

## OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

FRANCISCO G. GABUNADA, JR.  
Executive Assistant, OP

81 EDGARDO E. TULIN  
President

28 NOV 2019  
CNPRA

<b>Personnel Composition</b>	<b>Position Title/Designation</b>	<b>Number</b>
Supervisor	Executive Assistant, OP	1
Head	Internal Auditor IV	1
Staff: Regular Admin Saff	Administrative Aide VI	1
Job Order Staff	Administrative Aide III	1
<b>TOTAL</b>		<b>4</b>

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

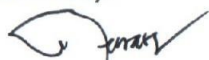
No.	MFOs/PAPs	Success Indicators	Persons Responsible	Target	Percentage of Accomplishments	Details of Accomplishments	Rating				Remarks
							Q1	E2	T3	A4	
<b>UMFO 5. SUPPORT TO OPERATIONS (STO)</b>											
STO 1.	ISO Aligned Documents	PI 1. Internal Audit Operations Manual	Arlin B. Flandez / Maria Teresa A. Cruz	30%	117%	35%	5	5	5	5	
		PI 2. Audit Programs prepared for the year	Maria Teresa A. Cruz	1	100%	1	5	5	5	5	
		PI 3. ISO Deputy Document and Records Controller	Arlin B. Flandez	100%	100%	100%	5	5	5	5	
STO 2.	Citizen's Charter Compliance	PI 2. Percentage Compliance to Citizen's Charter in compliance to Republic Act No. 9485 otherwise known as the Anti-Red Tape Act of 2007	Arlin B. Flandez / Maria Teresa A. Cruz/Leonardo Toraja Jr.	100%	100%	100%	5	5	5	5	
<b>UMFO 6. GENERAL ADMINISTRATION SUPPORT SERVICES (GASS)</b>											

No.	MFOs/PAPs	Success Indicators	Persons Responsible	Target	Percentage of Accomplishments	Details of Accomplishments	Rating				Remarks
							Q1	E2	T3	A4	
GASS 1.	Efficient and customer-friendly frontline service	PI. Zero complaint from clients in compliance with CSC's Public Service Delivery Audit or PASADA in 2003	Arlin B. Flandez / Maria Teresa A. Cruz/Leonardo Toraja Jr.	0	100%	100%	5	5	5	5	
GASS 2.	Submission of Agency Procurement Plan	PI 1. Number of PPMP submitted on or before prescribed deadline.	Arlin B. Flandez / Maria Teresa A. Cruz	1	100%	100%	5	5	5	5	
GASS 5.	Number of financial systems evaluated	PI 1. Collection system of randomly selected BRF and IGF projects. BRF means Business Related Funds (IGP) ; IGF means Internally Generated Funds (STF)	Arlin B. Flandez / Maria Teresa A. Cruz	3	100%	3	4	5	5	4.667	
		PI 2. Procurement system of randomly selected BRF and IGF projects.	Arlin B. Flandez / Maria Teresa A. Cruz	2	100%	2	5	5	5	5	
		PI 3. Inventory system of randomly selected BRF and IGF projects.	Arlin B. Flandez / Maria Teresa A. Cruz/Leonardo Toraja Jr.	3	100%	3	5	5	5	5	
GASS 6.	Number of Operation/process evaluated	PI 1. Number of monthly BRF and IGF Financial Reports verified within 7 days from receipt	Arlin B. Flandez / Maria Teresa A. Cruz	210	100%	213	5	5	5	5	
	Best practice sustained	PI 1a. All collections are issued official receipts, intact and deposited on the day or the following day. (Collection Management)	Arlin B. Flandez / Maria Teresa A. Cruz	100%	100%	100%	5	5	5	5	
		PI 1b. Proofing of Official Receipts reported in the Projects' monthly Financial Report	Arlin B. Flandez / Maria Teresa A. Cruz/Leonardo Toraja Jr.	210	100%	210	5	5	5	5	
		PI 2. Number of Property, Plant and Equipment disposal assisted in relation with adherence to provisions of RA 9184	Maria Teresa A. Cruz/Leonardo Toraja Jr.	1	100%	1	5	5	5	5	
		PI 3. Number of harvest/sale of farm products (rice, copra, mango, etc.) witnessed	Maria Teresa A. Cruz/Leonardo Toraja Jr.	25	108%	27	5	5	5	5	
		PI 3.a. Number of of physical inventory count witnessed	Maria Teresa A. Cruz/Leonardo Toraja Jr.	12	108%	13	4	5	5	4.667	

No.	MFOs/PAPs	Success Indicators	Persons Responsible	Target	Percentage of Accomplishments	Details of Accomplishments	Rating				Remarks
							Q1	E2	T3	A4	
		PI 4. Petty Cash Custodian	Arlin B. Flandez	100%	100%	100%	5	5	5	5	
	Financial Management Services	PI 1. Number of Accounts Receivable Confirmation Letters - BRF and IGF released	Arlin B. Flandez / Maria Teresa A. Cruz	50	88%	44	5	5	4	4.667	
Total Overall rating										4.941	

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

Received by:



**DILBERTO O. FERRAREN**

OVPPRGEA

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

Calibrated by:



**REMBERTO A. PATINDOL**

Chairman, PMT

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

Recommending Approval:

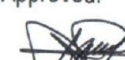


**REMBERTO A. PATINDOL**

Vice President for Admin. & Finance

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

Approved:



**EDGARDO E. TULIN**

President

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