


"Exhibit A"

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

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 **JULY 1 to DECEMBER 31, 2019**.


QUEEN-EVER Y. ATUPAN
 Head of Unit

Approval:


LOUELLA C. AMPAC
 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	2
Permanent Staff	Admin. Aide III	2
Casual Staff	Admin. Aide III	2
Job Order Contract	Admin. Aide I	3
Admin. Staff Members		12

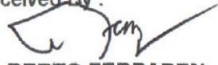
Rating Equivalent:

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

No.	MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target	Actual Accomplishment	Percentage Accomplishment	Rating				REMARKS
							Q1	E2	T3	A4	
UMFO5: SUPPORT TO OPERATIONS											
OVPAF MFO2: Financial Services and Management											
ODF MFO4: Cashiering/Collection Management											
CASH MFO1	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	two quality procedures prepared and revised	200%	5	5	5	5	

No.	MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target	Actual Accomplishment	Percentage Accomplishment	Rating				REMARKS
							Q1	E2	T3	A4	
	Innovation & best practices services	PI1. Number of innovation for improved university operations	All staffs	1 innovation	Easy monitoring & tracking status of check issued & released.	300%					
			All staffs		Work back up assignments in case of needed additional workforce.		5	5	4	4.67	
			QE. Atupan, C.Sacro and MM.Mendoza		Fast liquidation of cash advances.						
		PI2. Number of best practices achieved	All staffs	accomodating	accomadated all clients that needs assistance	100%	5	5	5	5	
UMFO6: GENERAL ADMINISTRATION SUPPORT SERVICES											
OVPAF MFO2: Financial Services and Management											
ODF MFO4: Cashiering/Collection Management											
CASH MFO1	Administration Support Services & Management	PI1. Customer Friendly Frontline Service	All staffs	Zero Complaint	Zero complaint	100%	5	4	5	4.67	
		PI2. Number of external linkages for improved financial management developed/maintained	QE.Atupan,V.Circulado,R. Nuñez, MM.Mendoza, R. Dohilig & PBL.Urdaneta	Linkages (COA, BTR, LBP, Philhealth, GSIS & other offices)	Linkages (COA, BTR, LBP, Philhealth, GSIS & other offices)	100%	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	5 communications	15 communications	300%	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	100% of NCA disbursed	100%	5	5	5	5	
		PI2. Number of checks, LDDAP, ACIC and PAC'S issued and released 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	3,000 checks; 900 entries of LDDAP; 5,000 entries of PACS	4059 checks; 620 entries of LDDAP; 12,974 entries of PACS	198%	5	5	5	5	
		PI3. Number of Cash advances facilitated for University Programs and Activities.	QE.Atupan,MM.Mendoza, C. Sacro, E.Esguerra, L.Ampac & C. Limbo	one University activity/program participation	8 Cash Advances	800%	5	5	5	5	

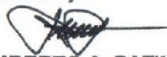
No.	MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target	Actual Accomplishment	Percentage Accomplishment	Rating				REMARKS
							Q1	E2	T3	A4	
CASH MFO3	Financial reports preparation	PI1. Number of daily/monthly financial reports of all funds prepared, consolidated, approved and submitted to 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	500 reports	1000 reports	200%	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	PI1. Number of students records of accounts maintained, validated and updated for college and high school students	C.Sacro, QE.Atupan, K.Sedrome, R.Dohiling, C.Fuentes	7000 students 10,000 old accounts	9094 students 20,872 old accounts with balances	130% 209%	5	5	5	5	
Total Over-all Rating						59.01					59.01
Average Rating						4.92	5		4.89		
Adjectival Rating						OUTSTANDING					

Received By : 

DILBERTO FERRAREN

Planning Office


Date : _____

Calibrated by: 

REMBERTO A. PATINDOL

Chairman, PMT


Date : _____

Recommending Approval: 

REMBERTO A. PATINDOL

VP for Admin. Andm Finance

Date: _____

Approved: 

EDGARDO E. TULIN *sm*

President

Date: _____

1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average