


INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ALICIA M. FLORES**, Head of the Budget Office, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 1-June 30, 2023

Submitted by:


ALICIA M. FLORES 7/19/23
Head of Unit

Approved:


LOUELLA C. AMPAC 7/19/23
Director of Finance

UFMO 5: Support to Operations (STO)

OVPAF STO1: ISO aligned management and administrative support system

ODF STO 1: ISO 9001:2015 aligned documents and compliant processes

MFOs/PAPs	Success Indicators	Task Assigned	Target (Jan-Dec 2023)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
ISO 9001:2015 aligned documents and compliant processes	PI 1. Percentage of clients served rated the services received at least very satisfactory or higher	T 1: Serves and attends to clients requests	100%	100%	5	5	5	5.00	
	PI 2. Number of quality procedures reviewed and updated	T 2: Reviews and updates Quality Procedure and submit to QAC for approval	1	1	5	5	5	5.00	
	PI 3. Percentage of ISO evidences and other related documents compliant with existing OHB quality procedures kept intact and readily available to Auditor	T 3: Prepares, reviews, process and updates ISO related documents	100% ISO compliant evidences readily available	100% ISO compliant evidences readily available	5	5	5	5.00	
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	T 1: Implement processes in accordance with existing approved quality procedure	1 process implemented according to QP	1 process implemented according to QP	5	5	5	5.00	

OVPAF STO 3: ARTA aligned compliance and reporting requirements

ODF STO 3: ARTA aligned frontline services

ARTA aligned frontline services	PI 1: Efficient and customer friendly services	T1: Serves and attends to clients requests and inquiries.	Zero complaint from clients served	Zero complaint from clients served	5	5	5	5.00	
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OVPAF STO4: Innovations & Best Practices

ODF STO 4: Innovations & new Best Practices Development Services

Innovations and Best Practices	PI 1: Number of new systems/innovations introduced and implemented	T 1: Introduces innovations for effective and efficient services	2 new innovation system;	1 -conduct quarterly meeting on the status of utilization of IP projects	5	5	4	4.67	
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OVPAF GASS 1: General Administration and Support Services

ODF GASS 1. Administrative and Support Services Management

Administrative and Support Services	PI 1: Number of staff monitored, evaluated coached, supervised for effective and efficient office	T 1: Coaches, supervises, evaluates the work performances of subordinates	100%	100% (6/6)	5	5	5	5.00	
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	PI 2: Number of External linkages with external agencies maintained	T 2: Attend to meetings/seminars per advisory by Agency & make follow ups of SARO & NCA for the university budget releases	4 external linkages Commission on Audit (COA), DBM, CHED, NEDA	3 External linkages (DBM, NEDA and COA)	5	5	5	5.00	
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OVPAF MFO 2: BUDGET SERVICES

ODF GASS 3. Financial Services Management

Budget Preparation	PI 1: Number of Annual Budget Proposal (GF & IGF) with supporting Budget Preparation Forms assisted, facilitated for submission to different regulatory committees and agencies	T 1: Prepares data/reports for Budget Proposal for Past Years actual Obligations and Current Year's Appro. & proposed w/in the ceiling per NEP data & released the sub-allotment to offices/centers concerned per GAA	100% Submission	100% (14/14)	5	5	4	4.67	
	PI 2: Number of Budget Preparation forms prepared, approved by the President and submitted to different regulatory committees and agencies	T 2: Prepares, process and submits reports of Budget Preparation to DBM	65 Budgetary reports	40 Budgetary Reports	5	5	5	5.00	
	PI 3: Number of Budget Proposals (CY & PY) for utilization of income prepared for submission to ODF to be discussed in UADCO	T 3: Prepares data /reports for current & prior years proposed utilization of income for Main Campus for FY 2021 & FY 2022	12 Budget Proposal approved by BOR	14 Budget Proposal approved by BOR	5	5	4	4.67	
Budget Utilization/Execution	PI 1: Percentage of budget obligated, GAA, IGF and IGP.	T 1: Reviews and certifies financial documents (vouchers, payrolls, and etc.) as to availability of appropriation; prepares request for funding terminal leave pay, follow up and get SARO & NCA from DBM	100% Budget obligated	61% -GAA 100%-STF 100%-IGP	5	5	4	4.67	
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	T 1: Prepares Budget Execution Document, Budget Accountability Reports monthly, quarterly & year-end reports required by DBM, COA, PASUC, CHED, etc & provides financial data for Normative Financing, AACCUP and other offices.	60 Budget Exec. Docs. & Budget Financial Accountability reports (BED's & BFAR's) certified & approved by the President & 23 other Financial Reports for internal use.	35 Budget Exec. Docs. & Budget Financial Accountability reports (BED's & BFAR's) certified & approved by the President & 13 other Financial Reports for internal use	5	5	5	5.00	

Total Over-all Rating					65	65	61	63.67	
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Average Rating (Total Over-all rating divided by # of entries) 13								4.90	
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Additional Points:					Comments & Recommendations for Development Purposes: <i>Recommend attendance to management & financial/budget related trainings</i>				
Punctuality									
Approved Additional points (with copy of approval)									
FINAL RATING									

ADJECTIVAL RATING									
Evaluated & Rated by:	<i>Louella C. Ampac</i> LOUELLA C. AMPAC Financial Management Director Date: <u>7/19/23</u>		Recommending approval: <i>Louella C. Ampac</i> LOUELLA C. AMPAC Financial Management Director Date: <u>7/19/23</u>		Approved by: <i>Daniel Leslie S. Tan</i> DANIEL LESLIE S. TAN VP for Admin. & Finance Date: <u>7/19/23</u>				

1- Quality 2 - Efficiency 3 - Timeliness 4 - Average