

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

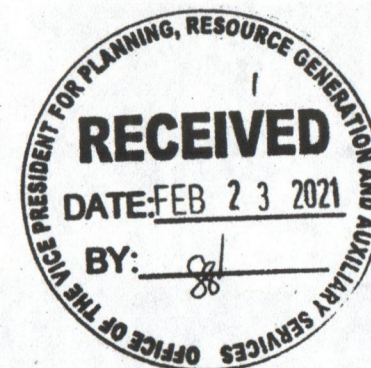
I, **ERLINDA S. ESGUERRA**, Head of the **Accounting Division** commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July 1 to December 31, 2020.

Submitted by:

**ERLINDA S. ESGUERRA**  
Head of Unit

Recommending Approval:

**LOUELLA C. AMPAC**  
Financial Management Director



Personnel Composition	Position Title	Number
Permanent Staff	Accountant IV	1
Permanent Staff	Admin. Asst. III	1
Permanent Staff	Admin. Asst. II	1
Permanent Staff	Admin Aide VI	1
Permanent Staff	Admin Aide IV	3
Permanent Staff	Admin Aide III	2
Casual Staff	Admin Aide III	1
Job Order Contract	Admin Aide	9
<b>Admin. Staff Members</b>		<b>19</b>

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

No.	MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target	Actual Accomplish ment	Percentage Accomplish ment	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	ES Esguerra and Accounting Staff	1	1	100%	5	5	5	5.00	
Acctg MFO2	Innovation & best practices services	PI1. Number of operation manual prepared, developed and approved.	ES Esguerra and Accounting Staff	1	on process	50%	5	4	4	4.33	
		PI2. Number of innovation for improved university operations	ES Esguerra and Accounting Staff	1	1	100%	5	5	5	5.00	use of ip messenger in informing departments for the returned documents with defficiencies
		PI3. Number of best practices achieved	ES Esguerra and Accounting Staff	1	1	100%	5	5	5	5.00	special lane for student claims



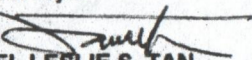
**IMFO6: GENERAL ADMINISTRATION SUPPORT SERVICES**
**VPAF MFO2: Financial Services and Management**
**ADF MFO2: Accounting Services**

<b>Acctg MFO1</b>	Administration Support Services & Management	PI1. Customer Friendly Frontline Service	ES Esguerra 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	ES Esguerra, RB Veril, VY Vergis, NB Bustillo, SC Tiu, ND Gacutan, WV Napiere and JR Castil	7 external linkages (COA, DBM, GSIS, BIR, PHIL HEALTH, PAG-IBIG, and LBP)	7	100%	5	5	5	5.00	
<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 3 Fund Clusters.	ES Esguerra, AS Asilom, RT Fernandez, LL Tabrosa, PP Vidal, RB Veril, NB Bustillo, JE Posas, LP Otida, GA Loreto, JC Ebero and RM Fernandez	100% (6,500/6,500) of documents released within 3 days after receipt	7,230	111.23%	5	5	5	5.00	
		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	ES Esguerra, NB Bustillo, AS Asilom, RB Veril, MA Baslan, VY Vergis, NB Bustillo and RT Fernandez	100% (875/875) of documents released within 3 days after receipt	1,555	177.71%	5	5	5	5.00	
		PI 3: Percentage of projects controlled under Trust Fund	ES Esguerra, JE Posas, LP Otida, GA Loreto, JC Ebero and RM Fernandez	100% (195/195) externally funded projects like PCARRD, DA, DOST, DA BAR, CHED and etc	195	100%	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, JC Ebero and RM Fernandez	100% (2,000/2,000) of documents released within 3 days after receipt	2,850	1.43%	5	5	5	5.00	



		PI 5: Percentage of certification and demand letters for unliquidated cash advance prepared	ES Esguerra, LLTabrosa, MABaslan	100% (290/290) of documents	45	15.52%	4	5	5	4.67	
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 3 Fund Clusters: 01-Regular Agency Fund 05-Internally Generated Funds 06-Business Related Funds	ES Esguerra, SC Tiu, ND Gacutan, JR Castil, RT Fernandez and SM Valencerina	100% (909/909) financial reports prepared and submitted within 1 month after end of each quarter	1,250	137.51%	5	5	5	5.00	
		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	ES Esguerra, JE Posas, LP Otida, GA Loreto, JM Ebero, 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	244	122%	5	5	4	4.67	
Total Over-all Rating										63.67	
Average Rating										4.88	
Adjectival Rating										OUTSTANDING	


Received By :

  
**DANIEL LESLIE S. TAN**  
 Head, PLANNING OFFICE  
 Date: FEB 23 2021

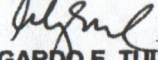
Calibrated by:

  
**REMBERTO A. PATINDOL**  
 Chairman, PMT  
 Date: \_\_\_\_\_

Recommending Approval:

  
**REMBERTO A. PATINDOL**  
 VP for Admin. and Finance  
 Date: \_\_\_\_\_

Approved:

  
**EDGARDO E. TULIN**  
 President  
 Date: \_\_\_\_\_

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