


04/15/21
2-1-

FEB 08 2019
"Exhibit A"

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, CORAZON U. NUEVO, 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, 2018**


CORAZON U. NUEVO
Head of Unit

Recommending Approval:


LOUELLA C. AMPAC
Director for Finance

Approved:


EDGARDO E. TULIN
President

Date:

Personnel		Number
Permanent Staff	Sup. Admin. Officer	1
Permanent Staff	Admin. Officer I	1
Permanent Staff	Admin. Aide VI	1
Permanent Staff	Admin. Aide iV	1
Permanent Staff	Admin. Aide ill	2
Casual Staff	Admin. Aide III	2
Job Contract	Admin. Aide	3
Admin Staff Members		11

Rating Equivalent:

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

ACCOMPLISHED

UMFO6: General Administration and Support Services

OVPAF MFO2: Financial Services and Management

ODF MFO: Cash Management

No.	MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target	Actual Accomplishment	Percentage Accomplishment	Rating				REMARKS
							Q1	E2	T3	A4	
MFO1	ADMINISTRATION SUPPORT SERVICES & MANAGEMENT	Customer Friendly Frontline Service	All staff	Zero Complaint	Zero Complaint	100%	5	5	5	5	7-7 operation during enrollment: No noon Break Policy
		Number of external Linkages for improved financial management developed/maintained	C. Nuevo,M. Nunez, MC Abunales & PBL Urdaneta	Linkages (COA, BTR, LBP & other offices)	Coa, BTR, BIR,LBP,Philhealth, GSIS	120%	5	5	5	5	Complied COA recommendation & of agencies request
MFO2	Disbursement /Processing	Percentage of funds disbursed with approved documents with customer satisfaction and error free.	C. Nuevo, L.C. Ampac, L.B. Cano, R.A. Patindol, M.A. Nuñez, R.H. Dohiling, M. Mendoza, Y. Balbarino, P.B.L. Urdaneta, K. Sedrome	100% of NCA disbursed	91% of NCA disbursed		4.5	5	5	5	All documents for payment were properl attended that leave nc payables as of Dec. 28, 2018
		Number of checks, LDDAP, ACIC and PAC'S Issued and released within three days'	C. Nuevo, L.C. Ampac, L.B. Cano, R.A. Patindol, M.A. Nuñez, R.H. Dohiling, M. Mendoza, Y. Balbarino, P.B.L. Urdaneta, K. Sedrome	4900 checks 700 entries LDDAP 5700 entries PACS	5100 checks 850 entries LDDAP 7814 entries of PACS	102%	5	4.5	5	4.83	Issued LDDAP to VSU Suppliers/other agenc & PACs for ATM payro
		Number of withdrawals of student deposit.	M. Mendoza, C. Sacro, K. Sedrome, C. Nuevo, L. Ampac	900 withdrawals	958 withdrawals	106%	5	5	5	5	Facilitated student w/drawals of deposit & refunds

MFO3	Financial reports preparation	Number of monthly financial reports of all funds prepared, consolidated, approved and submitted to accounting office with complete supporting document within the prescribe time, error free.	C. Nuevo, L.C. Ampac, L.B. Cano, R.A. Patindol, M.A. Nuñez, R.H. Dohiling, M. Mendoza, Y. Balbarino, P.B.L. Urdaneta, K. Sedrome	280 reports	305 reports	109%	5	5	4.5	4.83	submitted reports to offices concerned
MFO4	Collection Services	Percentage of collection receipted and promptly deposited intact on the following working day.	C. Nuevo, L.C. Ampac, M.A. Nuñez, R.H. Dohiling, M. Mendoza, Y. Balbarino, M.C. Abunales,	100% of collection deposited intact	100% of collection deposited intact	100%	5	5	5	5	receipted all universit income & deposited to depository bank
MFO5	STUDENT SERVICES	Number of students records of accounts maintained and updated for college and high school students	C. Sacro, C. Nuevo, K. Sedrome, R.H Dohiling	6,000 students	6635 students	110%	5	5	4.5	4.83	Responsive to student request
MFO6	Innovation & best practices services	Number of operation manual prepared, developed and approved.	C. Nuevo, L. Ampac, L.B Cano	one manual prepared and approved	still in process						initiated preparation but not yet finish
		Number of innovation for improved university operations	Y. Balbarino, M.A. Dargantes	1 innovation 90% attainable	still in process						Installation of BAUM the computer of the receiving/releasing cl for fast tracking of processing and status checks
		Number of best practices achieved	All staff	100%	100%	100%	5	5	5	5	Responsive for reque of Bank and other off transactions concern

	Total Over-all Rating								44.5	
	Average Rating								4.93	
	Adjectival Rating								0	

Received By :

Calibrated by:

commending Approval:

Approved:

REMBERTO A. PATINDOL

REMBERTO A. PATINDOL

EDGARDO E. TULIN

Planning Office

Chairman PMT

VP-Admin & Finance

President

Date: _____

Date : _____

Date; _____