

"Exhibit A"

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **QUEEN-EVER Y. ATUPAN**, Head of the **OFFICE OF THE CASHIER** commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of **JANUARY 1 to JUNE 30, 2022**.

f: 7/12/22
QUEEN-EVER Y. ATUPAN
 Head, Office of the Cashier

Approval:
[Signature]
RYSAN C. GUINOCOR
 Director for Administrative Services



Personnel	Position	Number
Head	Sup. Admin. Officer	1
Permanent Staff	Admin. Aide VI	2
Permanent Staff	Admin. Aide IV	3
Casual Staff	Admin. Aide III	2
Job Order Contract	Admin. Aide I	4
Total		12

Rating Equivalent:

- 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	
UGAS5. SUPPORT TO OPERATIONS											
OVPAF STO 1: ISO 9001:2015 ALIGNED DOCUMENTS											
ODAS/HRM STO 1:	ISO 9001:2015 aligned documents and compliant processes	PI. 1. Percentage of clients served rated the services received at least very satisfactory or higher	All Cash office staff	95% of clients rated services as very satisfactory or higher	100% of clients rated services as very satisfactory or higher	100%	5	5	5	5.00	
		PI. 2 Number of administrative processes implemented in accordance with existing approved quality procedures	All Cash personnel	3 processes implemented according to QP	3 processes implemented according to QP	100%	5	5	5	5.00	
		PI. 3 Number of Reports submitted to COA	All Cash personnel	100 COA reports	143 COA Reports	143%	5	5	4	4.67	

No.	MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target	Actual Accomplishment	Percentage Accomplishment	Rating				REMARKS
							Q1	E2	T3	A4	
		PI. 5 Percentage updating of students' payment using Cumulus	J. Tenaja, Q. Atupan, C. Sacro, V. Valenzona, F. Calunangan and J. Baslan	100% monthly updating and posting of payments using the Cumulus System	100% monthly updating and posting of payments using the Cumulus System	100%	5	5	5	5.00	
		PI.7 Percentage of ISO evidences compliant with existing quality procedures kept intact and readily available to Auditor	All Cash office staff	100% ISO compliant evidences readily available	100% ISO compliant evidences readily available	100%	5	5	5	5.00	
VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS											
ODAS/HRM STO 3:	ARTA aligned frontline services	PI. 9 Efficient & customer friendly frontline service	All Cash personnel	Zero percent complaint from clients served	1 complaint from a student	80%	5	4	5	4.67	
VPAF STO4: INNOVATIONS & BEST PRACTICES											
ODAS/HRM STO 4:	Innovations & new Best Practices Development Services	PI. 10. Number of new systems/innovations/proposals introduced and implemented	All Cash personnel	1 new system;	4 new system	400%	5	5	5	5.00	1. Transfer of student assessment to accounting office to strengthen check and balance. 2. Opening of new bank account for Chef/UNIFAST transactions. 3. Assigning regular staff to assist collection every morning. 4. Preparation of RADAI for debit advice transactions.
UMFO6: General Administrative and Support Services (GASS)											
VPAF GASS 1: Administrative and Support Services Management											
ODAS/HRM GASS 1:	Administrative and Support Services	PI. 17 Number of administrative services and financial/ administrative documents acted within time frame	All Cash personnel	400 requests/administrative documents (clearances, readmission, etc.)	407 requests/administrative documents (clearances, readmission, etc.)	102%	5	5	5	5.00	


No.	MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target	Actual Accomplishment	Percentage Accomplishment	Rating				REMARKS
							Q1	E2	T3	A4	
		PI. 18 No. of linkages with external agencies maintained	All Cash personnel	8 Linkages (COA, BOT, LBP, Philhealth, GSIS,HDMF, Palawan, Cebuana)	8 Linkages (COA, BOT, LBP, Philhealth, GSIS,HDMF, Palawan, Cebuana)	100%	5	5	5	5.00	
		PI.20 No. of Man Com meetings attended and staff meetings presided and counselling sessions among staff conducted	R.Guinocor, QE Atupan, Heads under ODAS and all cash personnel	6 Mancom meetings attended 6 staff meetings presided 6 coaching sessions conducted	6 Mancom meetings attended 6 staff meetings presided 6 coaching sessions conducted	100%	5	5	5	5.00	
		PI.21 Number of Management Reports prepared for Procurement, planning purposes and ISO audit evidence (OTP, WFP,OTP,etc)	QE Atupan, R.Guinocor, D. Arpoceple and V. Valenzona	5 reports	6 reports	120%	5	5	5	5.00	
		PI.22 Number of Office Monthly Accomplishment Report, Quarterly Accomplishment Report and Annual Reports prepared for Management monitoring and planning purposes	QE Atupan, R. Guinocor and V. Valenzona	7 reports	8 reports	114%	5	5	5	5.00	

