

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 in accordance with the indicated measures for the period January-June, 2023.

Submitted by:

[Signature]
LOUELLA C. AMPAC
Head of Unit

Approved:

[Signature]
DANIEL LESLIE S. TAN
VP for Admin. & Finance



Personnel Composition	Position Title/Designation	Number
Head	Financial Management Director	1
Regular Admin Staff	Administrative Aide VI	1
Job Order Staff	Administrative Aide III	1
Admin Staff Members		3

Rating Requirements:
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair

UMFO5: SUPPORT OPERATIONS

OVPAF MFO3: Financial Services & Management

	MFO	Success Indicators	Persons Responsible	Target January-December, 2023	Actual Accomplishment January-June, 2023	Percentage of Accomplish ments	Rating				Remarks
							Q¹	E¹	T¹	A¹	
OFFICE OF THE DIRECTOR FOR FINANCIAL MANAGEMENT											
UMFO5: SUPPORT TO OPERATIONS											
OVPAF STO1: ISO aligned management and administrative support system											
ODF STO1; ISO 9001:2015 aligned documents and compliant processes											
OVPAF MFO2: Financial Services and Management											
ODF MFO 1	Administrative and Support Services Management	PI 1: Efficient & Customer-Friendly Frontline Service	Louella C. Ampac Jocelyn T. Co Mynche Darleen Dumaguig	Zero percent complaint from clients served	No complaint	100%	5.0	5.0	5.0	5.00	100 percent no complaint from clients served
		PI 2: Percentage of financial documents (Vouchers, Payrolls, Checks, ACIC, LDDAP, student requests re: clearance and withdrawal of deposits) received are approved and released	Louella C. Ampac Jocelyn T. Co Mynche Darleen Dumaguig	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

	MFO	Success Indicators	Persons Responsible	Target January-December, 2023	Actual Accomplishment January-June, 2023	Percentage of Accomplish ments	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
ODF MFO 1	Administrative and Support Services Management	PI 3: Number of external linkages for improved financial management developed/maintained	Louella C. Ampac Alicia M. Flores Nick Freddy R. Bello	10 external linkages (COA, DBM, BOT, LBP, NEDA, CHED, BIR, Philhealth, HDMF and GSIS)	10 external linkages	100%	5.0	5.0	5.0	5.00	10 external linkages for improved financial management developed/maintained (COA, DBM, BOT, LBP, NEDA, CHED, BIR, Philhealth, HDMF and GSIS)
		PI 4: Number of meetings attended in different committee membership (NAPB, IGP-BOM, GAD, UADCO, Suggestion and Incentive Committee, University Inspectorate Team for the Infra Projects, PMT, ISO-QMS Core Team, Anti-Red Tape, Finance Committee, Evaluation Committee for Researchers under the Internationalization Program) including emergency meetings	Louella C. Ampac	150 meetings attended	90 meetings attended (mostly virtual)	94%	5.0	5.0	5.0	5.00	10 meetings attended in different committee membership including emergency meetings 1st & 2nd Quarter Accomplishment
ODF MFO 2	Effective and responsive annual budget prepared and submitted within allowable period	PI 1: 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	100 percent availability of detailed plans and budget proposed PAPs	100% prepared and submitted	100%	5.0	5.0	5.0	5.00	100 percent availability of detailed plans and budget proposed PAPs
		PI 2: Percentage of Annual Budget Proposal (GF and IGF) with supporting Budget Preparation Forms submitted to different regulatory committees and agencies	OP, ODFM, OVPAF, ODAHRD, OVPPRGEA, USSO, PRPEO, Res. & Ext. College Deans and Budget Officers (Main and External Campuses)	100% submission (Tier 1 & 2) PRE (2024)	1 Volume 2024 Budget Proposal submitted on time	100%	5.0	5.0	5.0	5.00	100 percent Annual Budget Proposal (GF and IGF) with Budget Forms submitted
		PI 3: Percentage of Budget Requests Processed (For Later Released Processed, NCA Release, Request for Authority to Purchase Motor Vehicle)	Louella C. Ampac Alicia M. Flores Concerned Office with FLR	100% budget requested and released (8 requests)	4 requests submitted	100%	5.0	5.0	4.0	4.67	100 percent requests submitted to DBM
ODF MFO 3	Efficient Budget Utilization of funds within prescribed time	PI 1: Percentage of Budget Obligated and Liquidated GAA/F101	Dr. DL S. Tan Louella C. Ampac Budget Office	100% of budget utilized and obligated	67% of budget utilized and obligated						77% percent of Budget Obligated and Liquidated

