


041 9679  
9/25/18


"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 per the period Jan. - J to June, 2018

  
CORAZON U. NUEVO  
Head of Unit

Approved:

  
LOUELLA C. AMPAC  
Director for Finance

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	2
Permanent Staff	Admin. Aide ill	2
Casual Staff	Admin. Aide III	2
Job Contract	Admin. Aide	3
Admin Staff Members		12

Rating Equivalent:

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

UMFO6: General Administration and Support Services

OVPAF MFO2: Financial Services and Management

ODF MFO2: Cash Management

No.	MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target	Actual Accomplishment as of Jan.-June/18	Percentage Accomplishment	Rating				REMARKS
							Q1	E2	T3	A4	
Cash MFO 3	Financial Management										
3	Cash Management										
3.1	Disbursement Services	Maximized utilization of Cash Allocation intended for the university w/ approved processed documents, customer satisfaction and error free.	C.U. Nuevo, Maria A. Nunez, M. M. F. Mendoza, Thelma P. Apas ,Y.U. Balbarino, PBL. H. Urdaneta, Dr. R. A. Patindol, L.C. Ampac & L.B. Cano, R. Dohiling	311,000,000.00	324,079,023.00	104.00%	5	5	5	5	Utilized MDS Funds in paying VSU Transactions
		Disbursed Funds based on obligations with duly approved documents.	C.U. Nuevo, Maria A. Nunez, M. M. F. Mendoza, T.P. Apas, Y.U. Balbarino, PBL. H. Urdaneta, Dr. R. A. Patindol, L.C. Ampac & L.B. Cano, M. Pancito	3900 checks 400 cash vouchers	5064 checks 537 cash vouchers	129.84% 134.00%	5 5	5 4.5	5 5	5 4.83	Issued checks of other funds; vouchers paid less than 500.00 Issued Checks with corresponding ACIC for Fund 101 Issued - LDDAP-ADA for fund 101
3.2	Collection Services	Collected, receipted & deposited promptly all income of the university w/ customer satisfaction & error free.	R. Dohiling, T. P. Apas, M. C. Abunales, F. C. Calunangan, Y.U. Balbarino , C. U. Nuevo & M. Nuñez	100% 22,000 receipts issued 310 deposit slip	100% 26,205 receipts issued 380 deposit slip	100.00% 119.00% 122.50%	5 5 5	5 5 5	5 5 5	5 5 5	receipted all collection and deposited to LBP daily(cash)

		Verified of fund transferred from other sponsoring agencies	LBP Staff, M.A. Nunez, C.U. Nuevo & M.C. Abunales	352 inquiries/verified	72 inquiries/verified	138%	5	4.5	4.5	4.66	Fund transferred for diff projects receipted & acknowledged.
2.3	Financial Reports	Financial mandated Reports submitted to office concerned on the prescribed time error Free	C.U. Nuevo, Mary Claire Abunales, T.P. Apas, Y.U. Balbarino, M. Nuñez, PBC. H. Urdaneta, M.S. Pancito & F.C. Calunangan.	232 reports	262 reports	112%	5	5	4.5	4.83	RCIC, ROC, SLCI, , Report of Accountability, Repor of Receivables prepared submitted
		Suggested development of the BAUM system to enhance in preparation & generation of LDDAP & SLCI reports	Mary Claire Abunales, Maria A. Nuñez, C.U. Nuevo & programmer	100% of problems encountered	100% of problems encountered	100%	5	5	4.5	4.83	SLCI submitted on time & well monitored balances
3.4	STUDENT SERVICES	Served and maintained/updated students accounts records (college & high school) w/ customer satisfaction and error free.	M.A. Nuñez, T.P. Apas, C.F. Sacro, C.U. Nuevo	6000 students	6500 students	108.00%	5	5	5	5	Maintained & Updated student accts. records High Sch. , undergrad , graduate , PHd an Senior High students
		Effectively implemented the Newly introduced the cumulus System of students collections	C,F. Sacro & Norman Villas & staff designated in collecting of fees	100% of students w/ accts.	100% of students w/ accts.	100.00%	5	5	5	5	Minimized students receivables
MFO4	ADMINISTRATION SUPPORT SERVICES & MANAGEMENT	Effectively & efficiently prompt remittance to government agencies.	T.P. Apas & P.B. Urdaneta	on the 10th day of the ff mo.	on the 5th day of the ff mo.	100%	5	5	5	5	Remiited government di for remittance
		Complied the COA recommendations and rules in Disbursement/Collection functions.	All staff	100%	100%	100%	5	5	5	5	Implemented recommedation



		7AM to 7PM collection services in accommodating payments during enrollment w/ customer satisfaction and error free.	R. H. Dohiling, T. P. Apas, M. C. Abunales, F. C. Calunangan, Y.U. Balbarino & C. U. Nuevo	100%	100%	100%	5	5	5	5	7:00AM-7:00PM collection services
	<b>Customer Friendly Frontline Service</b>	No noon Break Policy to entertained clients during this period.	Staff assigned	no complaint	no complaint	100%	5	5	5	5	Cater the needs of the clients

	Total Over-all Rating									74.15	
	Average Rating									74.15	
	Adjectival Rating									4.94	
										0	

Received By :

Calibrated by:

Recommending Approval:

Approved:

REMBERTO A. PATINDOL

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EDGARDO E. TULIN

Planning Office

Chairman - PMT

Vice Pres. for Admin. & Finance

President

Date: \_\_\_\_\_

Date : \_\_\_\_\_

Date; \_\_\_\_\_