

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, 2020.

Approval:	LOUELLA C. AMPAC
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	Director for Finance

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	3
Permanent Staff	Admin. Aide III (Vacant)	1
Casual Staff	Admin. Aide III	2
Job Order Contract	Admin. Aide I	4
Admin. Staff Members		13

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	Q1	Ra E2	ting T3	A4	REMARKS
UMFO5: SUPP	UMFO5: SUPPORT TO OPERATIONS										
OVPAF MFO2:	Financial Services and Manag	ement					,				
ODF MFO4: Ca	shiering/Collection Manageme	ent		/							
CASH MF01	ISO 9001:2015 aligned documents	PI1. Number of quality procedures prepared/revised	R. Dohilig, L.Ampac, L.Cano, V.Circulado & QE. Atupan	one quality procedure prepared/revised	one quality procedure prepared/revised		5	5	5	5	
	Innovation & best practices services	PI1. Number of innovation for improved university operations	All staffs	1 innovation	2 innovations	200%	5	5	5	5	
		PI2. Number of best practices achieved	All staffs	1 best practice	1 best practice	100%	5	5	5	5	
UMFO6: GENERAL ADMINISTRATION SUPPORT SERVICES											
OVPAF MFO2:	Financial Services and Manag	ement									

ODF	MFO4:	Cashiering/Collection	Management

ODF MFO4: C	ashiering/Collection Managen	nent									
CASH MF01	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 MF02	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	4.6	<b>1</b>
		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 MF03	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 MF05	Student Services	PI1.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	7000/7000 students 10,000/10000 old accounts	100%	5	5	5	5	
Total Over-all Rat	ting									59.	34
Average Rating											945
Adjectival Rating	1									Ou	Astandina
Received By : Calibrated by:			Recommendin	Approved:							
DILBERTO FERRAREN REMBERTO A. PATINDOL			RE	EDGARDO E. TULIN							
Planning Office Chairman, PMT			VP for Admin. Andm Finance			President					
Date :		Date:			Date:						
1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average											