

# OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

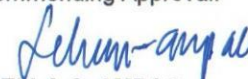
I, **NICK FREDDY R. BELLO**, OIC-Head of the **Accounting Office** commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **July 1 to December 31, 2021**.

Submitted by:



**NICK FREDDY R. BELLO**  
OIC-Head of Unit

Recommending Approval:



**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	2
Permanent Staff	Admin Aide IV	2
Permanent Staff	Admin Aide III	2
Casual Staff	Admin Aide III	2
Job Order Contract	Admin Aide	9
<b>Admin. Staff Members</b>		<b>20</b>

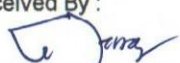
RATING SCALE
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair
1 - Poor

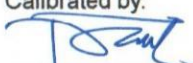
No.	MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target	Actual Accomplishment	Percentage Accomplishment	Rating				REMARKS
							Q1	E2	T3	A4	
UMFO5: SUPPORT TO OPERATIONS											
OVPAF MFO2: Financial Services and Management											
ODF MFO2: Accounting Services											
Acctg MFO1	ISO 9001:2015 aligned documents	PI1. Number of quality procedures prepared/revised	NFR Bello and Accounting Staff	1	3	300%	5	5	5	5.00	Revised 3 Quality Procedure Manuals (PM-ACT-01, PM-ACT-02 and PM-ACT-03)
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	Google drive for backup files

		PI3. Number of best practices achieved	NFR Bello and Accounting Staff	1	1	100%	5	5	5	5.00	Timely submission of financial documents
<b>UMFO6: GENERAL ADMINISTRATION SUPPORT SERVICES</b>											
<b>OVPAF MFO2: Financial Services and Management</b>											
<b>ODF MFO2: Accounting Services</b>											
<b>Acctg MFO1</b>	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	100 percent no complaint from clients served
		PI2. Number of external linkages for improved financial management developed/maintained	NFR Bello, RB Veril, VY Vergis, JE Posas, NB Bustillo, SC Tiu, ND Gacutan, WV Napiere and JR Castil	7 external linkages (COA, DBM, GSIS, BIR, PHILHEALTH, PAG-IBIG, and LBP)	7	100%	5	5	5	5.00	7 external linkages (COA, DBM, GSIS, BIR, PHIL HEALTH, PAG-IBIG, and LBP)
<b>Acctg MFO2</b>	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, 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	4	5	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 receipt under 4 Fund Clusters.
		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	NFR Bello, NB Bustillo, 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	142.50%	5	5	5	5.00	2,850 financial documents (vouchers, Income Tax Return (ITR), remittances to different agencies (GSIS, PHIL-HEALTH, PAG-IBIG, BIR, LBP and other agency)
		PI 3: 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	5	5	5.00	200 Projects controlled under Trust Fund




		PI 4: 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 days after receipt	3,200	128%	5	5	5	5.00	3,200 financial documents 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, ED Pasa	100% (30/30) of documents	95	316.67%	4	5	5	4.67	95 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	NFR Bello, SC Tiu, ND Gacutan, WV Napiere, JR Castil, JE Posas, LP Otida, GA Loreto, JC Ebero, JC Mejia, MSD Mamaril, NJO Villas, RM Fernandez, RT Fernandez and SM Valencerina	100% (950/950) financial reports prepared and submitted within 1 month after end of each quarter	1,330	140.00%	5	5	5	5.00	1,330 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 and terminal projects financial reports with supporting schedules prepared and submitted to funding agencies within mandated time under Fund Cluster 07	NFR Bello, JE Posas, LP Otida, GA Loreto, JM Ebero, JC Mejia, MSD Mamaril, NJO Villas, and RM 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	245	122.50%	5	5	4	4.67	245 quarterly and terminal projects financial reports with supporting schedules prepared and submitted to funding agencies within mandated time under Fund Cluster 07
Total Over-all Rating							59	59	59	59.00	
Average Rating										4.917	
Adjectival Rating										Outstanding	

Received By :  
  
**DILBERTO O. FERRAREN**  
Head, Planning Office  
Date: 2/28/22

Calibrated by:  
  
**DANIEL LESLIE S. TAN**  
Chairman, PMT  
Date: 2/25/22

Recommending Approval:  
  
**DANIEL LESLIE S. TAN**  
VP for Admin. and Finance  
Date: 2/25/22

Approved:  
  
**EDGARDO E. TULIN**  
President  
Date: 2/28/22

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