

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, 2024**.

Submitted by:

[Signature]
LOUELLA C. AMPAC
Head of Unit

Approved:

[Signature]
ELWIN JAY V. YU
VP for Admin. & Finance

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Personnel Composition	Position Title/Designation	Number
Head	Financial Management Director	1
Regular Admin Staff	Administrative Aide VI	1
Job Order Staff	Administrative Aide III	1
Admin Staff Members		3

Rating Requirements:
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair

UMFO5: SUPPORT OPERATIONS
OVPAF MFO3: Financial Services & Management

	MFO	Success Indicators	Persons Responsible	Target January-December, 2024	Actual Accomplishment January-June, 2024	Percentage of Accomplish ments	Rating				Remarks
							Q¹	E²	T³	A⁴	
FINANCE MANAGEMENT OFFICE											
UMFO5: SUPPORT TO OPERATIONS											
OVPAF STO1: ISO aligned management and administrative support system											
FMO STO1; ISO 9001:2015 aligned documents and compliant processes											
OVPAF MFO2: Financial Services and Management											
FMO MFO 1	Administrative and Support Services Management	PI 1: Efficient & Customer-Friendly Frontline Service	Louella C. Ampac Jocelyn T. Co Mynche Darleen Dumaguiling	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, PO's, Checks, ACIC, LDDAP,	Louella C. Ampac Jocelyn T. Co Mynche Darleen Dumaguiling	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	10 external linkages	100%	5.0	5.0	5.0	5.00	10 external linkages for improved financial management developed/maintained (COA, DBM, BOT, LBP, NEDA, CHED, BIR, Philhealth, HDMF and GSIS

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	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	105 meetings attended (face to face and virtual)	140%	5.0	5.0	5.0	5.00	105 meetings attended in different committee membership including emergency meetings
FMO 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, FMO, 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 and Budget per NEP (GF and IGF) and with supporting Budget Preparation Forms submitted to different regulatory committees and agencies	OP, FMO, OVPAF, ODAHRD, OVPPRGEA, USSO, PRPEO, Res. & Ext. College Deans and Budget Officers (Main and External Campuses)	100% submission (Tier 1 & 2) PRE (2025)	1 Volume 2025 Budget Proposal submitted on time	100%	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 Concerned Office with FLR	100% budget requested and released (8 requests)	6 requests submitted	100%	5.0	5.0	4.0	5.00	100 percent requests submitted to DBM
FMO 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	51% of budget utilized and obligated	51%	5.0	5.0	5.0	5.00	51 percent of Budget Obligated and Liquidated (GAA/STF/IGP)
		STF/IGF (main campus)		80% of budget utilized and obligated	Fund 164 - 41%						
		IGP (main campus)		80% of budget utilized and obligated	Revolving Fund - 61%						
		Percentage of Fund Transfer related to Free Higher Education and GAA Process (prepared, processed approved and released within the day)	Louella C. Ampac Nick Freddy R. Bello	100% Free Higher Education (25/25) documents prepared, processed and released	10 Free Higher Education documents released	40%	5.0	5.0	4.0	4.67	100 percent Free Higher Education documents prepared

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FMO MFO 4	Timely and error free financial and budgetary reports	PI 1: Percentage of monthly, quarterly and year-end financial reports prepared, consolidated, approved and submitted to COA/DBM within mandated time for all funds error free	Louella C. Ampac Alicia M. Flores Nick Freddy R. Bello Satellite Campus Budget Officers and Bookkeepers	100% 44 budgetary accountability reports submitted on time, error free & 32 other reports	22 budgetary accountability reports submitted on time, error free and 16 other reports	98%	5.0	5.0	5.0	5.00	22 budgetary accountability reports submitted on time, error free and 16 other reports
		PI 2: Percentage of budget reports prepared, consolidated and submitted to Congress / Senate	Louella C. Ampac Jocelyn T. Co Mynche Darleen Dumaguing	100% budgetary reports submitted on time, error free (18 reports)	9 budgetary reports submitted on time, error free	100%	5.0	5.0	4.0	4.67	9 budgetary reports submitted on time, error free
FMO MFO 5	ISO 9001:2015 aligned documents	PI 1: Number of operations manual prepared, developed and approved	Louella C. Ampac Alicia M. Flores Nick Freddy R. Bello	1 Quality Procedure Manuals revised/prepared	On-going Quality Procedure Manuals revised/prepared and approved	50%	5.0	5.0	5.0	5.00	1 Quality Procedure Manual revised/prepared
	Innovation and Best Practices Services	PI 2: Number of innovations to improve university operations	Louella C. Ampac Alicia M. Flores Nick Freddy R. Bello	3 Innovations	3 Innovations	100%	5.0	5.0	5.0	5.00	FMO: Use of google drive in FARs preparation. Budget Office: Conducted Financial Management Forum (March 20, 2024). Acctg. Office: Maximize usage og google drive for the following: *Back-up storage *ISO code tracking *Efficient collaboration of connected inter-office tasks

