



UDF MFO4: Cashiering/Collection Management

CASH MFO1	Administration Support Services & Management	PI1. Customer Friendly Frontline Service	All staffs	Zero Complaint	Zero Complaint	100%	5	5	5	5	
		PI2. Number of external linkages for improved financial management developed/maintained	QE.Atupan,V.Circulado,R. Nuñez, MM.Mendoza, R. Dohiling & PBL.Urdaneta	10 Linkages (COA, BTR, LBP, HDMF, Philhealth, GSIS, BIR, Ched, Suppliers & other offices)	20 Linkages (COA, BTR, LBP, HDMF, Philhealth, GSIS, BIR, Ched, Suppliers & other offices)	200%	5	5	5	5	
		PI3. Number of communications prepared for bank updating and other cash transactions	QE.Atupan, L. Ampac, L.Cano, R. Patindol and E. Tulin	12 communications	30 communications	250%	5	5	5	5	
CASH MFO2	Disbursement /Processing	PI1. Percentage of funds disbursed with approved documents with customer satisfaction and error free	QE.Atupan, L.Ampac, L.Cano, R.Patindol, R.Dohiling, M.Mendoza, V.Circulado, Y.Balbarino, PBL.Urdaneta, K.Sedrome, R.Nuñez	100% of NCA disbursed	87% of NCA disbursed	87%	5	5	4	4.67	
		PI2. Number of checks, LDDAP, ACIC and PAC'S prepared and issued within three days	QE.Atupan,E.Esguerra, L.Ampac, L.Cano, R.Patindol, R.Nuñez, R.Dohiling, M.Mendoza, V.Circulado, Y.Balbarino, PBL.Urdaneta, K.Sedrome	2,500 checks; 400 entries of LDDAP; 5,000 entries of PACS, 2,500 vouchers and 60 ACIC	3,566 checks,638 entries of LDDAP,10,167 entries of PACCs,7,149 vouchers & payrolls and 108 ACIC	206%	5	5	5	5	
		PI3. Number of Petty Cash Fund maintained for 3 funds (TF, SF and GF).	QE.Atupan,MM.Mendoza and C. Sacro	3 petty cash funds	4 petty cash funds	133%	5	5	5	5	
CASH MFO3	Financial reports preparation	PI1. Percentage 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, L.Ampac, L.Cano, R.Patindol, R.Dohiling, F. Calunangan M.Mendoza, V.Circulado, Y.Balbarino, PBL.Urdaneta, K.Sedrome, R.Nuñez, C.Fuentes	100% 500/500 reports	147% 738/500 reports	147%	5	5	4	4.67	
CASH MFO4	Collection Services	PI1. Percentage of collection receipted and promptly deposited intact on the following working day.	QE.Atupan, L.Ampac, R.Dohiling, M.Mendoza,F. Calunangan, C. Sacro, V.Circulado,Y.Balbarino	100% of collection deposited intact	100% of collection deposited intact	100%	5	5	5	5	

CASH MFO5	Student Services	P11.Percentage of students records of accounts maintained, validated and updated for college and high school students	Sacro, QE.Atupan, K.Sedrome, R.Dohiling,C.Fuentes	100% 7000/7000 students 10,000/10000 old accounts	100% 7000/7000 students 10,000/10000 old accounts	100%	5	5	5	5
Total Over-all Rating										59.34
Average Rating										4.945
Adjectival Rating										Outstanding
Received By :		Calibrated by:		Recommending Approval:		Approved:				
DILBERTO FERRAREN		 REMBERTO A. PATINDOL		 REMBERTO A. PATINDOL		EDGARDO E. TULIN				
Planning Office		Chairman, PMT		VP for Admin. Andm Finance		President				
Date : _____		Date : _____		Date: _____		Date: _____				
1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average										