

**OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)**

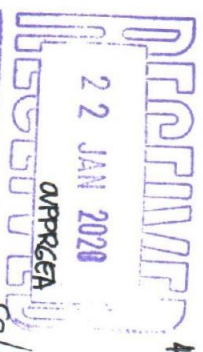
I, **LOUELLA C. AMPAC**, Director of the Finance Division commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **July-December, 2019**.

Submitted by:

*LOUELLA C. AMPAC*  
Head of Unit

Approved:

*REMBERTO A. PATINDOL*  
VP for Admin. & Finance



Personnel Composition	Position Title/Designation	Number
Head	Director for Finance	1
Regular Admin Staff	Administrative Aide VI	1
Admin Staff Members		2

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

**UMFO6: GENERAL ADMINISTRATION SUPPORT SERVICES**  
**OVPAF MFO3: Financial Services & Management**

MFO	Success Indicators	Persons Responsible	July - December, 2019 Target	Actual Accomplishment	Percentage of Accomplishment as of July-Dec., 2019	Rating				Remarks	
ODF MFO1: Budget Management Services											
ODF MFO 1	Administrative and Support Services Management	PI 1: Efficient & Customer-Friendly Frontline Service	Louella C. Ampac Jocelyn T. Co	Zero percent complaint from clients served	100%	100%	5.0	5.0	5.0	5.00	
		PI 2: Percentage of financial documents (Vouchers, Payrolls, Checks, ACIC, LDDAP, student requests re: clearance and withdrawal of deposits) received are approved and released	Louella C. Ampac Jocelyn T. Co	Documents released within forty five (45) minutes	Documents released within thirty (30) minutes	66%	5.0	5.0	5.0	5.00	
		PI 3: Number of external linkages for improved financial management developed/maintained	Louella C. Ampac Myrna S. Pancito Erlinda S. Esquerro Raquel H Dohling	10 external linkages (COA, DBM, BOT, LBP, NEDA, CHED, BIR, Philhealth, HDMF and GSIS	100%	100%	5.0	5.0	5.0	5.00	

<b>ODF MFO</b> <b>2</b>	Effective and responsive annual budget prepared and submitted within allowable period	<b>PI 1:</b> Percentage availability of detailed plans and budget of proposed PAPs for inclusion in the following budget year in accordance with approved Work and Financial Plan  <b>PI 2:</b> Percentage of Annual Budget proposal (GF and IGF) with supporting Budget Preparation Forms submitted to different regulatory committees and agencies	Dr. DOFerraren, ODF, OP, Budget Officers (Main & External), College Deans, GSD	40% available in December 31, 2019	45% available in December 31, 2019	112%	5.0	5.0	5.0	<b>5.00</b>
<b>ODF MFO</b> <b>3</b>	Efficient Budget Utilization of funds within prescribed time	<b>PI 1:</b> Percentage of Budget Obligated and Liquidated	Dr. RAPatindol Louella C. Ampac Budget Office	40% of budget utilized and obligated	44% of budget utilized and obligated	110%	4.0	5.0	5.0	<b>4.67</b>
<b>ODF MFO</b> <b>4</b>	Efficient and effective disbursement of funds within prescribed time and in accordance with DBM/COA and other rules and regulations	<b>PI 1:</b> Percentage of Obligated expenses allowed in audit per auditing rules and regulations	Dr. RAPatindol Louella C. Ampac Erlinda S. Esquerro Raquel H. Dohling ML Valenzona AM Flores Academic Departments, Research & Extension	40% of NCA disbursed	45% of NCA disbursed	112%	4.0	5.0	5.0	<b>4.67</b>
<b>ODF MFO</b> <b>5</b>	Timely and error free financial and budgetary reports	<b>PI 1:</b> No. of monthly, quarterly and year-end financial reports prepared, consolidated, approved and submitted to COA/DBM within mandated time for all funds error free	Louella C. Ampac Myrna S. Pancito Raquel H. Dohling Erlinda S. Esquerro Satellite Campus Budget Officers and Bookkeepers	26 budgetary accountability reports submitted on time, error free & 23 other reports	26 budgetary accountability reports submitted	100%	5.0	5.0	5.0	<b>5.00</b>



<b>ODF MFO 6</b>	Efficient and effective collection services	<b>PI 1:</b> Percentage of collections receipted and promptly deposited intact on the following working day	Louella C. Ampac Corazon U. Nuevo Raquel H. Dohling	100% receipted and deposited	100% receipted and deposited	100%	5.0	5.0	5.0	5.00	
<b>ODF MFO 7</b>	Innovation and Best Practices Services	<b>PI 1:</b> Number of operations manuals prepared, developed and approved	Louella C. Ampac Myrna S. Pancito Erlinda S. Esquerre Raquel H. Dohling	9 manual prepared and approved	9 manual prepared	100%	5.0	4.0	4.0	4.33	
		<b>PI 2:</b> Number of innovations for improved university operations	Louella C. Ampac Myrna S. Pancito Erlinda S. Esquerre Raquel H. Dohling	2 innovations	2 innovations	100%	5.0	5.0	5.0	5.00	
		<b>PI 3:</b> Number of Best Practices Achieved	Louella C. Ampac Myrna S. Pancito Erlinda S. Esquerre Raquel H. Dohling	1 Best Practice	1 Best Practice	100%	5.0	5.0	5.0	5.00	
<b>Amount of Income Generated</b>											
<b>Total Over-all Rating</b>											
<b>Average Rating</b>											
4.93      4.92      58.67											
4.89											

Received by:   
**DILBERTO O. FERRAREN**  
 Planning Officer

Calibrated by:   
**REMBERTO A. PATINDOL**  
 Chairman, PMT

Recommending Approval:   
**REMBERTO A. PATINDOL**  
 VP for Admin. & Finance

Approved:   
**EDGARDO E. TULIN**  
 President

Date: \_\_\_\_\_  
 1 - quality      2 - efficiency      3 - timeliness      4 - average