

# 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 the indicated measures for the period July-December, 2021.

Submitted by:

*Louella C. Ampac*  
**LOUELLA C. AMPAC**  
Head of Unit

Approved:

*Daniel Leslie S. Tan*  
**DANIEL LESLIE S. TAN**  
VP for Admin. & Finance



Personnel Composition	Position Title/Designation	Number
Head	Fin. 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



UMFO6: GENERAL ADMINISTRATION SUPPORT SERVICES

OVPAF MFO3: Financial Services & Management

	MFO	Success Indicators	Persons Responsible	January - December, 2021 Target	Actual Accomplishment July-Dec., 2021	Percentage of Accomplishments as of July-Dec., 2021	Rating				Remarks
							Q¹	E²	T²	A¹	
ODF MFO1: Budget Management Services											
ODF MFO 1	Administrative and Support Services Management	PI1: 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
		PI2: Percentage of financial documents (Vouchers, Payrolls, Checks, ACIC, LDDAP, student request 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
		PI3: Number of external linkages for improved financial management developed/maintained	Louella C. Ampac Myrna S. Pancito/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 for improved financial management developed/maintained

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ODF MFO 1	Administrative and Support Services Management	<b>PI 4:</b> Number of meetings attended in different committee membership (IGP-BOM, GAD, PMT, UADCO, Suggestion and Incentive Committee, University Inspectorate Team, ISO-QMS Core Team, Evaluation Committee for Researches under the Internationalization Program) including emergency meetings	Louella C. Ampac	90 meetings attended (mostly virtual)	85 meetings attended (mostly virtual)	188%	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	<b>PI 1:</b> 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	80% available in December 31, 2021	40%	100%	5.0	5.0	5.0	5.00	100 percent availability of detailed plans and budge proposed PAPs
		<b>PI 2:</b> Percentage of Annual Budget proposal (GF and IGF) with supporting Budget Preparation Forms submitted to different regulatory committees and agencies	OP, ODFM, OVPAF, ODAHRD, OVPPRGAS, USSO, PRPEO, Res. & Ext. College Deans and Budget Officers (Main and External Campuses)	100% submission (Tier 1 & 2) PRE	1 Volume Budget Proposal submitted	100%	5.0	5.0	5.0	5.00	100 percent Annual Budget Proposal (GF and IGF)with Budget Forms submitted
ODF MFO 3	Efficient Budget Utilization of funds within prescribed time	<b>PI 1:</b> Percentage of Budget Obligated and Liquidated GAA / F101	Dr. DLSTan Louella C. Ampac Budget Office	100% of budget utilized and obligated	43% of budget utilized and obligated	93%	5.0	5.0	5.0	5.00	93 percent of Budget Obligated and Liquidated (GAA/STF/IGP)
		STF / IGF		100% of budget utilized and obligated	Fund 164 - 29%						
		IGP		80% of budget utilized and obligated	Revolving Fund - 55%						



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ODF MFO 3	Disbursement/Processing Services	<b>PI 1:</b> 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, PP Vidal, RB Veril, NB Bustillo, JE Posas, LP Otida, GA Loreto, JC Ebero, JC Mejia, MSD Mamaril, NJO Villas and RM Fernandez	100% (7,300/7,300) of documents released within 3 days after receipt	7,640	105%	5.0	4.0	5.0	4.67	7,640 financial documents (vouchers, payrolls, Pos & PRs) received, processed, and allowed in accordance with COA rules and regulations within 3 days after
		<b>PI 2:</b> Percentage of financial documents (vouchers, Income Tax Return (ITR), remittance to different agencies (GSIS, PHIL-HEALTH, PAG-IBIG, BIR, LBP and other agency) prepared, processed, approved and released within 3 days	NFR Bello, IF Godoy, RB Veril, MA Baslan, VY Vergis, NB Bustillo and RT Fernandez	100% (2,100/2,100) of documents released within 3 days after receipt	2,850	143%	5.0	5.0	5.0	5.00	2,850 financial documents (vouchers, Income Tax Return (ITR), remittance to different agencies (GSIS, PHIL-HEALTH, PAG-IBIG, BIR, LBP and other agency)
		<b>PI 3:</b> Percentage of projects controlled under Trust Fund	NFR Bello, JE Posas, LP Otida, GA Loreto, JC Ebero, JC Mejia, MSD Mamaril, NJO Villas and RM Fernandez	100% (200/200) externally funded projects like PCARRD, DA, DOST, DA BAR, CHED and etc.	200	100%	5.0	5.0	5.0	5.00	200 Projects controlled under Trust Fund
		<b>PI 4:</b> Percentage of financial documents obligated and liquidated under Trust Fund error free	NFR Bello, JE Posas, LP Otida, GA Loreto, JC Ebero, JC Mejia, MSD Mamaril, NJO Villas and RM Fernandez	100% (2,500/2,500) of documents released within 3 dyas after receipt	3,200	128%	5.0	5.0	5.0	5.00	3,200 financial documents obligated and liquidated under Trust Fund error free
		<b>PI 5:</b> Percentage of certification and demand letters for unliquidated cash advance prepared	NFR Bello, LL Tabrosa, MABaslan, ED Pasa	100% (30/30) of documents	95	317%	4.0	5.0	5.0	4.67	95 certifications prepared

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<b>II. UMFO5: SUPPORT TO OPERATIONS (Innovation/Changes for continued Improvement or Improved Services)</b>											
ODF MFO 5	ISO 9001-2015 aligned documents	<b>PI 1:</b> Number of operation manuals prepared, developed and approved	Louella C. Ampac Myrna S. Pancito/Alicia M. Flores Nick Freddy R. Bello	3 Quality Procedure Manuals revised/prepared	5 Quality Procedure Manuals revised/prepared and approved	100%	5.0	5.0	5.0	5.00	Revised 3 Quality Procedure Manuals (PM-ACT-01, PM-ACT-02 and PM-ACT-03)
	Innovation and Best Practices Services	<b>PI 2:</b> Number of innovations for improved university operations	Louella C. Ampac Myrna S. Pancito/Alicia M. Flores Nick Freddy R. Bello	3 Innovations	3 Innovations	100%	5.0	5.0	5.0	5.00	ODFM: sending of electronic memorandum to concerned offices including guidelines. <b>Budget Office:</b> on-going development of Financial Management System. <b>Acctg Office:</b> google drive for back-up file
ODF MFO 5	Innovation and Best Practices Services	<b>PI 3:</b> Number of best practices achieved	Louella C. Ampac Myrna S. Pancito/Alicia M. Flores Nick Freddy R. Bello	3 Best Practices	3 Best Practices	100%	5.0	5.0	5.0	5.00	ODFM: fast/on time processing of documents. <b>Budget Office:</b> sending balances to different offices and centers. <b>Acctg. Office:</b> timely submission of reports
										<b>79.33</b>	

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Total Over-all Rating											
Average Rating											
4.96											

Received by:

DILBERTO O. FERRAREN  
VP-for Planning, Resource  
Generation and Auxiliary Services

Date: FEB 22 2022  
1 - Quality 2 - Efficiency

Calibrated by:

DANIEL LESLIE S. TAN  
Chairman, PMT

Date: 2/22/22  
3 - Timeliness

Recommending Approval:

DANIEL LESLIE S. TAN  
VP for Admin. & Finance

Date: 2/22/22  
4 - Average

Aproved by:

EDGARDO E. TULIN  
President

Date: 2/22/22