	MFO	Success Indicators	Persons Responsible	Target January-December, 2023	Actual Accomplishment January-June, 2023	Percentage of Accomplish- ments	Rating				Remarks
							Q¹	E²	T³	A⁴	
ODF MFO 3	Efficient Budget Utilization of funds	STF/IGF (main campus)		80% of budget utilized and obligated	Fund 164 - 75%	77%	5.0	5.0	5.0	5.00	(GAA/STF/IGP)
		IGP (main campus)		80% of budget utilized and obligated	Revolving Fund - 90%						
ODF MFO 4	Timely and error free financial and budgetary reports	PI 1: Percentage of monthly, quarterly and year-end financial reports prepared, consolidated, approved and submitted to COA/DBM within mandated time for all funds error free	Louella C. Ampac Alicia M. Flores Nick Freddy R. Bello Satellite Campus Budget Officers and Bookkeepers	100% 44 budgetary accountability reports submitted on time, error free & 32 other reports	22 budgetary accountability reports submitted on time, error free and 16 other reports	98%	5.0	5.0	5.0	5.00	22 budgetary accountability reports submitted on time, error free and 16 other reports
		PI 2: Percentage of budget reports prepared, consolidated and submitted to Congress / Senate		100% budgetary reports submitted on time, error free (18 reports)	9 budgetary reports submitted on time, error free	100%	5.0	5.0	4.0	4.67	9 budgetary reports submitted on time, error free
		PI 3: Percentage of PASUC 8 budget reports prepared, consolidated and submitted to Congress / Senate		100% budgetary reports submitted on time, error free (20 sets)	5 sets budgetary reports submitted on time, error free	100%	5.0	5.0	4.0	4.67	5 sets budgetary reports submitted on time, error free
ODF MFO 5	ISO 9001:2015 aligned documents	PI 1: Number of operations manual prepared, developed and approved	Louella C. Ampac Alicia M. Flores Nick Freddy R. Bello	1 Quality Procedure Manuals revised/prepared	On-going Quality Procedure Manuals revised/prepared and approved	50%	5.0	5.0	5.0	5.00	1 Quality Procedure Manual revised/prepared
	Innovation and Best Practices Services	PI 2: Number of innovations to improve university operations	Louella C. Ampac 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. Budget Office: on- going development of Financial Management System. Acctg. Office: google drive for back-up file
		PI 3: Number of Best Practices Achieved		3 Best Practices	3 Best Practices	100%	5.0	5.0	5.0	5.00	ODFM: fast/on time processing of documents. Budget Office: sending balances to different offices and centers. Acctg. Office: timely submission of reports

	MFO	Success Indicators	Persons Responsible	Target January-December, 2023	Actual Accomplishment January-June, 2023	Percentage of Accomplish- ments	Rating				Remarks
							Q¹	E²	T³	A⁴	
Total Over-all Rating							70.0	70.0	67.0	69.0	
Average Rating										4.8	

OFFICE OF THE HEAD OF ACCOUNTING

UMFO5: SUPPORT TO OPERATIONS

OVPAF MFO2: Financial Services and Management

ODF MFO2: Accounting Services

Acctg MFO1	ISO 9001:2015 aligned documents	PI 1. Number of quality procedures prepared/revised	NFR Bello and Accounting Staff	1	1	100%	5.0	5.0	4.0	5.00	Registered PM ACT 04 - Students' Account Services
Acctg MFO2	Innovation & best practices services	PI 2. Number of innovation for improved university operations	NFR Bello and Accounting Staff	1	1	100%	5.0	5.0	5.0	5.00	Continuous usage of google drive as backup storage.
		PI 3. Number of best practices achieved	NFR Bello and Accounting Staff	1	1	100%	5.0	5.0	5.0	5.00	Disseminated information via OVPAF Memo regarding tax updates and BIR deadlines. Also, assisted JO Workers on the opening and closing of their employment status at BIR to avoid penalty.

