

JAN 25 2019

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, ERLINDA S. ESGUERRA, Head of the Accounting 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 July 1 to December 31, 2018

Submitted by:

E. Esguerra
ERLINDA S. ESGUERRA
Head of Unit

Approved:

Louella C. Ampac
LOUELLA C. AMPAC
Director of Finance

Personnel Composition	Position Title	Number
Permanent	Accountant IV	1
Permanent	Admin. Asst. III	1
Permanent	Admin. Asst. II	1
Permanent	Admin Aide VI	2
Permanent	Admin Aide IV	3
Permanent	Admin Aide III	1
Casual	Admin Aide III	1
JO	Admin Aide	8

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

UMFO 6 General Administration and Support Services
OVPAF MFO3 Financial Management & Services
ODF MFO2 Accounting Services

No.	MFO & PAPs	Success Indicators	Unit/Person Responsible	July-Dec 2018 Target	Actual Accomplishment	Percentage of Accomplishment	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	

No.	MFO & PAs	Success Indicators	Unit/Person Responsible	July-Dec 2018 Target	Actual Accomplishme nt	Percentage of Accomplishm ent	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
Acctg.MFO 1	ADMINISTRATIVE AND SUPPORT SERVICES AND MANAGEMENT	PI 1: Customer friendly frontline services	ES Esguerra and Accounting Staff	Zero percent complaint from clients served	Zero percent complaint from clients served	100 %	5	5	5	5.00	
		PI 2: Number of external linkages for improved financial management developed/maintained	ES Esguerra, RB Veril, SP Managbanag, 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 external linkages (COA, DBM, GSIS, BIR, PHIL HEALTH, PAG-IBIG, and LBP)	100 %	5	5	5	5.00	
Acctg.MFO 2	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.	ES Esguerra, AS Asilom, LL Tabrosa, PP Vidal, RB Veril, HR Alvarado, JE Posas, LP Ozida, VV Yamon, GA Loreto and JR Castil	Documents released within 3 days after receipt	100 %	100 %	5	5	5	5.00	
		PI 2: Number of financial documents (vouchers, payrolls, Income Tax Return (ITR), remittances to different agencies (GSIS, PHIL-HEALTH, PAG-IBIG, BIR, LBP and other agency) prepared, processed, approved and released within mandated time	ES Esguerra, HR Alvarado, AS Asilom, RB Veril, MA Baslan, JE Posas and SP Managbanag	Documents released within 3 days after receipt	100 %	100 %	5	5	5	5.00	

No.	MFO & PAPs	Success Indicators	Unit/Person Responsible	July-Dec 2018 Target	Actual Accomplishment	Percentage of Accomplishment	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
		PI 3: Number of projects controlled under Trust Fund	ES Esguerra, JE Posas, LP Otida, GA Loreto, and JR Castil	150 externally funded projects like PCARRD, DA, DOST, DA BAR, CHED	170	113 %	5	5	5	5.00	
		PI 4 Percentage of financial documents obligated and liquidated under Trust Fund error free	ES Esguerra, JE Posas, LP Otida, GA Loreto, VV Yamon and JR Castil	Documents released within 3 days after receipt	100 %	100 %	5	5	5	5.00	
Acctg.MFO 3	BOOKKEEPING SERVICES	PI 1: Number 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 Funds	ES Esguerra, SC Tiu, ND Gacutan, NB Bustillo, WV Napiere, RS Valenzona, SM Valencerina	740	850	114 %	5	5	5	5.00	
		PI 2: Number of quarterly and terminal projects financial reports with supporting schedules prepared and submitted to funding agencies within mandated time	ES Esguerra, JE Posas, LP Otida, GA Loreto, VV Yamon and JR Castil	605	674	110 %	5	5	4	4.67	

No.	MFO & PAPs	Success Indicators	Unit/Person Responsible	July-Dec 2018 Target	Actual Accomplishme nt	Percentage of Accomplishm ent	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
Acctg.MFO 4	INNOVATION & BEST PRACTICES SERVICES OR CONTINUAL IMPROVEMENT AND MANAGEMENT SERVICES	PI 1: Number of operation manuals prepared, developed and approved	ES Esguerra, LC Ampac and Accounting Staff	1	0	50 %	4	4	4	4.00	on process
		PI 2: Number of innovations for improved university operations	ES Esguerra and Accounting Staff	1	1	100 %	5	5	5	5.00	use of ip messenger to closely monitor unliquidated cash advances in addition to demand letter
		PI 3: Number of best practices achieved	ES Esguerra and Accounting Staff	1	1	100 %	5	5	5	5.00	Immediate action on the requests
Total Over-all Rating							54	54	53	53.67	
Average Rating						4.88					
ADJECTIVAL RATING											

Received by:

DILBERTO FERRAREN
Planning Office

Date: _____

1 - quality

Calibrated by:

REMBERTO A. PATINDOL
Chairman, PMT

Date: _____

3.- timeliness

Recommending Approval:

REMBERTO A. PATINDOL
Vice President

Date: _____

4.- average

Approved:

EDGARDO E. TULIN
President

Date: _____