


"Exhibit A"

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **QUEEN-EVER Y. ATUPAN**, Head of the Cash Office 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, 2024**.


QUEEN-EVER Y. ATUPAN
 Head of Unit 7/11/24


Approval: 
RYSAN C. GUINOCOR 7/11/24
 Director for Administrative Services



| Personnel | Position | Number |
|--------------------|---------------------|-----------|
| Head | Sup. Admin. Officer | 1 |
| Permanent Staff | Admin. Officer I | 1 |
| Permanent Staff | Admin. Aide VI | 2 |
| Permanent Staff | Admin. Aide IV | 1 |
| Casual Staff | Admin. Aide III | 1 |
| Job Order Contract | Admin. Aide I | 7 |
| | | |
| Total | | 13 |

Rating Equivalent:

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


JULIE G. DELUNA JR.
 9/10/24


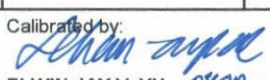
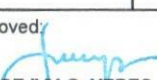
| No. | MFOs/PAPs | Success Indicators | Unit/Persons Responsible | Target | Actual Accomplishment | Percentage Accomplishment | Rating | | | | REMARKS |
|--|---|---|--------------------------|--|--|---------------------------|--------|----|----|------|---------|
| | | | | | | | Q1 | E2 | T3 | A4 | |
| UMFO 5. SUPPORT TO OPERATIONS | | | | | | | | | | | |
| VPAF STO 1: ISO aligned management and administrative support services | | | | | | | | | | | |
| ASO STO 1: ISO 9001:2015 aligned documents and compliant processes | | | | | | | | | | | |
| ODAS STO 1: | ISO 9001:2015 aligned documents and compliant processes | PI 1. Percentage of clients served rated the services received at least very satisfactory or higher | All Cash personnel | 95% of clients rated services as very satisfactory or higher | 95% of clients rated services as very satisfactory or higher | 100% | 5 | 5 | 5 | 5.00 | |

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|---|---------------------------------------|---|--------------------------|--|--|---------------------------|--------|----|----|------|---------|
| | | | | | | | Q1 | E2 | T3 | A4 | |
| | | PI.3 Percentage of ISO evidences compliant with existing quality procedures kept intact and readily available to Auditor | All Cash office staff | 100% ISO compliant evidences readily available | 100% ISO compliant evidences readily available | 100% | 5 | 5 | 5 | 5.00 | |
| | | PI. 4 Number of administrative processes implemented in accordance with existing approved quality procedures | All Cash personnel | 2 processes implemented according to QP | 2 processes implemented according to QP | 100% | 5 | 5 | 5 | 5.00 | |
| | | PI. 5 Number of Reports submitted to COA | All Cash personnel | 100 COA reports | 974 COA reports | 974% | 5 | 5 | 5 | 5.00 | |
| | | PI 6. Number of Reports submitted to COA, QAC, Accounting Office, ASO, FMO and other regulatory bodies | All Cash personnel | 60 reports submitted | 997 reports submitted | 1662% | 5 | 5 | 5 | 5.00 | |
| | | PI 7. Percentage of updating and encoding of records in the database | All Cash personnel | 100% updating of records in the database | 100% updating of records in the database | 100% | 5 | 5 | 5 | 5.00 | |
| VPAF STO 2: FREEDOM OF INFORMATION (FOI) ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS | | | | | | | | | | | |
| ASO STO 2. FOI aligned frontline services | | | | | | | | | | | |
| ASO STO 2: | FOI aligned frontline services | PI 8. Percentage of requested information acted within the time frame set by FOI | All Cash personnel | 100% submission | 100% submission | 100% | 5 | 5 | 5 | 5.00 | |

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|---|--|--|--------------------------|---|---|---------------------------|--------|----|----|------|---------|
| | | | | | | | Q1 | E2 | T3 | A4 | |
| VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS | | | | | | | | | | | |
| ASO STO 3: | ARTA aligned frontline services | PI. 9 Efficient & customer friendly frontline service | All Cash personnel | Zero percent complaint from clients served | Zero percent complaint from clients served | 100% | 5 | 5 | 5 | 5.00 | |
| OVPAF STO4: INNOVATIONS & BEST PRACTICES | | | | | | | | | | | |
| ASO STO 4: | Innovations | PI. 11. Number of new systems/innovations/proposals introduced and implemented | All Cash personnel | 1 new system | 2 new systems/innovations | 200% | 5 | 5 | 5 | 5.00 | |
| ASO STO 5: | New Best Prctices Development Services | PI. 13. Number of seminar conducted/presided | All Cash personnel | 1 seminar conducted | 6 seminars conducted | 600% | 5 | 5 | 5 | 5.00 | |
| UMFO 6: General Administrative and Support Services (GASS) | | | | | | | | | | | |
| VPAF GASS 1: Administrative and Support Services Management | | | | | | | | | | | |
| ASO GASS 1: | Administrative and Support Services | PI. 15 Number of administrative services and financial/ administrative documents acted within time frame | All Cash personnel | 200 requests/administrative documents (Registrar Issuance Form, billings, clearances, readmission, ,etc.) | 772 requests/administrative documents (Registrar Issuance Form, billings, clearances, readmission, ,etc.) | 386% | 5 | 5 | 5 | 5.00 | |
| | | PI 16: Number of committee assignments served/functions performed | QE Atupan | 1 Committee assignments served | 1 Committee assignments served | 100% | 5 | 5 | 5 | 5.00 | |