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	Innovation and Best Practices Services	PI 3: Number of Best Practices Achieved	Louella C. Ampac Alicia M. Flores Nick Freddy R. Bello	3 Best Practices	3 Best Practices	100%	5.0	5.0	5.0	5.00	FMO: Preparation of draft OP Memo Cir. (Anniversary Bonus, Clothing Allow., COA AOM related matters) Budget Office: a) informed and provided different offices with their quarterly budget allocation balances b) conduct quarterly meetings on the status of project balances (IP). Acctg. Office: issuance of relevant OP/OVPAF Memos for guidance of the concerned employees (e.g. Withholding Tax Updates, BOR Filings)
Total Over-all Rating							70.0	70.0	67.0	69.3	
Average Rating										4.8	
ACCOUNTING OFFICE											
UMFO5: SUPPORT TO OPERATIONS											
OVPAF MFO2: Financial Services and Management											
FMO MFO2: Accounting Services											
Acctg MFO1	ISO 9001:2015 aligned documents	PI 1. Number of quality procedures prepared/revised	NFR Bello and Accounting Staff	4	4	100%	5.0	5.0	5.0	5.00	Maintained and continous compliance to the 4 Registered QPs of the office
Acctg MFO2	Innovation & best practices services	PI 2. Number of innovation for improved university operations	NFR Bello and Accounting Staff	1	1	100%	5.0	5.0	5.0	5.00	Maximized usage of google drive for the following: *Back-up storage *ISO Code tracking *Efficient collaboration of connected inter-office tasks
	Innovation & best practices services	PI 3. Number of best practices achieved	NFR Bello and Accounting Staff	1	1	100%	5.0	5.0	5.0	5.00	Issuance of relevant OP/OVPAF Memos for guidance of the concerned employees (e.g. Withholding Tax Updates, BIR Filings)
UMFO6: GENERAL ADMINISTRATION SUPPORT SERVICES											

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							Q¹	E²	T³	A⁴	
OVPAF MFO2: Financial Services and Management											
FMO MFO2: Accounting Services											
Acctg MFO1	Administration Support Services & Management	PI 1. Customer Friendly Frontline Service	NFR Bello and Accounting Staff	Zero percent complaint from clients served	Zero unresolved concern	100%	4.0	4.0	4.0	4.00	All concerns in the customer feedbacks were addressed and acted upon. Meetings have been conducted for continual improvement of our delivery of service
		PI 2. Number of external linkages for improved financial management developed/maintained	NFR Bello and Accounting Staffs	9 external linkages (COA, DBM, GSIS, BIR, PHILHEALTH, PAG-IBIG, LBP, PCC and VSUCC)	12	171%	5.0	5.0	5.0	5.00	12 external linkages (COA, DBM, GSIS, BIR, PHILHEALTH, PAG-IBIG, LBP, PCC and VSUCC, CHED-UNIFAST, DAD-BAR, DOST-PCAARRD)
		PI 3. Percentage of NCs received and acted	NFR Bello and Accounting Staff	Zero	0	100%	5.0	5.0	5.0	5.00	No NC received during the period.
		PI 4. Percentage of CARs received and acted	NFR Bello and Accounting Staff	Zero	0	100%	5.0	5.0	5.0	5.00	No CAR received during the period.
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 4 Fund Clusters.	NFR Bello, IF Godoy, LL Tabrosa, M L. Caballero, VY Vergis, MA Baslan, MB. Sabando, RM Fernandez, JE Posas, JMC Ebero, JC Mejia, ME Catibo, JGA Bulacan, LM Malpas, WV. Napiere	100% (17,190/ 17,190) of documents released within 3 days after receipt	9,688 documents released within 3 days after receipt	56%	5.0	5.0	5.0	5.00	All disbursement vouchers were received, audited and submitted to concerned offices/personnels
		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, IF Godoy, MA Baslan, VY Vergis, J. Tinaja and RT Fernandez, M. Sabando, M.Caballero and ED Pasa	100% (4,575/4,575) of documents released within 3 days after receipt	3,458 documents released within 3 days after receipt	76%	5.0	5.0	5.0	5.00	1,458 BIR forms; 2,000 Remittances (Prepared, processed, approved and released within 3 days)

