

OP# 2018  
124

JAN 25 2019

# OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, LOUELLA C. AMPAC, OIC, Director of the Finance 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-December, 2018

Submitted by:

*Louella C. Ampac*  
LOUELLA C. AMPAC  
Head of Unit

Approved:

*Remberto A. Patindol*  
REMBERTO A. PATINDOL  
VP for Admin. & Finance

Personnel Composition	Position Title/Designation	Number
Head	Director for Finance	1
Regular Admin Staff	Administrative Aide VI	1
Admin Staff Members		2

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

UMFO6: GENERAL ADMINISTRATION SUPPORT SERVICES

OVPAF MFO3: Financial Services & Management

	MFO	Success Indicators	Persons Responsible	2018 Target	Actual Accomplishment	Percentage of Accomplishments as of December 31, 2018	Rating				Remarks
							Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
ODF MFO1: Budget Management Services											
ODF MFO 1	Administrative and Support Services Management	PI 1: Efficient & Customer-Friendly Frontline Service	Louella C. Ampac Jocelyn T. Co	Zero percent complaint from clients served	100%	100%	5.0	5.0	5.0	5.00	
		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	Documents released within twenty (20) minutes	Documents released within ten (10) minutes	200%	5.0	5.0	5.0	5.00	
		PI 3: Number of external linkages for improved financial management developed/maintained	Louella C. Ampac Myrna S. Pancito Erlinda S. Esguerra Corazon U. Nuevo	10 external linkages (COA, DBM, BOT, LBP, NEDA, CHED, BIR, Philhealth, HDMF and GSIS	100%	100%	5.0	5.0	5.0	5.00	

	MFO	Success Indicators	Persons Responsible	2018 Target	Actual Accomplishment	Percentage of Accomplishments as of December 31, 2018	Rating				Remarks
							Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
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, ODF, OP, Budget Officers (Main & External), College Deans, GSD	100% available in Dec. 31, 2018	100% available in Dec. 31, 2018	100%	5.0	5.0	5.0	5.00	
		PI 2: Percentage of Annual Budget proposal (GF and IGF) with supporting Budget Preparation Forms submitted to different regulatory committees and agencies	OP, ODF, OVPAF, ODAHRD, OVPPRGEA, USSO, PRPEO, Res. & Ext. College Deans and Budget Officers (Main and	100% submission	100% submission	100%	5.0	5.0	5.0	5.00	
ODF MFO 3	Efficient Budget Utilization of funds within prescribed time	PI 1: Percentage of Budget Obligated and Liquidated	Dr. RAPatindol Louella C. Ampac Budget Office	100% of budget utilized and obligated	95% of budget utilized and obligated	95%	4.0	5.0	5.0	4.67	
ODF MFO 4	Efficient and effective disbursement of funds within prescribed time and in accordance with DBM/COA and other rules and regulations	PI 1: Percentage of Obligated expenses allowed in audit per auditing rules and regulations	Dr. RAPatindol Louella C. Ampac Erlinda S. Esguerra Corazon U. Nuevo ML Valenzona D Sacay AM Flores Academic Departments, Research & Extension	100% of NCA disbursed	97% of NCA disbursed	97%	4.0	5.0	5.0	4.67	
ODF MFO 5	Timely and error free financial and budgetary reports	PI 1: No. 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 Myrna S. Pancito Corazon U. Nuevo Erlinda S. Esguerra Satellite Campus Budget Officers and Accountants/Bookkeepers	20 budgetary accountability reports submitted on time, error free	26 budgetary accountability reports submitted	130%	5.0	5.0	5.0	5.00	



	MFO	Success Indicators	Persons Responsible	2018 Target	Actual Accomplishment	Percentage of Accomplishments as of December 31, 2018	Rating				Remarks
							Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
ODF MFO 6	Efficient and effective collection services	PI 1: Percentage of collections receipted and promptly deposited intact on the following working day	Louella C. Ampac Corazon U. Nuevo Raquel Dohiling Claire Abunales	100% receipted and deposited	100% receipted and deposited	100%	5.0	5.0	5.0	5.00	
ODF MFO 7	Innovation and Best Practices Services	PI 1: Number of operations manuals prepared, developed and approved	Louella C. Ampac Myrna S. Pancito Erlinda S. Esquerre Corazon U.	1 manual prepared and approved	1 manual prepared	100%	5.0	4.0	4.0	4.33	
		PI 2: Number of innovations for improved university operations	Louella C. Ampac Myrna S. Pancito Erlinda S. Esquerre Corazon U.	3 innovations	3 innovations	100%	5.0	5.0	5.0	5.00	
		PI 3: Number of Best Practices Achieved	Louella C. Ampac Myrna S. Pancito Erlinda S. Esquerre Corazon U. Nuevo	3 Best Practices	3 Best Practices	100%	5.0	5.0	5.0	5.00	
Total Over-all Rating							58.67				
Average Rating											
Adjectival Rating							4.89				

Received by:

Calibrated by:

Recommending Approval:

Approved:

Planning Office

REMBERTO A. PATINDOL

Chairman, PMT

REMBERTO A. PATINDOL

VP for Admin. & Finance

EDGARDO E. TULIN

President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

1 - quality

2 - efficiency

3 - timeliness

4 - average