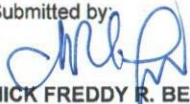


OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **NICK FREDDY R. BELLO**, OIC-Head of the **Accounting Office** commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January 1 to June 30, 2024.

Submitted by:

  
**NICK FREDDY R. BELLO**  
 Head of Unit  
 Julv 08.2024

Recommending Approval:

  
**LOUELLA C. AMPAC**  
 Financial Management Director  
 Julv 08.2024



Personnel Composition	Position Title	Number
Permanent Staff	Accountant III	0
Permanent Staff	Accountant II	1
Permanent Staff	Accountant I	1
Permanent Staff	Admin Officer II	1
Permanent Staff	Admin. Asst. III	2
Permanent Staff	Admin Aide VI	1
Permanent Staff	Admin Aide IV	2
Permanent Staff	Admin Aide III	1
Casual Staff	Admin Aide III	4
Job Order Contract	Admin Aide III	13
<b>Admin. Staff Members</b>		<b>26</b>


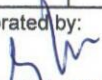
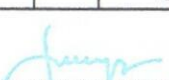
RATING SCALE
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair
1 - Poor

No.	MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target(Jan to Dec)	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 maintained/prepared/revise d	NFR Bello and Accounting Staff	4	4	100%	5	5	5	5.00	Maintained and continuos compliance to the 4 Registered QPs of the office.
Acctg MFO2	Innovation & best practices services	PI2. Number of innovation for improved university operations	NFR Bello and Accounting Staff	1	1	100%	5	5	5	5.00	Maximized usage of google drive for the following: *Internal document control *Back-up storage *ISO Code tracking *Efficient collaboration of connected inter-office tasks

		PI3. Number of best practices achieved	NFR Bello and Accounting Staff	1	1	100%	5	5	5	5.00	Issuance of relevant OP/OVPAF Memos for guidance of the concerned employees (e.g. Withholding Tax Updates, BIR Filings)
<b>UMFO6: GENERAL ADMINISTRATION SUPPORT SERVICES</b>											
<b>OVPAF MFO2: Financial Services and Management</b>											
<b>ODF MFO2: Accounting Services</b>											
<b>Acctg MFO1</b>	Administration Support Services & Management	PI1. Customer Friendly Frontline Service	NFR Bello and Accounting Staffs	Zero percent complaint from clients served	Zero unresolved concern	100.00%	4	4	4	4.00	All concerns in the customer feedbacks were addressed and acted upon. Meetings have been conducted for continual improvement of our delivery of service
		PI2. Number of external linkages for improved financial management developed/maintained	NFR Bello and Accounting Staffs	10 external linkages (COA, DBM, GSIS, BIR, PHILHEALTH, PAG-IBIG, CHED, DOST, DA-BAR and LBP)	12	100.00%	5	5	5	5.00	12 external linkages (COA, DBM, GSIS, BIR, PHILHEALTH, PAG-IBIG, LBP, PCC, VSUCC, DOST-PCAARRD, DA-BAR,
		PI.3 Percentage of NCs	NFR Bello and	Zero	Zero	100.00%	5	5	5	5.00	No NC received
		PI.4 Percentage of CARs	NFR Bello and	Zero	Zero	100.00%	5	5	5	5.00	No CAR received
<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 4 Fund	NFR Bello, IF Godoy, LL Tabrosa, M L. Caballero, VY Vergis, MA Baslan, MB. Sabando, RM Fernandez, JE Posas, JMC Ebero, JC Mejia, ME Catibo,	100% (17,190) of documents released within 3 days after receipt	9,688	56.36%	5	5	5	5.00	All disbursement vouchers were received, audited and submitted to concerned offices/personnels
		PI 2: Percentage of financial documents (vouchers, BIR forms, remittances to different agencies (GSIS, PHILHEALTH, PAG-IBIG, BIR, LBP and other	NFR Bello, IF Godoy, MA Baslan, VY Vergis, J. Tinaja and RT Fernandez, M. Sabando, M.Caballero and ED Pasa	100% (4,575) of documents released within 3 days after receipt	3,458	75.58%	5	5	5	5.00	1,458 BIR forms; 2000 Remittances
		PI 3: Percentage of projects controlled and monitored under Trust Fund	NFR Bello, JE Posas, JMC Ebero, JC Mejia, ME Catibo, JGA Bulacan, LM Malpas, WV. Napiere	100% (156) externally funded projects like PCAARRD, DA, DOST, DA BAR, CHED, etc.	193	123.72%	5	5	5	5.00	193 projects controlled and monitored under Trust Fund
		PI 4: Percentage of financial documents earmarked, and obligated under Trust Fund error free	NFR Bello, JE Posas, JMC Ebero, JC Mejia, ME Catibo, JGA Bulacan, LM Malpas, WV.	100% (1,122/1,122) of documents released within 3 days after receipt	863	76.92%	5	5	5	5.00	863 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, LL Tabrosa, MABaslan, MB Sabando, ML Caballero, RM Fernandez, V.	100% (376) certifications and demand letters prepared	584	155.32%	5	5	4	4.67	All certifications approved by the Head were submitted to the concerned personnel
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 4 Fund Clusters: 01-Regular Agency Fund 05-Internally Generated Funds	NFR Bello, WV Napiere, JR Castil, NB Bustillo, CM Sta. Iglesia, SM Valencerina, D. Marco, JL Boleche, B. Elinas, P. Diaz	100% (2,000/2,000) financial reports prepared and submitted within reglementary period	1,313	65.65%	5	4	4	4.33	1,313 monthly, quarterly and year-end financial reports with supporting schedules prepared, consolidated, approved and submitted to COA and DBM within mandated time
		PI 2: Percentage of semi-annual and annual with supporting schedules prepared and submitted to funding agencies within mandated time (related to ongoing projects under Fund Cluster 07)	NFR Bello, JE Posas, JMC Ebero, JC Mejia, ME Catibo, JG Bulacan, WV Napiere and LM Malpas	100% (60/60) project financial reports prepared and submitted within the prescribed time	33	55.00%	5	4	4	4.33	33 project financial reports with supporting schedules prepared and submitted within mandated time
		PI 3: Percentage of terminal financial reports with supporting schedules prepared and submitted to funding agencies (related to Completed Projects under Fund Cluster 07)	NFR Bello, JE Posas, JMC Ebero, JC Mejia, JG Bulacan, ME Catibo, WV Napiere and LM Malpas	100% (40/40) terminal financial reports prepared and submitted to funding agencies	21	52.50%	5	4	4	4.33	21 terminal financial reports printed and handed down to the project leaders
Acctg MFO 4	Student Assessment Services	PI 1: Number of students records generated, maintained and updated for Graduates, College and High School Students	NRBello, JG Tinaja, GM Escasinas, M. Sabando	100% (32,684 students for 2 semesters and 1 summer)	2nd Semester, 2023-2024 - 41,300 Students High School, College and Graduates (including their old Accounts)	126.36%	5	5	5	5.00	High School - 1200 Students (including Old Accounts) College - 37,400 (including their old Accounts) & Graduates - 2700 students (including their old Accounts) were maintained and updated that includes generating of Assessment slips, billing Statement and/or Certification fees