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	Disbursement/Processing Services	PI 3: Percentage of projects controlled and monitored under Trust Fund	NFR Bello, JE Posas, JMC Ebero, JC Mejia, ME Catibo, JGA Bulacan, LM Malpas, WV. Napiere	100% (156/156) externally funded projects like PCARRD, DA, DOST. DA BAR, CHED and etc controlled under Trust Fund	193 externally funded projects like PCARRD, DA, DOST. DA BAR, CHED and etc controlled under Trust Fund	124%	5.0	5.0	5.0	5.00	193 externally funded projects like PCARRD, DA, DOST. DA BAR, CHED and etc controlled under Trust Fund
		PI 4: Percentage of financial documents earmarked, obligated and liquidated under Trust Fund error free	NFR Bello, JE Posas, JMC Ebero, JC Mejia, ME Catibo, JGA Bulacan, LM Malpas, WV. Napiere	100% (1,122/1,122) of documents released within 3 days after receipt	863 documents released within 3 days after receipt	77%	5.0	5.0	5.0	5.00	863 financial documents earmarked, obligated and liquidated under Trust Fund error free
		PI 5: Percentage of certification and demand letters for unliquidated cash advance prepared	NFR Bello, LLTabrosa, MABaslan, MB Sabando, ML Caballero, RM Fernandez, V. Vergis, I. Godoy	100% (376/376) of documents	584 certifications and demand letters for unliquidated cash advance prepared	155%	5.0	5.0	5.0	5.00	584 certifications and demand letters for unliquidated cash advance 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, WV Napiere, JR Castil, NB Bustillo, CM Sta. Iglesia, SM Valencerina, D. Marco, JL Boleche, B. Elnas, P. Diaz	100% (2,000/2,000) financial reports prepared and submitted within 1 month after end of each quarter	1,313 monthly, quarterly and year-end financial reports with supporting schedules prepared, consolidated, approved and submitted to COA and DBM within mandated time	66%	5.0	5.0	5.0	5.00	1,313 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, JMC Ebero, JC Mejia, ME Catibo, JG Bulacan, WV Napiere and LM Malpas	100% (60/60) project financial reports prepared and submitted within the prescribed time	33 project financial reports with supporting schedules prepared and submitted within mandated time	55%	5.0	5.0	4.0	4.67	33 project financial reports with supporting schedules prepared and submitted within mandated time