ODAS/HRM GASS 4: Cashiering Services

CASH MFO1	Administration Support Services & Management	PI1. Number of communications prepared for bank updating and other cash transactions	QE.Atupan, R.Guinocor, DL Tan, E. Tulin, R. Arpoceple, V. Valenzona, M. Mendoza.	100 communications	407	407%	5	5	5	5.00	
		PI2. Number of monthly monitoring of NCA utilization per expense accounts prepared and submitted to management for decision making	QE Atupan, R.Guinocor, V. Valenzona, A Flores, L. Ampac and Procurement office	6 monitoring	6 monitoring	100%	5	5	5	5.00	
CASH MFO2	Disbursement /Processing	PI1. Number of approved vouchers and payrolls acted within prescribed period and error free	QE.Atupan, L.Ampac, R.Guinocor, DL Tan, R.Dohiling,M.Mendoza, V.Valenzona, PBL.Urdaneta, K.Sedrome, R.Nuñez and D. Arpoceple	1750 approved payrolls and vouchers	7317 approved payrolls and vouchers	418%	5	5	5	5.00	

No.	MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target	Actual Accomplishment	Percentage Accomplishment	Rating				REMARKS
							Q1	E2	T3	A4	
		PI2. Number of checks, LDDAP, ACIC and PAC'S issued and released within three days	QE.Atupan, N.Bello L.Ampac, R.Guinocor, DL Tan, R.Nuñez, R.Dohiling, M.Mendoza, V. Valenzona, D.Arpoceple, PBL.Urdaneta, K.Sedrome	1500 checks; 6,000 entries of LDDAP and PACS	4355 checks; 10,005 entries of LDDAP and PACS	290% checks; 167% entries of LDDAP and PACS	5	5	5	5.00	
		PI3. Number of Purchase Orders paid	QE.Atupan, L.Ampac, R.Guinocor, J. Ecleo, A. Flores, R.Nuñez, R.Dohiling, M.Mendoza, V. Valenzona, D.Arpoceple, PBL.Urdaneta, K.Sedrome, J. Baslan	300 Purchase Orders	374 Purchase Orders	125%	5	5	5	5.00	
		PI4. Number of Cash advances and Petty Cash Fund Maintained/facilitated for University Cash Disbursements.	QE.Atupan, MM.Mendoza, C.Sacro, R.Guinocor, L.Ampac	4 cash advance/Petty Cash Funds	7 cash advance/Petty Cash Funds	175%	5	5	5	5.00	
CASH MFO3	Financial reports preparation	PI1. Number of daily/monthly financial reports of all funds prepared, consolidated, approved and submitted to accounting office with complete supporting document within the prescribe time, error free.	QE.Atupan, F. Calunangan, M.Mendoza, V. Valenzona, J. Baslan, K.Sedrome, R.Nuñez, D. Arpoceple	300 daily/weekly reports 60 monthly reports	300 daily/weekly reports 60 monthly reports	100%	5	5	5	5.00	
CASH MFO4	Collection Services	PI1. Number of official receipts issued for collection	QE.Atupan, R.Dohiling, F. Calunangan, C. Sacro, V. Valenzona	2,500 official receipts issued	14,268	571%	5	5	5	5.00	
		PI2. Number of deposits of daily collection following COA rules to be deposited intact on the following working day.	QE.Atupan, F. Calunangan, C. Sacro, R.Dohiling,	500 deposits	1198 deposits	240%	5	5	5	5.00	
CASH MFO5	Student Services	PI1. Number of students records of accounts maintained, validated and updated for college and high school students	J. Tenaja, C.Sacro, QE.Atupan, V. Valenzona, Fe Calunangan, and J. Baslan	3500 students 5,000 old accounts	7,932 students and 5,000 old accounts	227%	5	5	5	5.00	
		PI2. Number of Quarterly Reports of Accounts Receivable, Monthly Report of Collection (per School Year) and Breakdown of Assessment per semester prepared.	J. Tenaja, QE.Atupan and J. Baslan	43 reports	50 reports	116%	5	5	5	5.00	

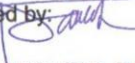
No.	MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target	Actual Accomplishment	Percentage Accomplishment	Rating				REMARKS
							Q1	E2	T3	A4	
		PI3. Number of students temporary clearance and statement of accounts prepared and printed.	J. Tenaja, C. Sacro QE. Atupan and J. Baslan	5,000 students	7,000 students	140%	5	5	5	5.00	
		PI4. Number of collection/ demand letters sent to students with delinquent accounts	J. Tenaja, QE. Atupan, LB Cano and J. Baslan	250 demand letters	500 demand letters	200%	5	5	5	5.00	
Total Over-all Rating										124.33	
Average Rating										4.97	
Adjectival Rating									OUTSTANDING		

Received By: 

TONI MARC L. DARGANTES

Planning Office


Date: 7/12/2022

Calibrated by: 

DANIEL LESLIE S. TAN

Chairman, PMT

Date: JUL 22 2022

Approved: 

EDGARDO E. TULIN

University President

Date: 7/12/2022

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