

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

"Exhibit A"



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, 2020**.

QUEEN-EVER Y. ATUPAN
Head of Unit

Approval:

LOURDES B. CANO
Director, ODAS/HRM

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	1
Casual Staff	Admin. Aide III	2
Job Order Contract	Admin. Aide I	4
Total		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	Rating				REMARKS
							Q1	E2	T3	A4	
UGAS5. SUPPORT TO OPERATIONS											
OVPAF STO 1: ISO 9001:2015 ALIGNED DOCUMENTS											
ODAS/HRM STO 1:	ISO 9001:2015 aligned documents and compliant processes	<u>P 1.</u> Percentage of clients served rated the services received at least very satisfactory or higher	All Cash office staff	95% of clients rated services as very satisfactory or higher	100% of clients rated services as very satisfactory or higher	100%	4	5	5	4.67	





No.	NFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target	Actual Accomplishment	Percentage Accomplishment	Rating				REMARKS
							Q1	E2	T3	A4	
		PI.2 Number of quality procedures revised/updated and registered at QAC	L. Canc, Q. Y. Atupan, D.Rado and V. Circulado	3 quality procedures revised and registered	3 quality procedures revised and registered	100%	5	5	5	5.00	QIP on Disbursement of University Funds, QIP on Students' Account Services and QIP on Collection of Income
		PI. 3 Number of administrative processes implemented in accordance with existing approved quality procedures	All Cas 1 personnel	3 processes implemented according to QP	3 processes implemented according to QP	100%	5	5	5	5.00	Zero NC during external audit
		PI. 4 Number of Reports submitted to COA	All Cas 1 personnel	90 COA reports	420 COA Reports and 1 CHED report	467%	5	5	5	5.00	
		PI. 5 Percentage updating of students' payment using Cumulus	Q.E.Atupan, C.Sacro,R. Dohiling and J.Baslan	100% monthly updating and posting of payments using the Cumulus System	100% monthly updating and posting of payments using the Cumulus System	100%	5	5	5	5.00	
		PI.7 Percentage of ISO evidences compliant with existing quality procedures kept intact and readily available to Auditor	All Cas 1 office staff	100% ISO compliant evidences readily available	100% ISO compliant evidences readily available	100%	5	5	5	5.00	
VP/AF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS											
OD/AS/HRM STO 3:	ARTA aligned frontline services	PI. 9 Efficient & customer friendly frontline service	All Cas 1 personnel	Zero percent complaint from clients served	Zero percent complaint from clients served	100%	4	5	5	4.67	

No.	MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target	Actual Accomplishment	Percentage Accomplishment	Rating				REMARKS
							Q1	E2	T3	A4	
OVPAF STO4: INNOVATIONS & BEST PRACTICES											
ODAS/HRM STO 4:	Innovations & new Best Practice: Development Services	PI. 10. Number of new systems/innovations/proposals introduced and implemented	Q.E. Atupan, F. Calurangan, D. Arpocele, V. Circulado, M. Mendoza, C. Sacro and R. Dohiling	1 new system; 4 work instructions;	5 new system; 1 proposal; and 4 work instructions;	200%	5	5	5	5.00	1 Preparing & submitting; monthly NCA utilization to CDAS, OVPAF & OP for decision making; 2 Online posting of globe payments; 3 Globe electronic posting of withholding taxes for globe payments; 4 Proposed partnership with remittance agencies; 5 Online banking payments and transactions through Land Bank LinkBiz Portal. 6 Globe payments through EPL. WI preparing check payment; WI preparing & submitting Reports of Collection; WI preparing & submitting Report of Disbursement; WI for payments thru bank
		PI.15 Number of draft Operations Manual and revised existing manual prepared	LB Caro and all ODAS/HRM unit heads and staff	1 draft operations manual for cash office	1 draft (initial) operations manual for cash office	70%	4	4	4	4.00	Operations Manual for Cashiering: I drafted 6 work instructions as input in the draft of Cash Office Operations Manual waiting for final format