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|-----|-----------|---|--|---|---|---------------------------|--------|----|----|------|---------|
| | | | | | | | Q1 | E2 | T3 | A4 | |
| | | PI 17: Number of ManCom Meetings attended | QE Atupan | 5 Mancom meetings attended | 6 Mancom meetings attended | 120% | 5 | 5 | 5 | 5.00 | |
| | | PI. 18 No. of linkages with external agencies maintained | All Cash personnel | 4 Linkages (COA, BOT, LBP, Philhealth, GSIS,HDMF, Palawan, Cebuana) | 11 Linkages (COA, BOT,CHED, LBP,DBP, Philhealth, GSIS,HDMF, Palawan, Cebuana, Leyeco, etc.) | 270% | 5 | 5 | 5 | 5.00 | |
| | | PI 19. Number of staff meetings presided and counselling sessions conducted | QE Atupan | 5 staff meetings presided 5 coaching sessions conducted | 6 staff meetings presided 12 coaching sessions conducted | 180% | 5 | 5 | 5 | 5.00 | |
| | | PI.20 Number of Management Reports prepared for Procurement, planning purposes and ISO audit evidence (OTP, WFP,OTP,etc) | QE Atupan, R.Guinocor, D. Arpoceple, FL. Dajao and V. Valenzona | 3 reports | 10 reports | 333% | 5 | 5 | 5 | 5.00 | |
| | | PI.21 Number of Office Monthly Accomplishment Report, Quarterly Accomplishment Report and Annual Reports prepared for Management monitoring and planning purposes | QE Atupan, R. Guinocor, D. Arpoceple, K. Sedrome, FL. Dajao, M. Oppura, M. Cayunda, C. Mendez, C. Sacro and J Baslan | 6 reports | 13 reports | 217% | 5 | 5 | 5 | 5.00 | |

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|--|--|--|---|--|--|---------------------------|--------|----|----|------|---------|
| | | | | | | | Q1 | E2 | T3 | A4 | |
| ASO GASS 3.4: Collection and Disbursement Services | | | | | | | | | | | |
| CASH MFO1 | Administration Support Services & Management | PI1. Number of communications prepared for bank updating and other cash transactions | QE.Atupan, R.Guinocor, DL Tan, E. Tulin, R. Arpoceple, V. Valenzona, M. Mendoza,J. Baslan & L. Dy | 50 communications | 471 communications | 942% | 5 | 5 | 5 | 5.00 | |
| | | PI2. Number of monthly monitoring of NCA utilization per expense accounts prepared and submitted to management for decision making | QE Atupan, R. Guinocor, D. Arpoceple, A Flores, L. Ampac and Procurement office | 6 monitoring and NCA Utilization Status Report | 8 monitoring and NCA Utilization Status Report | 133% | 5 | 5 | 5 | 5.00 | |
| CASH MFO2 | Disbursement /Processing | PI1. Number of approved vouchers and payrolls acted within prescribed period | QE.Atupan, L.Ampac, R.Guinocor, DL Tan, E. Tulin, EJ Yu, PI Yepes, M.Mendoza, V.Valenzona, PBL.Urdaneta, K.Sedrome,FL. Dajao, M. Oppura, M. Cayunda , L. Dy, J. Baslan and D. Arpoceple | 1,750 approved payrolls and vouchers | 8,978 approved payrolls and vouchers | 513% | 5 | 5 | 4 | 4.67 | |
| | | PI2. Number of checks, LDDAP, ACIC and PAC'S issued and released within three days | QE.Atupan, N.Bello L.Ampac, R.Guinocor, DL Tan, E. Tulin, M Oppura,V. Valenzona, M.Mendoza, D.Arpoceple, PBL.Urdaneta, FL.Dajao, K.Sedrome, J.Baslan and L. Dy | 1,500 checks; 6,000 entries of LDDAP and PACS | 2,944 checks; 22,399 entries of LDDAP and PACS | 338% | 5 | 5 | 4 | 4.67 | |

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|--|-----------|---|--|---------------|-----------------------|---------------------------|-------------|----|----|------|---------|
| | | | | | | | Q1 | E2 | T3 | A4 | |
| | | PI4.Number of clearances from students and employees reviewed, verified and signed. | V. Valenzona, C. Sacro QE.Atupan, FL. Dajao, C. Mendez, D. Arpoceple and J. Baslan | 50 clearances | 301 clearances | 602% | 5 | 5 | 5 | 5.00 | |
| Total Over-all Rating | | | | | | | 139.00 | | | | |
| Average Rating | | | | | | | 4.96 | | | | |
| Adjectival Rating | | | | | | | OUTSTANDING | | | | |
| <div> <div> Received By :  TONI MARC L. DARGANTES Planning Office Date : JUL 12 2024 </div> <div> Calibrated by:  ELWIN JAY V. YU Chairman, PMT Date : </div> <div> Approved:  PROSE IVY G. YEPES President Date: 9/6/24 </div> </div> <div> 1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average </div> | | | | | | | | | | | |