

## OFFICE PERFORMANCE COMMITMENT &amp; REVIEW FORM (OPCR)

I, **ALICIA M. FLORES**, Head of the Budget Office, commits to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period **January 1-June 30, 2024**

Submitted by:

**ALICIA M. FLORES**

Head of Unit

Approved:

**LOUELLA C. AMPAC**

Director of Finance

Personnel Composition	Position Title/ Designation	Number
Head	Admin. Officer V	1
Regular Admin. Staff	Admin. Aide VI	1
	Admin Aide III	1
Job Orders	Admin. Aide I	4
<b>Total Admin. Staff Members</b>		<b>7</b>

Rating Requirement:
5-Outstanding
4-Very Satisfactory
3-Satisfactory
2-Fair
1-Poor



UFMO 4: Support to Operations (STO)

OVPAF STO1: ISO aligned management and administrative support system

FMO STO 1: ISO 9001:2015 aligned documents and compliant processes

NO.	MFOs/PAPs	Success Indicators	Persons Responsible	Target (Jan-Dec 2024)	Actual Accomplishment January 1 to June 30, 2024	Percentage of Accomplishments	Rating				Remarks
							Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Budget Office STO 1.1	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 Budget Office staff	100%	100%	100%	5	5	5	5	
		PI 2. Number of quality procedures reviewed	Alicia M. Flores Mona Nena B. Geraldo, Erlly S. Esguerra	1						0	
		PI 3. Percentage of ISO evidences and other related documents compliant with existing Budget Office quality procedures kept intact and readily available to Auditor	Alicia M. Flores Mona Nena B. Geraldo, Erlly S. Esguerra	100% ISO compliant evidences readily available	100% ISO compliant evidences readily available	100%	5	5	5	5	
Budget Office STO 1.2	Implementation of administrative processes in accordance with existing approved quality procedures	PI 1. Number of Budget Office processes implemented in accordance with existing approved quality procedures	Alicia M. Flores Mona Nena B. Geraldo, Erlly S. Esguerra	1 process implemented according to QP	100% Implemented Budget processes	100%	5	5	5	5	

OVPAF STO 3: ARTA aligned compliance and reporting requirements

FMO STO 3: ARTA aligned frontline services

Budget Office 3	ARTA aligned frontline services	PI 1: Efficient and customer friendly services	All Budget Office staff	Zero complaint from clients served	Zero complaint from clients served	100%	5	5	5	5	
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OVPAF STO4: Innovations &amp; Best Practices

FMO STO 4: Innovations &amp; new Best Practices Development Services

Budget Office 2:	Innovations and Best Practices	PI 1: Number of new systems/innovations introduced and implemented	All Budget Office staff	1 new innovation system	Conducted Financial Management Form (March 20, 2024)	100%	5	5	5	5	
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		PI 2: Number of best practices achieved	All Budget Office staff	1	Monitored fund utilization thru Project Leaders, the BAC, the Procurement Office and Cash Office	100%	5	5	5	5	
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**UMFO 6: General Administrative and Support Services (GASS)**

**OVPAF GASS 1: General Administration and Support Services**

**FMO GASS 1. Administrative and Support Services Management**

Budget Office 1	Administrative and Support Services	PI 1: Office, Staff Management and Maintenance	A.M. Flores	100%	100%	100%	5	5	5	5	
		PI 2: Number of External linkages with external agencies maintained	All Budget Office staff	4 external linkages Commission on Audit (COA), DBM, CHED, NEDA	4 external linkages Commission on Audit (COA), DBM, CHED, NEDA	100%	5	5	5	5	
		PI 3: Number of committee involvement in the university	A.M. Flores	3 committees: BAC Scholarship committee Finance Committee	100% attended	100%	5	5	5	5	
		PI 4: Number of staff meetings presided and counselling, mentoring and coaching sessions conducted	A.M. Flores	12 monthly office meetings; (12) monthly counselling, mentoring and coaching sessions	6 monthly regular meeting and 2 emergency meeting	100%	5	5	5	5	


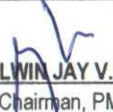
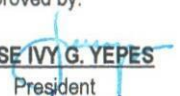
**FMO GASS 3. Financial Services Management**

**FMO GASS 3. 2 Budget Services**

Budget Office MFO 2.1	Budget Preparation	PI 1: Percentage of Budget Preparation forms prepared, assisted and facilitated for approval by the President and submitted to different regulatory committees and agencies	Dilberto O. Ferraren, Louella C. Ampac, Jocelyn Co, Alicia M. Flores, Ery S. Esguerra, Mona Nena B. Geraldo, External Campuses	100% Submission	100% Online Submission of Budget Proposals	100%	5	5	5	5	
		PI 2: Number of Budget Proposals (CY & PY) for utilization of income prepared for submission to ODF to be discussed in UADCO	Alicia M. Flores, Ery S. Esguerra, Mona Nena B. Geraldo, Winna A. Tagactac, Mary Joy M. Vilbar	12 Budget Proposal approved by BOR	Assisted the preparation of Budget Proposal documents	100%	5	5	5	5	
Budget Office MFO 2.2	Budget Utilization/Execution	PI 1: Percentage of budget obligated, RAF, IGF and BRF.	Alicia M. Flores, Ery S. Esguerra, Mona Nena B. Geraldo, Winna A. Tagactac, Mary Joy M. Vilbar, Angelica P. Pole, Reynaldo Sacro Jr.	RAF-100% IGF-80% BRF 80%	Obligated the following: RAF-51% IGF/STF- 41% IGP/BRF-61%	100% of the financial documents submitted for processing	5	5	4	4.667	
		PI 2: Percentage of updating and encoding of records in the BAOM	Alicia M. Flores, Ery S. Esguerra, Mona Nena B. Geraldo, Winna A. Tagactac, Mary Joy M. Vilbar, Angelica P. Pole, Reynaldo Sacro Jr.	100% updating of records in the database	Updated records in the BAOM	100%	5	5	4	4.667	



Budget Office MFO 2.3	Financial Reports Management	PI 1 Number of Monthly, Quarterly and year-end financial reports including request for TLB/Filling up of positions prepared, consolidated, approved and submitted to COA, DBM for all fund clusters within the mandated time	Louella C. Ampac, Alicia M. Flores, Mona Nena B. Geraldo, Erly. S. Esguerra	60 Financial reports, including request for filling up of positions	45 Financial reports, including request for filling up of positions	100%	5	5	4	4.667	
		Total Over-all Rating								74	
		Average Rating								4.93	
		Adjectival Rating									

Received by:	Calibrated by:	Approved by:
 <b>TONI MARC L. DARGANTES</b> Planning Officer Date: <u>JUL 09 2024</u>	 <b>ELWIN JAY V. YU</b> Chairman, PMT Date: <u>7-9-24</u>	 <b>PROSE IVY G. YEPES</b> President Date: <u>9/6/24</u>
1- Quality 2 - Efficiency	3 - Timeliness	4 - Average