

CR# 259
8/18/20

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

ERLINDA S. ESGUERRA, Head of the Accounting Division commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January 1 to June 31, 2020.

Submitted by:

E. Esguerra
ERLINDA S. ESGUERRA
Head of Unit

Recommending Approval:

Louella C. Ampac
LOUELLA C. AMPAC
Director of Finance

RECEIVED
19 AUG 2020
OPCR

Personnel Composition	Position Title	Number
Permanent Staff	Accountant IV	1
Permanent Staff	Admin. Asst. III	1
Permanent Staff	Admin. Asst. II	1
Permanent Staff	Admin Aide VI	1
Permanent Staff	Admin Aide IV	3
Permanent Staff	Admin Aide III	3
Casual Staff	Admin Aide III	1
Job Order Contract	Admin Aide	8
Admin. Staff Members		19

RATING SCALE
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair
1 - Poor

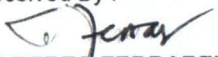
No.	MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target	Actual Accomplish ment	Percentage Accomplish ment	Rating				REMARKS
							Q1	E2	T3	A4	
JMFO5: SUPPORT TO OPERATIONS											
DVPAF MFO2: Financial Services and Management											
DDF MFO2: Accounting Services											
Acctg MFO1	ISO 9001:2015 aligned documents	PI1. Number of quality procedures prepared/revised	ES Esguerra and Accounting Staff	1	1	100%	5	5	5	5	
Acctg MFO2	Innovation & best practices services	PI1. Number of operation manual prepared, developed and approved.	ES Esguerra and Accounting Staff	1	on process	50%	4	4	4	4	
		PI2. Number of innovation for improved university operations	ES Esguerra and Accounting Staff	1	1	100%	5	5	5	5	use of ip messenger in informing departments for the returned documents with defficiencies
		PI3. Number of best practices achieved	ES Esguerra and Accounting Staff	1	1	100%	5	5	5	5	special lane for student claims

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	ES Esguerra and Accounting Staff	Zero percent complaint from clients served	100%	100%	5	5	5	5	100 percent no complaint from clients served
		PI2. Number of external linkages for improved financial management developed/maintained	ES Esguerra, RB Veril, VY Vergis, JE Posas, HR Alvarado, SC Tiu, ND Gacutan, NB Bustillo and WV Napiere	7 external linkages (COA, DBM, GSIS, BIR, PHIL HEALTH, PAG-IBIG, and LBP)	7	1	5	5	5	5	
Acctg MFO2	Disbursement / Processing Services	PI 1: Percentage of financial documents (vouchers, payrolls, POs & PRs) received, processed, and allowed in accordance with COA rules and regulations within 3 days after receipt under 3 Fund Clusters.	ES Esguerra, AS Asilom, LL Tabrosa, PP Vidal, RB Veril, HR Alvarado, JE Posas, LP Otida, GA Loreto, JR Castil and R Fernandez	100% (7,500/7,500) of documents released within 3 days after receipt	7,850	105%	5	5	5	5	
		PI 2: Percentage of financial documents (vouchers, Income Tax Return (ITR), remittances to different agencies (GSIS, PHIL-HEALTH, PAG-IBIG, BIR, LBP and other agency) prepared, processed, approved and released within 3 days	ES Esguerra, HR Alvarado, AS Asilom, RB Veril, MA Baslan, JE Posas and VY Vergis, NBustillo	100% (2,500/2,500) of documents released within 3 days after receipt	2,950	118%	5	5	5	5	
		PI 3: Percentage of projects controlled under Trust Fund	ES Esguerra, JE Posas, LP Otida, GA Loreto, JR Castil and R Fernandez	100% (195/195) externally funded projects like PCARRD, DA, DOST, DA BAR, CHED and etc	195	100%	5	5	5	5	
		PI 4: Percentage of financial documents obligated and liquidated under Trust Fund error free	ES Esguerra, JE Posas, LP Otida, GA Loreto, JR Castil and R Fernandez	100% (3,000/3,000) of documents released within 3 days after receipt	3,300	110%	5	5	5	5	
		PI 5: Percentage of certification and demand letters for unliquidated cash advance prepared	ES Esguerra, LLTabrosa, MABaslan	100% (200/200) of documents	205	103%	4	5	5	4.67	

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 3 Fund Clusters: 01-Regular Agency Fund 05-Internally Generated Funds 06-Business Related Funds	ES Esguerra, SC Tiu, ND Gacutan, NB Bustillo, RS Valenzona, SM Valencerina	100% (909/909) financial reports prepared and submitted within 1 month after end of each quarter	1,100	121%	5	5	5	5	
		PI 2: Percentage of quarterly and terminal projects financial reports with supporting schedules prepared and submitted to funding agencies within mandated time under Fund Cluster 07	ES Esguerra, JE Posas, LP Otida, GA Loreto, JR Castil, and R Fernandez	100% (200/200) project financial reports prepared and submitted within 1 month after the project leader submitted the documents as required in the checklist	225	113%	5	5	4	4.67	
Total Over-all Rating										63.34	
Average Rating										4.87	
Adjectival Rating										OUTSTANDING	

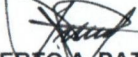
Received By :


DILBERTO FERRAREN
 Head, PLANNING OFFICE
 Date: _____

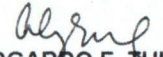
Calibrated by:


REMBERTO A. PATINDOL
 Chairman, PMT
 Date : _____

Recommending Approval:


REMBERTO A. PATINDOL
 VP for Admin. and Finance
 Date: _____

Approved:


EDGARDO E. TULIN
 President
 Date: _____

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