

bc - 86365
1-16-23
NFR

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (CR)

I, **NICK FREDDY R. BELLO**, OIC-Head of the **Office of the Head of Accounting** 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 1 to December 31, 2022.

Submitted by:

NFR

NICK FREDDY R. BELLO
Head of Unit

Recommending Approval:

Louella C. Ampac

LOUELLA C. AMPAC
Financial Management Director



Personnel Composition	Position Title	Number
Permanent Staff	Accountant IV	0
Permanent Staff	Accountant II	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	1
Casual Staff	Admin Aide III	4
Job Order Contract	Admin Aide	11
Admin. Staff Members		23

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

No.	MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target (January - December 2022)	Actual Accomplish ment July- December 2022)	Percentage Accomplish ment July- Dec 2022)	Rating				REMARKS	
							Q1	E2	T3	A4		
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 on Student Assessment, still waiting for it to be dropped by Cash Office so we can finalize and register the QP as our own.	
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. Disseminated memos regarding tax updates.	

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	Complaints received on timeliness of JO Workers Payroll but acted upon accordingly.
		PI2. Number of external linkages for improved financial management developed/maintained	NFR Bello, CMartinez, VYVergis, JE Posas, NB Bustillo, SE Tiu, WV Napiere and JR Castil	7 external linkages (COA, DBM, GSIS, BIR, PHILHEALTH, PAG-IBIG, and LBP)	9	129%	5	5	5	5.00	9 external linkages (COA, DBM, GSIS, BIR, PHILHEALTH, PAG-IBIG, LBP, PCC and VSUCC)
		PI3. Percentage of NCs received and acted	NFR Bello and Accounting Staff	Zero	0	100%	5	5	5	5.00	No NCs received
		PI4. Percentage of CARs received and acted	NFR Bello and Accounting Staff	Zero	100 (2/2)	100%	5	5	5	5.00	2 CARs received and acted (late submission of OPCR ; using of correction tape for the erasure of student clearance)
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, RT Fernandez, LL Tabrosa, NB Bustillo, JE Posas, GA Loreto, JC Ebero, JC Mejia, MSD Mamaril, JBolache, MCativo, and RM Fernandez	100% (15,500/ 15,500) of documents released within 3 days after receipt	7,900	51%	5	4	4	4.33	7,900 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.
		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	2,600	52.00%	5	5	5	5.00	2,600 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, JC Mejia, MSD Mamaril, JBolache, MCativo, and RM Fernandez	100% (200/200) externally funded projects like PCARRD, DA, DOST, DA BAR, CHED and etc	219	110%	5	4	4	4.33	219 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	2,400	48%	5	5	4	4.67	2,400 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	215	53.75%	5	4	5	4.67	215 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	N 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	210	52.50%	5	5	4	4.67	210 project financial reports with supporting schedules prepared and submitted within mandated time
		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 Mamaril, JBolache, MCativo, and RM Fernandez	100% (50/50) financial reports and terminal financial reports prepared and submitted to funding agencies	46	92.00%	5	4	4	4.33	46 terminal financial reports printed and handed down to the project leaders
Total Over-all Rating							75	71	68	71.33	
Average Rating										4.756	
Adjectival Rating										Outstanding	

Received By :

TONI MARC L. DARGANTES

Planning Office

Date: JAN 11 2023

Calibrated by:

DANIEL LESLIE S. TAN

Chairman, PMT

Date: JAN 13 2023

Approved:

EDGARDO E. TULIN

University President

Date: 1/17/2023

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