UMFO6: GENERAL ADMINISTRATION SUPPORT SERVICES

OVPAF MFO2: Financial Services and Management

ODF MFO2: Accounting Services

Acctg MFO1	Administration Support Services & Management	PI 1. Customer Friendly Frontline Service	NFR Bello and Accounting Staff	Zero percent complaint from clients served	1	100%	4.0	4.0	4.0	4.00	1 negative feedback received but already acted upon and resolved.
		PI 2. Number of external linkages for improved financial management developed/maintained	NFR Bello, CMartinez, VYVergis, JE Posas, NB Bustillo, WV Napiere and JR Castil	9 external linkages (COA, DBM, GSIS, BIR, PHILHEALTH, PAG-IBIG, LBP, PCC and VSUCC)	12	171%	5.0	5.0	5.0	5.00	12 external linkages (COA, DBM, GSIS, BIR, PHILHEALTH, PAG-IBIG, LBP, PCC and VSUCC, CHED-UNIFAST, DAD-BAR, DOST-PCAARRD)
		PI 3. Percentage of NCs received and acted	NFR Bello and Accounting Staff	Zero	0	100%	5.0	5.0	5.0	5.00	No NCs received during the period.



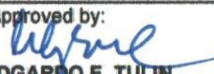
	MFO	Success Indicators	Persons Responsible	Target January-December, 2023	Actual Accomplishment January-June, 2023	Percentage of Accomplish- ments	Rating				Remarks
							Q¹	E²	T³	A⁴	
Acctg MFO1	Administration Support Services & Management	PI 4: Percentage of CARs received and acted	NFR Bello and Accounting Staff	Zero	0	100%	5.0	5.0	5.0	5.00	No CARs received during the period.
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, JBoleche, MCativo, and RM Fernandez	100% (15,500/ 15,500) of documents released within 3 days after receipt	14,130 documents released within 3 days after receipt	91%	5.0	5.0	5.0	5.00	14,130 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	3,212 documents released within 3 days after receipt	64%	5.0	5.0	5.0	5.00	3,212 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, JBoleche, MCativo, and RM Fernandez	100% (200/200) externally funded projects like PCARRD, DA, DOST, DA BAR, CHED and etc controlled under Trust Fund	149 externally funded projects like PCARRD, DA, DOST, DA BAR, CHED and etc controlled under Trust Fund	75%	5.0	5.0	5.0	5.00	149 externally funded projects like PCARRD, DA, DOST, DA BAR, CHED and etc 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, JBoleche, MCativo, and RM Fernandez	100% (5,000/5,000) of documents released within 3 days after receipt	3,821 documents released within 3 days after receipt	76%	5.0	5.0	5.0	5.00	3,821 financial documents earmarked, 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% (400/400) of documents	451 certifications and demand letters for unliquidated cash advance prepared	113%	5.0	5.0	5.0	5.00	451 certifications and demand letters for unliquidated cash advance prepared

[illegible]