No.	MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target	Actual Accomplishment	Percentage Accomplishment	Rating				REMARKS
							Q1	E2	T3	A4	
UMFO6: General Administrative and Support Services (GASS)											
VPAF GASS 1: Administrative and Support Services Management											
ODAS/HRM GASS 1:	Administrative and Support Services	P. 17 Number of administrative services and financial/ administrative documents acted within time frame	All Cash personnel	500 requests/administrative documents (clearances, readmission, open bank accounts, etc.)	635 requests/documents/clearances/readmissions and new accounts.	127%	5	5	5	5.00	
		P. 18 No. of linkages with external agencies maintained	Q. Atupan & All Cash personnel	5 Linkages (COA, BTR, LBP, Philhealth, GSIS)	7 Linkages (COA, BTR, LBP, Pag-ibig, Philhealth, GSIS, CHED, etc.)	140%	5	5	5	5.00	
		P. 20 No. of Man Com meetings attended and staff meetings presided and counselling sessions among staff conducted	QE Atupan	6 Mancom meetings attended 6 staff meetings presided 6 coaching sessions conducted	6 Mancom meetings attended 6 staff meetings presided 10 coaching sessions conducted	122%	5	5	5	5.00	
ODAS/HRM GASS 4: Cashiering Services											
CASH MFO1	Administration Support Services & Management	P11. Number of communications prepared for bank updating and other cash transactions	QE. Atupan, L. Cano, R. Patindol and E. Tulin	10 communications	437 communications	437%	5	5	5	5.00	The actual number of accomplishments was due to deposits to accounts no longer active and other reasons due to the pandemic. Also included are the prepared demand letters for long overdue accounts receivable.

No.	MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target	Actual Accomplishment	Percentage Accomplishment	Rating				REMARKS
							Q1	E2	T3	A4	
		PI2. Number of monthly monitoring of NCA utilization per expense accounts prepared and submitted to management for decision making	QE Atupan	6 monitoring	9 monitoring including mid-month monitoring.	150%	5	5	5	5.00	
CASH MFO2	Disbursement /Processing	PI1. Number of approved vouchers and payrolls acted within prescribed period and error free	QE.Atupan, L.Ampac, L.Cano, R.Patindol, R.Dohiling, M.Mendoza, V.Circulado, PBL.Urdaneta, K.Sedrome, R.Nuñez and D. Arpoceple	500 approved payrolls 3000 approved vouchers	600 approved payrolls 6,684 approved vouchers	208%	5	5	5	5.00	
		PI2. Number of checks, LDDAP, A/CIC 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, D.Arpoceple, PBL.Urdaneta, K.Sedrome	3,000 checks; 900 entries of LDDAP; 5,000 entries of PACS	3,558 checks; 10,913 entries of LDDAP and entries of PACS	163%	5	5	4	4.67	Release of some checks to students were delayed due to the pandemic
		PI3. Number of Cash advances and Petty Cash Fund Maintained/facilitated for University Cash Disbursements.	QE.Atupan,MM.Mendoza, C.Sacro, E.Esguerra, L.Cano	3 cash advance/Petty Cash Funds	6 Cash Advance/Petty cash funds	200%	5	5	5	5.00	
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, R.Dohiling, F. Calunangan, M.Mendoza, V.Circulado, K.Sedrome, R.Nuñez, D. Arpoceple	360 daily/weekly reports 120 monthly reports	382 daily/weekly reports and 236 monthly and quarterly reports	129%	5	5	5	5.00	
CASH MFO4	Collection Services	PI1. Number of official receipts issued for collection	QE.Atupan, R.Dohiling, F. Calunangan, C. Sacro,	2,500 official receipts issued	6,463 official receipts issued	259%	5	5	5	5.00	

No.	MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target	Actual Accomplishment	Percentage Accomplishment	Rating				REMARKS
							Q1	E2	T3	A4	
		PI1. Number of deposits of daily collection following CDA rules to be deposited intact on the following working day	QE. Atupan, R. Dohiling, F. Calunangan, C. Sacro,	150 deposits	2,007 deposits	2676%	5	5	5	5.00	
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. Sedrone, R. Dohiling, J. Baslan	7000 students 10,000 old accounts	7,907 students and 22,238 old accounts	177%	5	5	5	5.00	
Total Over-all Rating										103.00	
Average Rating										4.90	
Actual Rating											

Received By :  DII. BERTO 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 President Date: _____
--	---	---	---

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