Acctg MFO 5	Free Higher Education (FHE) and TES/TDP Services	PI 1: Number of Tuition and Other School Fees billing prepared and submitted to DBM/CHED.	NR Bello, GM. Escasinas, W. Napiere	100% (4 billings - 1st Semester & 2nd Semester, 2023-2024; 5M deficiency billing & 8M (2nd tranche) deficiency billing for 1 Semester, 2022-2023)	4 Billings - 1st Semester 2023-2024, 2nd Semester 2023-2024, 5M Deficiency Billing for 1st Semester 2022-2023 and 8M (2nd Tranche) Deficiency Billing for 1st Semester 2022-2023	100.00%	5	5	5	5.00	Prepare four (4) billings 1st Semester 2023-2024 (15,597 beneficiaries), 2nd Semester 2023-2024 (14,418 beneficiaries), 5M Deficiency Billing for 1st Semester 2022-2023 (2,091 beneficiaries) and 8M (2nd Tranche) Deficiency Billing for 1st Semester 2022-2023 (2,315 beneficiaries)
		PI 2: Number of TES/TDP grants distributed to the beneficiaries.	NR Bello, GM. Escasinas, W. Napiere	100 % (1,290 students for 2 semesters)	623 release grants 1,135 billed grantees 1,504 updated status/ validated students	116.59%	5	5	5	5.00	Release of Grant: 2nd Semester, 2022-2023 TES-347; TDP-276 Billing 1st Semester, 2023-2024 TES - 1 billing (264 students) TDP - 5-Billing (871 students) Validation 1st Semester, 2023-2024 TES - 6 Validation (1365 students) TDP 3 Validation (139 students)
Total Over-all Rating							89.00	86.00	85.00	86.67	
Average Rating										4.815	
Adjectival Rating										Outstanding	
<div> <div> Received By :   <b>TONI MARC L. DARGANTES</b>  Head, Planning Office  Date: <u>JUL 08 2024</u> </div> <div> Calibrated by:    <b>ELWIN JAY V. YU</b>  Chairman, PMT  Date: <u>29/24</u> </div> <div> Approved:    <b>PROSE IVY G. YEPES</b>  President  Date: <u>09/04/24</u> </div> </div>											
1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average											