	MFO	Success Indicators	Persons Responsible	Target January-December, 2023	Actual Accomplishment January-June, 2023	Percentage of Accomplish- ments	Rating				Remarks
							Q¹	E²	T³	A⁴	
OFFICE OF THE HEAD OF BUDGET											
OHB STO 1.1	ISO 9001:2015 aligned documents and compliant processes	PI 2. Number of quality procedures prepared/revised	Alicia M. Flores, Angelica Pole, Mona Nena B. Geraldo, Mary Joy Vilbar	1	Reviewed and revised the QP (PM-BUD-02) for submission to QAC	100%	5.0	5.0	4.0	4.67	1 Quality Procedure reviewed and revised
		PI 3. Percentage of ISO evidences and other related documents compliant with existing OHB quality procedures kept intact and readily available to Auditor	Alicia M. Flores, Angelica Pole, Mona Nena B. Geraldo, Mary Joy Vilbar	100% ISO compliant evidences readily available	100% ISO compliant evidences readily available	100%	5.0	5.0	5.0	5.00	100 percent ISO evidences and other related documents complied
OHB MFO 1.2	Implementation of administrative processes in accordance with existing approved quality procedures	PI 1. Number of OHB processes implemented in accordance with existing approved quality procedures	Alicia M. Flores, Angelica Pole, Mona Nena B. Geraldo, Mary Joy Vilbar	1 process implemented according to QP	1 process implemented according to QP	100%	5.0	5.0	5.0	5.00	1 process implemented according to QP
OVPAF STO 3: ARTA aligned compliance and reporting requirements											
ODF STO 3: ARTA aligned frontline services											
OHB 3	ARTA aligned frontline services	PI 1: Efficient and customer friendly services	Alicia M. Flores, Angelica Pole, Mona Nena B. Geraldo, Winna A. Tagactac, Mary Joy M. Vilbar, Roland Gumba	Zero complaint from clients served	Zero complaint from clients served	100%	5.0	5.0	5.0	5.00	100 percent no complaint from clients served
OVPAF STO4: Innovations & Best Practices											
ODF STO 4: Innovations & new Best Practices Development Services											
OHB MFO 4:	Innovations and Best Practices	PI 1: Number of new systems/innovations introduced and implemented	Alicia M. Flores, Angelica Pole, Mona Nena B. Geraldo, Winna A. Tagactac, Mary Joy M. Vilbar, Roland Gumba	2 new innovation system;	a) Computerization of recording of transactions such as FT, SL & masterlist of contracts PPMP & PR b) Monthly monitoring of fund utilization (to avoid reversion of funds)	100%	5.0	5.0	4.0	4.67	a) Computerization of recording of transactions such as FT, SL & masterlist of contracts PPMP & PR b) Monthly monitoring of fund utilization (to avoid reversion of funds)

	MFO	Success Indicators	Persons Responsible	Target January-December, 2023	Actual Accomplishment January-June, 2023	Percentage of Accomplish ments	Rating				Remarks
							Q¹	E²	T³	A⁴	
OHB MFO 4:	Innovations and Best Practices	PI 2: Number of best practices achieved	Alicia M. Flores, Angelica Pole, Mona Nena B. Geraldo, Winna A. Tagactac, Mary Joy M. Vilbar, Roland Gumba	2 best practices achieved	a) Informed and provided different offices with their quarterly budget allocation balances b) Conduct quarterly meetings on the status of project balances (IP)	100%	5.0	5.0	4.0	4.67	a) Informed and provided different offices with their quarterly budget allocation balances b) Conduct quarterly meetings on the status of project balances (IP)
OVPAF GASS 1: General Administration and Support Services											
ODF GASS 1. Administrative and Support Services Management											
OHB 1	Administrative and Support Services	PI 1: Office, Staff Management and Maintenance	Alicia M. Flores, Angelica Pole, Mona Nena B. Geraldo, Winna A. Tagactac, Mary Joy M. Vilbar, Rolan Gumba	100%	100%	100%	5.0	5.0	5.0	5.00	100 percent staff managed and supervised
		PI 2: Number of External linkages with external agencies maintained	Alicia M. Flores, Angelica Pole, Mona Nena B. Geraldo, Winna A. Tagactac, Mary Joy M. Vilbar, Rolan Gumba	4 external linkages Commission on Audit (COA), DBM, CHED, NEDA	4 external linkages Commission on Audit (COA), DBM, CHED, NEDA	100%	5.0	5.0	5.0	5.00	4 external linkages Commission on Audit (COA), DBM, CHED, NEDA
OVPAF MFO 2: BUDGET SERVICES											
ODF GASS 3. Financial Services Management											
OHB MFO 2.1	Budget Preparation	PI 1: Number of Annual Budget Proposal (GF & IGF) with supporting Budget Preparation Forms submitted to different regulatory committees and agencies	Dilberto O. Ferraren, Louella C. Ampac, Jocelyn Co, Menche Darleen Dumaguing, Alicia M. Flores, Angelica Pole, Mona Nena B. Geraldo, External Campuses	100% Submission	100% Submission	100%	5.0	5.0	4.0	4.67	100 percent Annual Budget Proposal (GF & IGF) prepared and submitted to different regulatory committees and agencies within mandated time error free