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OVPAF MFO2: Financial Services and Management											
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Acctg MFO1	Administration Support Services & Management	PI 1. Customer Friendly Frontline Service	NFR Bello and Accounting Staff	Zero percent complaint from clients served	Zero unresolved concern	100%	4.0	4.0	4.0	4.00	All concerns in the customer feedbacks were addressed and acted upon. Meetings have been conducted for continual improvement of our delivery of service
		PI 2. Number of external linkages for improved financial management developed/maintained	NFR Bello and Accounting Staffs	9 external linkages (COA, DBM, GSIS, BIR, PHILHEALTH, PAG-IBIG, LBP, PCC and VSUCC)	12	171%	5.0	5.0	5.0	5.00	12 external linkages (COA, DBM, GSIS, BIR, PHILHEALTH, PAG-IBIG, LBP, PCC and VSUCC, CHED-UNIFAST, DAD-BAR, DOST-PCAARRD)
		PI 3. Percentage of NCs received and acted	NFR Bello and Accounting Staff	Zero	0	100%	5.0	5.0	5.0	5.00	No NC received during the period.
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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 4 Fund Clusters.	NFR Bello, IF Godoy, LL Tabrosa, M L. Caballero, VY Vergis, MA Baslan, MB. Sabando, RM Fernandez, JE Posas, JMC Ebero, JC Mejia, ME Catibo, JGA Bulacan, LM Malpas, WV. Napiere	100% (17,190/ 17,190) of documents released within 3 days after receipt	9,688 documents released within 3 days after receipt	56%	5.0	5.0	5.0	5.00	All disbursement vouchers were received, audited and submitted to concerned offices/personnels
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		PI 4: Percentage of financial documents earmarked, obligated and liquidated under Trust Fund error free	NFR Bello, JE Posas, JMC Ebero, JC Mejia, ME Catibo, JGA Bulacan, LM Malpas, WV. Napiere	100% (1,122/1,122) of documents released within 3 days after receipt	863 documents released within 3 days after receipt	77%	5.0	5.0	5.0	5.00	863 financial documents earmarked, obligated and liquidated under Trust Fund error free
		PI 5: Percentage of certification and demand letters for unliquidated cash advance prepared	NFR Bello, LLTabrosa, MABaslan, MB Sabando, ML Caballero, RM Fernandez, V. Vergis, I. Godoy	100% (376/376) of documents	584 certifications and demand letters for unliquidated cash advance prepared	155%	5.0	5.0	5.0	5.00	584 certifications and demand letters for unliquidated cash advance 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, WV Napiere, JR Castil, NB Bustillo, CM Sta. Iglesia, SM Valencerina, D. Marco, JL Boleche, B. Elnas, P. Diaz	100% (2,000/2,000) financial reports prepared and submitted within 1 month after end of each quarter	1,313 monthly, quarterly and year-end financial reports with supporting schedules prepared, consolidated, approved and submitted to COA and DBM within mandated time	66%	5.0	5.0	5.0	5.00	1,313 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, JMC Ebero, JC Mejia, ME Catibo, JG Bulacan, WV Napiere and LM Malpas	100% (60/60) project financial reports prepared and submitted within the prescribed time	33 project financial reports with supporting schedules prepared and submitted within mandated time	55%	5.0	5.0	4.0	4.67	33 project financial reports with supporting schedules prepared and submitted within mandated time

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	Bookkeeping Services	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, JMC Ebero, JC Mejia, JG Bulacan, ME Catibo, WV Napiere and LM Malpas	100% (40/40) financial reports and terminal financial reports prepared and submitted to funding agencies	21 terminal financial reports printed and handed down to the project leaders	53%	5.0	5.0	4.0	4.67	21 terminal financial reports printed and handed down to the project leaders
Acctg MFO 4	Student Assessment Services	PI 1: Number of students records generated, maintained and updated for Graduates, College and High School Students	NRBello, JG Tinaja, GM Escasinas, M. Sabando	100% (32,684/32,684) for continuing and 10,000/10,000 for old accounts) number of old and new students accounts per semester generated, updated and maintained	2nd Semester, 2023-2024 - 41,300 Students High School, College and Graduates (including their old Accounts)	126%	5.0	5.0	5.0	5.00	High School - 1,200 Students (including Old Accounts) College - 37,400 (including their old Accounts) & Graduates - 2700 students (including their old Accounts) were maintained and updated that includes generating of Assessment slips, billing Statement and/or Certification fees
Acctg MFO 5	Free Higher Education (FHE) and TES/TDP Services	PI 1: Number of Tuition and Other School Fees billing prepared and submitted to DBM/CHED.	NR Bello, GM. Escasinas, W. Napiere	100% (4 billings - 1st Semester & 2nd Semester, 2023-2024; 5M deficiency billing & 8M (2nd tranche) deficiency billing for 1st Semester, 2022-2023)	4 Billings - 1st Semester 2023-2024, 2nd Semester 2023-2024, 5M Deficiency Billing for 1st Semester 2022-2023 and 8M (2nd Tranche) Deficiency Billing for 1st Semester 2022-2023	100.00%	5	5	5	5.00	Prepared four (4) billings 1st. Semester 2023-2024 (15,597 beneficiaries), 2nd Semester 2023-2024 (14,418 beneficiaries), 5M Deficiency Billing for 1st Semester 2022-2023 (2,091 beneficiaries) and 8M (2nd Tranche) Deficiency Billing for 1st Semester 2022-2023 (2,315 beneficiaries)

