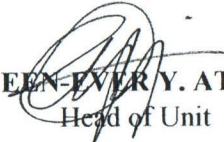



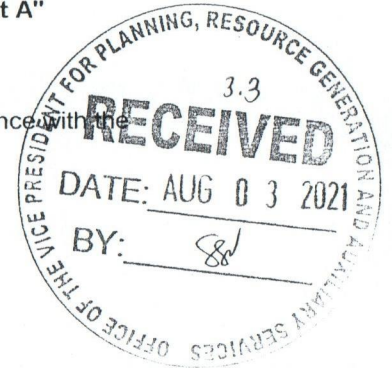
"Exhibit A"

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **QUEEN-EVER Y. ATUPAN**, Head of the CASH DIVISION 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, 2021**.


QUEEN-EVER Y. ATUPAN
Head of Unit

Approval: 
RYSAN C. GUINOCOR
OIC, Director for Administration



Personnel	Position	Number
Head	Sup. Admin. Officer	1
Permanent Staff	Admin. Officer I	1
Permanent Staff	Admin. Aide VI	1
Permanent Staff	Admin. Aide IV	4
Permanent Staff	Admin. Aide III	1
Casual Staff	Admin. Aide III	2
Job Order Contract	Admin. Aide I	4
Total		14

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	

No.	MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target	Actual Accomplishment	Percentage Accomplishment	Rating				REMARKS
							Q1	E2	T3	A4	
		PI.2 Number of quality procedures revised/updated and registered at QAC	L. Cano, R.Guinocor, Q. Y. Atupan, D.Arpoceple, M Mendoza and V. Valenzona	3 quality procedures revised	3 quality procedures revised	100%	5	5	5	5.00	QP on Disbursement of University Funds, QP on Students' Account Services and QP on Collection of Income
		PI. 3 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. 4 Number of Reports submitted to COA	All Cash personnel	100 COA reports	290 COA reports	290%	5	5	4	4.67	
		PI. 5 Percentage updating of students' payment using Cumulus	J. Tenaja, Q Atupan, C.Sacro, R. Dohiling 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.6 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	

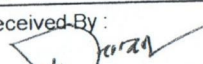
No.	MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target	Actual Accomplishment	Percentage Accomplishment	Rating				REMARKS
							Q1	E2	T3	A4	
VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS											
ODAS/HRM STO 3:	ARTA aligned frontline services	PI. 9 Efficient & customer friendly frontline service	All Cash personnel	Zero percent complaint from clients served	Zero percent complaint from clients served	100%	5	5	5	5.00	
VPAF STO4: INNOVATIONS & BEST PRACTICES											
ODAS/HRM STO 4:	Innovations & new Best Practices Development Services	PI. 10. Number of new systems/innovations/propos als introduced and implemented	All Cash personnel, L.Cano, R.Guinocor, ODAs	1 new system;	5 new system;	500%	5	5	5	5.00	1. Created the Office Back up File server for important files; 2. Implemented strictly the Expanded MDS Disb.System; 3. Implemented the Online Application and Renewal of Bonds; 4. Monthly Monitoring of Capital Outlay Projects status and Accomplishments. 5. Monthly ODAs enhanced joint team efforts to closely monitor the NCA Balances to Improve the Budget Utilization of the University.

No.	MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target	Actual Accomplishment	Percentage Accomplishment	Rating				REMARKS
							Q1	E2	T3	A4	
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.)	1,269 requests/administrative documents (requests, clearances, readmission, etc.)	317%	5	5	5	5.00	
		PI. 18 No. of linkages with external agencies maintained	Q. Atupan & All Cash personnel	5 Linkages (COA, BTR, LBP, Philhealth, GSIS)	10 Linkages (COA, BTR, LBP, Philhealth, GSIS, DBM, HDMF, BOT, CHED, VISCO, etc.)	200%	5	5	5	5.00	
		PI.20 No. of Man Com meetings attended and staff meetings presided and counselling sessions among staff conducted	LB Cano, 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 10 coaching sessions conducted	122%	5	5	5	5.00	
		PI.21 Number of Management Reports prepared for Procurement, planning purposes and ISO audit evidence (OTP, WFP, SWOT, ROAM, etc)	QE Atupan, LB Cano, R. Guinocor, R. Arpoceple and V. Valenzona	10 reports	15 reports	150%	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.22 Number of Office Monthly Accomplishment Report, Quarterly Accomplishment Report and Annual Reports prepared for Management monitoring and planning purposes	QE Atupan, LB Cano, R.Guinocor,V. Valenzona	7 reports	10 reports	142%	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, L. Cano, R. Guinocor, R. Patindol, E. Tulin, R. Arpoceple, R. Dohiling, V. Valenzona, M. Mendoza.	50 communications	329 communications	658%	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, LB Cano, R. Guinocor, V. Valenzona, M. Pancito, L. Ampac and Procurement office	6 monitoring	10 monitoring	166%	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, L. Cano, R. Patindol, E. Tulin, R. Dohiling, M. Mendoza, V. Valenzona, PBL. Urdaneta, K. Sedrome, R. Nuñez and D. Arpoceple	1,750 approved payrolls/ vouchers	7,309 approved payrolls/ vouchers	417%	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,E.Esguerra, L.Ampac, L.Cano, R.Patindol, E.Tulin, R.Nuñez, R.Dohiling, M.Mendoza, V. Valenzona, D.Arpoceple, PBL.Urdaneta, K.Sedrome, J. Baslan	1,500 checks; 7,000 entries of LDDAP and PACS	3,292 checks; 9,566 entries of LDDAP and PACS	151%	5	5	5	5.00	
		PI3. Number of Cash advances and Petty Cash Fund Maintained/facilitated for University Cash Disbursements.	QE.Atupan,MM.Mendoza, C.Sacro, E.Esguerra, L.Cano	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, R.Dohiling, F. Calunangan, M.Mendoza, V.Circulado, K.Sedrome, R.Nuñez, D. Arpoceple, J. Baslan	300 daily/weekly reports 60 monthly reports	571 daily/weekly reports 92 monthly reports	184%	5	5	4	4.67	
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	7,771 official receipts issued	310%	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, R.Dohiling, F. Calunangan, C. Sacro,	250 deposits	2,442 deposits	976%	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.Circulado, Fe Calunangan, R.Dohiling and J. Baslan	7000 students 10,000 old accounts	15,017 college students for 2 semesters, 417 HS and 23,209 old accounts	227%	5	5	5	4.67	

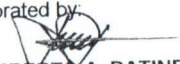
No.	MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target	Actual Accomplishment	Percentage Accomplishment	Rating				REMARKS
							Q1	E2	T3	A4	
		PI2.Number of Quarterly Reports of Accounts Receivable, Monthly Report of Collection (per School Year) and Breakdown of Assessment per semester prepared.	J. Tenaja, QE.Atupan and J. Baslan	43 reports	106 reports	246%	5	5	5	5.00	
		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	7,987 students	159%	5	5	5	5.00	
Total Over-all Rating										119.01	
Average Rating										4.96	
Adjectival Rating										OUTSTANDING	

Received By : 

DILBERTO FERRAREN

Planning Office

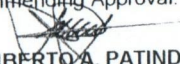
Date : AUG 03 2021

Calibrated by: 

REMBERTO A. PATINDOL

Chairman, PMT


Date : _____

Recommending Approval: 

REMBERTO A. PATINDOL

VP for Admin. Andm Finance

Date: _____

Approved: 

EDGARDO E. TULIN

President

Date: _____

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