	MFO	Success Indicators	Persons Responsible	Target January-December, 2023	Actual Accomplishment January-June, 2023	Percentage of Accomplish- ments	Rating				Remarks
							Q¹	E²	T³	A⁴	
OHB MFO 2.1	Budget Preparation	PI 2: Percentage of Budget Preparation forms prepared, approved by the President and submitted to different regulatory committees and agencies	Dilberto O. Ferraren, Louella C. Ampac, Jocelyn Co, Mynche Darleen Dumaguing, Alicia M. Flores, Angelica Pole, Mona Nena B. Geraldo, Component Colleges Deans & Budget Officers, USSO, PRPEO, ODAHRD, Research and Extension, College Deans	100% Budgetary reports prepared, approved by the President and submitted to different regulatory committees and agencies	100% Submission	100%	5.0	5.0	5.0	5.00	100 % Budgetary Reports prepared and submitted to different regulatory committees and agencies within mandated time error free
		PI 3: Number of Budget Proposals (CY & PY) for utilization of income prepared for submission to ODF to be discussed in UADCO	Alicia M. Flores, Angelica Pole, Mona Nena B. Geraldo, Winna A. Tagactac, Mary Joy M. Vilbar	12 Budget Proposal approved by BOR	8 Budget Proposal approved by BOR	133%	5.0	5.0	4.0	4.67	8 Budget Proposals submitted and discussed in UADCO
OHB MFO 2.2	Budget Utilization/Execution	PI 1: Percentage of budget obligated, GAA, IGF and IGP.	Alicia M. Flores, Angelica Pole, Mona Nena B. Geraldo, Winna A. Tagactac, Mary Joy M. Vilbar, Roland Gumba	100% Budget obligated	GAA -67% IGF-75% IGP-90%	77%	5.0	5.0	5.0	5.00	77% percent of budget obligated (GAA, IGF and IGP)
		PI 2: Percentage of updating and encoding of records in the BAOM	Alicia M. Flores, Angelica Pole, Mona Nena B. Geraldo, Winna A. Tagactac, Mary Joy M. Vilbar, Roland Gumba	100% updating of records in the database	100% updating of records in the database	100% updating of records in the database	5.0	5.0	5.0	5.00	100 percent updated and encoded records in the BAOM
OHSB MFO 2.3	Financial Reports Management	PI 1: Number of Monthly, Quarterly and year-end financial reports including request for TLB/Filling up of positions prepared, consolidated, approved and submitted to COA, DBM for all fund clusters within the mandated time	Louella C. Ampac, Alicia M. Flores, Mona Nena B. Geraldo	60 Financial reports, 10 filling up of positions	35/60 Financial Reports, 7/10 filling up of positions	136%	5.0	5.0	4.0	4.67	42 monthly, quarterly and year-end financial reports prepared and submitted within the mandated time
Total Over-all Rating							75.0	75.0	69.0	73.0	
Average Rating										4.87	
Average Rating										4.83	

	MFO	Success Indicators	Persons Responsible	Target January-December, 2023	Actual Accomplishment January-June, 2023	Percentage of Accomplish ments	Rating				Remarks
							Q¹	E²	T³	A⁴	
Adjectiva l Rating (finance over-all)											OUTSTANDING
<div> <div> Received by:  TONI MARC L. DARGANTES Planning Office Date: <u>7/10/2023</u> </div> <div> Calibrated by:  DANIEL LESLIE S. TAN Chairman, PMT Date: <u>JUL 11 2023</u> </div> <div> Approved by:  EDGARDO E. TULIN University President Date: <u>JUL 12 2023</u> </div> </div>											
1 - Quality		2 - Efficiency		3 - Timeliness		4 - Average					