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	Free Higher Education (FHE) and TES/TDP Services	PI 2: Number of TES/TDP grants distributed to the beneficiaries.	NR Bello, GM. Escasinas, W. Napiere	100 % (1,290 students for 2 semesters)	623 released grants 1,135 billed grantees 1,504 updated status/ validated students	116.59%	5	5	5	5.00	Released of Grant: 2nd Semester, 2022-2023 TES-347;TDP-276 Billing 1st Semester, 2023-2024 TES - 1 billing (264 students) TDP - 5-Billing (871 students) Validation 1st Semester, 2023-2024 TES - 6 Validation (1365 students) TDP 3 Validation (139 students)
Average Rating							79.00	79.00	77.00	78.33	
BUDGET OFFICE											
BO STO 1.1	ISO 9001:2015 aligned documents and compliant processes	PI 1. Number of quality procedures prepared/revised	Alicia M. Flores, Angelica Pole, Mona Nena B. Geraldo, Mary Joy Vilbar, Erly S. Esguerra	1	Reviewed and revised the QP (PM-BUD-02) for submission to QAC	100%	5.0	5.0	5.0	5.00	1 Quality Procedure reviewed and revised
		PI 2. Percentage of ISO evidences and other related documents compliant with existing Budget Office quality procedures kept intact and readily available to Auditor	Alicia M. Flores, Angelica Pole, Mona Nena B. Geraldo, Mary Joy Vilbar, Erly S. Esguerra	100% ISO compliant evidences readily available	100% ISO compliant evidences readily available	100%	5.0	5.0	5.0	5.00	100 percent ISO evidences and other related documents complied
BO MFO 1.2	Implementation of administrative processes in accordance with existing approved quality procedures	PI 1. Number of Budget Office processes implemented in accordance with existing approved quality procedures	Alicia M. Flores, Angelica Pole, Mona Nena B. Geraldo, Mary Joy Vilbar, Erly S. Esguerra, Reynaldo F. Sacro, Jr.	1 process implemented according to QP	1 process Implemented according to QP	100%	5.0	5.0	5.0	5.00	1 processed, implemented according to QP
OVPAF STO 3: ARTA aligned compliance and reporting requirements											
FMO STO 3: ARTA aligned frontline services											
BO 3	ARTA aligned frontline services	PI 1: Efficient and customer friendly services	Alicia M. Flores, Angelica Pole, Mona Nena B. Geraldo, Winna A. Tagactac, Mary Joy M. Vilbar, Erly S. Esguerra, Reynaldo F. Sacro, Jr.	Zero complaint from clients served	Zero complaint from clients served	100%	5.0	5.0	5.0	5.00	100 percent no complaint from clients served

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OVPAF STO4: Innovations & Best Practices

FMO STO 4: Innovations & new Best Practices Development Services

BO MFO 4:	Innovations and Best Practices	<u>PI 1:</u> Number of new systems/innovations introduced and implemented	Alicia M. Flores, Angelica Pole, Mona Nena B. Geraldo, Winna A. Tagactac, Mary Joy M. Vilbar, Ery S. Esguerra, Reynaldo F. Sacro, Jr.	2 new innovation system;	Conducted Financial Management Forum (March 20, 2024)	100%	5.0	5.0	5.0	5.00	Conducted Financial Management Forum (March 20, 2024)
		<u>PI 2:</u> Number of best practices achieved	Alicia M. Flores, Angelica Pole, Mona Nena B. Geraldo, Winna A. Tagactac, Mary Joy M. Vilbar, Ery S. Esguerra, Reynaldo F. Sacro Jr.	2 best practices achieved	Monitored fund utilization thru Project Leaders, the BAC, the Procurement Office and Cash Office	100%	5.0	5.0	5.0	5.00	Monitored fund utilization thru Project Leaders, the BAC, the Procurement Office and Cash Office

OVPAF GASS 1: General Administration and Support Services

FMO GASS 1. Administrative and Support Services Management

BO 1	Administrative and Support Services	<u>PI 1:</u> Office Staff Management and Maintenance	Alicia M. Flores, Angelica Pole, Mona Nena B. Geraldo, Winna A. Tagactac, Mary Joy M. Vilbar, Ery S. Esguerra, Reynaldo G. Sacro, Jr.	100%	100%	100%	5.0	5.0	5.0	5.00	100 percent staff managed and supervised
		<u>PI 2:</u> Number of External linkages with external agencies maintained	Alicia M. Flores, Angelica Pole, Mona Nena B. Geraldo, Winna A. Tagactac, Mary Joy M. Vilbar, Ery S. Esguerra, Reynaldo F. Sacro, Jr.	4 external linkages Commission on Audit (COA), DBM, CHED, NEDA	4 external linkages Commission on Audit (COA), DBM, CHED, NEDA	100%	5.0	5.0	5.0	5.00	4 external linkages Commission on Audit (COA), DBM, CHED, NEDA
		<u>PI 3:</u> Number of committee involvement in the university	A.M. Flores	3 committees: BAC Scholarship Committee Finance Committee	100% attended	100%	5	5	5	5	Involved in three (3) committees in the university

