

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **ALICIA M. FLORES**, Head of the Budget Office, commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **JULY 1- DECEMBER 31, 2021**

Submitted by:

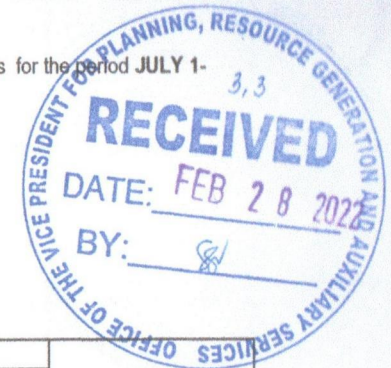
ALICIA M. FLORES

Head of Unit **2/21/2022**



Approved:
LOUELLA C. AMPAC

Director of Finance **2/28/2022**



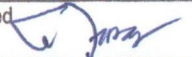
UMFO 5 Support to Operations
OVPAF MFO 2 Financial Services Management
ODF MFO 2: Budget Office

NO.	MFOs/PAPs	Success Indicators	Persons Responsible	Target (July-Dec 2021)	Actual Accomplish ment	Percentage of Accomplish ments	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
BUDGET MFO 1	ISO 9001:2015 aligned documents	PI 1. Number of quality procedures prepared/revised	Alicia M. Flores, Ederlina S. Diano, Teresita G. Manatad, Mona Nena B. Geraldo, Mary Joy Vilbar, Jonas Baslan	1	1 Quality Procedure Reviewed	100%	5	5	5	5	For Revision 2022
BUDGET MFO 2	Innovation and best practices	PI 2. Number of innovation for improved university operations	Alicia M. Flores, Myrna S. Pancito, Ederlina S. Diano, Teresita G. Manatad, Mona Nena B. Geraldo, Mary Joy Vilbar, Jonas Baslan	1	1 (50% Accomplishment)	100%	5	5	4	4.67	On-going development of Financial Management System
		PI 2. Number of best practices achieved	Alicia M. Flores, Myrna S. Pancito, Ederlina S. Diano, Teresita G. Manatad, Mona Nena B. Geraldo, Mary Joy Vilbar, Jonas Baslan	1	1	100%	5	5	5	5	Sending Balances to different offices and Centers

UMFO 6: General Administrative Support Services
OVPAF MFO 2 Financial Services Management
ODF MFO 2: Budget Office

BUDGET MFO 1	Administrative & Support Services Management	PI 1. Efficient and Customer-Friendly Frontline Services	Alicia M. Flores, Myrna S. Pancito, Ederlina S. Diano, Teresita G. Manatad, Mona Nena B. Geraldo, Mary Joy Vilbar, Jonas Baslan	Zero Percent Complaint From Clients Served	No complaint	Zero Complaint	5	5	5	5	
		PI 2. Number of External linkages for improved financial management developed/maintained	Alicia M. Flores, Myrna S. Pancito, Ederlina S. Diano, Teresita G. Manatad, Mona Nena B. Geraldo, Mary Joy Vilbar, Jonas Baslan	4 external linkages (COA, DBM, CHED, NE DA)	100%	100%	5	5	5	5	
BUDGET MFO 2	Effective & Responsive Annual Budget prepared and submitted within allowable period	PI 1. Percentage of Annual Budget Proposal (GF & IGF) with supporting Budget Preparation Forms submitted to different regulatory committees and agencies	Dilberto Ferraren, Louella Ampac, Alicia M. Flores, Myrna S. Pancito, Maria Roberta Mirafior, Jocelyn Co, Mona Nena B. Geraldo, External Campus	100% Submission 80% approved as NEP/PRE Tier 1 & 2	100% submission	1 Volume Budget Proposal 100%	5	5	4	4.67	

NO.	MFOs/PAPs	Success Indicators	Persons Responsible	Target (July-Dec 2021)	Actual Accomplish ment	Percentage of Accomplish ments	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
		PI 2. Number of Budget Preparation forms prepared, approved by the President and submitted to different regulatory committees and agencies	Dilberto Ferraren, Louella Ampac, Alicia M. Flores, Myrna S. Pancito, Maria Roberta Mirafior, Jocelyn Co, Mona Nena B. Geraldo, Component Colleges Deans & Budget Officers, USSO, PRPEO, ODAHRD, Research & Extension, College Deans	15 Budgetary Reports	20 Budgetary reports	133%	5	5	4	4.67	
BUDGET MFO 3	Efficient Budget Utilization of funds with in prescribed time	PI 1. Percentage of budget obligated GAA IGF IGP	Alicia M. Flores, Myrna S. Pancito, Ederlina S. Diano, Teresita G. Manatad, Mona Nena B. Geraldo, Mary Joy Vilbar, Jonas Baslan	100% Budget Obligated	Fund 101 - 95% Fund 164 - 41% Fund 161 - 85%	74.00%	5	5	5	5	
		P12. Number of Budget Proposals (CY & PY) for utilization of income prepared for submission to ODF to be discussed in UADCO	Louella Ampac, Myrna S. Pancito, Mona Nena B. Geraldo, Mary Joy Vilbar, Jonas Baslan, Ederlian Diano	6 Budget Proposal Approved by BOR	6 Budget Proposals Approved	100%	5	5	5	5	
BUDGET MFO 4	Timely and Error free financial and budgetary reports prepared and submitted with in the prescribed time	PI 1. Number of Monthly, Quarterly and year-end financial reports including request for TLB/FILLING UP positions prepared, consolidated, approved and submitted to COA/DBM for all fund clusters within mandated time, error free	Louella Ampac, Myrna S. Pancito, Mona Nena B. Geraldo	15 Financial Reports and 5 TLB/Filling Up Positions	20 Financial Reports	100%	5	5	4	4.67	
		Total Over-all Rating								48.7	
		Average Rating								4.9	
		Adjectival Rating									

Received: 

DILBERTO O. FERRAREN
Head, Planning Office
Date: 2/28/22

Calibrated by: 

DANIEL LESLIE S. TAN
Chairman, PMT
Date: 2/28/22

Recommending Approval: 

DANIEL LESLIE S. TAN
Chairman, PMT
Date: 2/28/22

Approved by: 

EDGARDO E. TULIN
University President
Date: 2/28/22

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