5	5	0.00	
		PI 2. Number of External linkages with external agencies maintained	Alicia M. Flores, Sheryl S. Bagarinao, Mona Nena B. Geraldo, Winna A. Tagactac, Mary Joy M. Vilbar, Jonas A. Baslan	4 external linkages Commission on Audit (COA), DBM, CHED, NEDA	4 external linkages Commission on Audit (COA), DBM, CHED, NEDA	100%	5	5	5	0.00	

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OVPAF MFO 2: BUDGET SERVICES											
ODF GASS 3. Financial Services Management											
OHB MFO 2.1	Budget Preparation	PI 1. Number of Annual Budget Proposal (GF & IGF) with supporting Budget Preparation Forms submitted to different regulatory committees and agencies	Dilberto O. Ferraren, Louella C. Ampac, Jocelyn Co, Alicia M. Flores, Sheryl S. Bagarinao, Mona Nena B. Geraldo, External Campuses	100% Submission	100% Submission	100%	5	5	4	0.00	
		PI 2: Number of Budget Preparation forms prepared, approved by the President and submitted to different regulatory committees and agencies	Dilberto O. Ferraren, Louella C. Ampac, Jocelyn Co, Alicia M. Flores, Sheryl S. Bagarinao, Mona Nena B. Geraldo, Component Colleges Deans & Budget Officers, USSO, PRPEO, ODAHRD, Research and Extension, College Deans	65 Budgetary reports	35 Budget Proposals	100%	5	5	4	0.00	
		PI 3: Number of Budget Proposals (CY & PY) for utilization of income prepared for submission to ODF to be discussed in UADCO	Alicia M. Flores, Sheryl S. Bagarinao, Mona Nena B. Geraldo, Winna A. Tagactac, Mary Joy M. Vilbar	12 Budget Proposal approved by BOR	8 Budget Proposal	66%	5	5	4	0.00	
OHB MFO 2.2	Budget Utilization/Execution	PI 1: Percentage of budget obligated, GAA, IGF and IGP.	Alicia M. Flores, Sheryl S. Bagarinao, Mona Nena B. Geraldo, Winna A. Tagactac, Mary Joy M. Vilbar, Jonas A. Baslan	100% Budget obligated	62.03%	62%	5	5	4	0.00	
		PI 2. Percentage of updating and encoding of records in the BAOM	Alicia M. Flores, Sheryl S. Bagarinao, Mona Nena B. Geraldo, Winna A. Tagactac, Mary Joy M. Vilbar, Jonas A. Baslan	100% updating of records in the database	100% updating of records in the database	100% updating of records in the database	5	5	5	0.00	

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OHSB MFO 2.3	Financial Reports Management	PI 1 Number of Monthly, Quarterly and year-end financial reports including request for TLB/Filling up of positions prepared, consolidated, approved and submitted to COA, DBM for all fund clusters within the mandated time	Louella C. Ampac, Alicia M. Flores, Mona Nena B. Geraldo	60 Financial reports, 10 filling up of positions	41 Financial Reports	100%	5	5	4	0.00	
Total Over-all Rating							75	75	69	73	
Average Rating										4.87	
Average Rating										4.8	
Adjectiv al Rating	(finance over-all)									outstanding	

Received by:

TONI MARC DARGANTES

Planning Office

Date: _____

Calibrated by:

DANIEL LESLIE S. TAN

Chairman, PMT

Date: _____

Approved by:

EDGARDO E. TULIN

University President

Date: _____

1- Quality 2 - Efficiency

3 - Timeliness

4 - Average