	MFO	Success Indicators	Persons Responsible	Target January-December, 2024	Actual Accomplishment January-June, 2024	Percentage of Accomplish ments	Rating				Remarks
							Q¹	E²	T³	A⁴	
	Administrative and Support Services	PI 4: Number of staff meetings presided and counselling, mentoring and coaching sessions conducted	A.M. Flores	12 monthly office meetings; (12) monthly counselling, mentoring and coaching sessions	6 monthly regular meeting and 2 emergency meeting	100%	5	5	5	5	Staff meeting presided, counselled, mentored and coached
OVPAF MFO 2: BUDGET SERVICES											
FMO GASS 3. Financial Services Management											
BO 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, Mynche Darleen Dumaguing, Alicia M. Flores, Angelica Pole, Mona Nena B. Geraldo, Erly S. Esguerra, External Campuses	100% Submission	100% Submission	100%	5.0	5.0	4.0	4.67	100 percent Annual Budget Proposal (GF & IGF) prepared and submitted to different regulatory committees and agencies within mandated time error free
		PI 2: Percentage 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, Mynche Darleen Dumaguing, Alicia M. Flores, Angelica Pole, Mona Nena B. Geraldo, Erly S. Esguerra, Component Colleges Deans & Budget Officers, USSO, PRPEO, ODAHRD, Research and Extension, College Deans	100% Budgetary reports prepared, approved by the President and submitted to different regulatory committees and agencies	100% Submission	100%	5.0	5.0	5.0	5.00	100 % Budgetary Reports prepared and submitted to different regulatory committees and agencies within mandated time error free
		PI 3: Number of Budget Proposals (CY & PY) for utilization of income prepared for submission to FMO to be discussed in UADCO	Alicia M. Flores, Angelica Pole, Mona Nena B. Geraldo, Winna A. Tagactac, Mary Joy M. Vilbar, Erly S. Esguerra	12 Budget Proposal approved by BOR	Assisted the preparation of Budget Proposal	100%	5.0	5.0	4.0	4.67	Assisted the preparation of Budget Proposal
BO MFO 2.2	Budget Utilization/Execution	PI 1: Percentage of budget obligated, GAA, IGF and IGP.	Alicia M. Flores, Angelica Pole, Mona Nena B. Geraldo, Winna A. Tagactac, Mary Joy M. Vilbar, Erly S. Esguerra, Reynaldo F. Sacro, Jr.	100% Budget obligated	GAA -51% IGF-41% IGP-61%	51%	5.0	5.0	4.0	4.67	51 percent of budget obligated (GAA, IGF and IGP)

	MFO	Success Indicators	Persons Responsible	Target January-December, 2024	Actual Accomplishment January-June, 2024	Percentage of Accomplish- ments	Rating				Remarks
							Q¹	E²	T³	A⁴	
BO MFO 2.2	Budget Utilization/Execution	PI2: Percentage of updating and encoding of records in the BAOM	Alicia M. Flores, Angelica Pole, Mona Nena B. Geraldo, Winna A. Tagactac, Mary Joy M. Vilbar, Erly S. Esquerro, Reynaldo F. Sacro, Jr.	100% updating of records in the database	100% updating of records in the database	100% updating of records in the database	5.0	5.0	4.0	4.67	100 percent updated and encoded records in the BAOM
BO MFO 2.3	Financial Reports Management	PI1: 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, including request for filling up of positions	45 Financial reports, including request for filling up of positions	150%	5.0	5.0	4.0	4.67	45 monthly, quarterly and year-end financial reports prepared and submitted within the mandated time
Total Over-all Rating							75.0	75.0	69.0	74.0	
Average Rating										4.93	
Average Rating										4.87	
Adjectival Rating (Finance over-all)											OUTSTANDING

Received by: *[Signature]*
TONI MARC L. DARGANTES
 Planning Office **2024**
 Date: JUL 19

Calibrated by: *[Signature]*
ELWIN JAY V. YU
 Chairman, PMT
 Date: 7-15-24

Approved by: *[Signature]*
PROSE IVY G. YEPES
 University President
 Date: 9/6/24

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