


OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **LOUELLA C. AMPAC**, OIC, Director of the Finance Division commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January 1 - June 30, 2017.

Submitted by:


LOUELLA C. AMPAC
Head of Unit

Recommending Approval:


REMBERTO A. PATINDOL
VP for Admin. & Finance

Approved:


EDGARDO E. TULIN
President

Personnel Composition	Position Title/Designation	Number
Head	Director for Finance	1
Regular Admin Staff	Administrative Assistant VI	1
	Administrative Aide VI	1
Admin Staff Members		3

Rating Requirements:
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair


UMFO6: GENERAL ADMINISTRATION SUPPORT SERVICES

OVPAF MFO2: Financial Services & Management

		Success Indicators	Persons Responsible	2017 Target	Actual Accomplishment	Percentage of Accomplishments as of June 30, 2017	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
ODF MFO1: Budget Management Services											
Budget MFO 1	Budget Preparation Services	Percentage of Budget Utilization (Obligations BUR)	Dr. RAPatindol, Louella Ampac, Anita Godoy	90% of budget utilized and obligated	35% for GF & 52% for STF	43% average	5.0	5.0	5.0	5.00	
		Percentage of approved budget against budget proposed as submitted and defended before CHED, Congress & Senate	OP, ODF, OVPAF, ODAHRD, OVPRGEA, Budget	90% of proposed amount approved	1 volume Budget prop.- Tier 1 & 2	100%	5.0	5.0	5.0	5.00	
		No. of budget proposals (CY & PY) for utilization of income prepared and defended at UADCO & approved by BOR	Dr. RAPatindol, Louella Ampac, Anita Godoy	9 budget proposals approved by BOR	10 budget proposals current & 4 PY approved by BOR	111%	5.0	5.0	5.0	5.00	
		Percentage of university budget from GF & income rationally allocated to departments & offices through conduct of budgetary review at the beginning of the year	Dr. RAPatindol, Louella Ampac, Anita Godoy	1 budget review conducted first month of the year 100% of budget from GF & Fund 164 rationally allocated based on need	Sub-allotment prepared & sent to offices concerned	100%	5.0	5.0	4.0	4.67	
		Number of innovations for improved university budgeting introduced (OSBP, URS, RAOD/RABUD/ORS/BURS/RAPAL)	Louella C. Ampac, Anita Godoy	1 innovation	1 innovation	100%	5.0	4.0	4.0	4.33	
Budget MFO 2	Processing Services	Percentage of total financial documents received are processed and allocated funds	Louella C. Ampac, Anita Godoy - Budget Office	95% of documents received - 20,500 documents	11,002 documents	54%	5.0	5.0	5.0	5.00	
		No. of budgetary accountability reports prepared, certified correct and approved by the President	Louella C. Ampac, Anita Godoy	29 BAR, BFAR's, BEDS, NF y reports submitted on time, error free & 53 others report/status	41 budgetary accountability reports	50%	5.0	5.0	4.0	4.67	
ODF MFO2: Financial Accounting Services											
Acctg. MFO 1	Bookkeeping Services	No. of monthly, quarterly and year-end financial reports prepared, consolidated, approved and submitted to DBM within mandated time, error free	Louella C. Ampac ESEsguerra -Accounting Office	740 reports	869 reports	117%	5.0	5.0	4.0	4.67	
Acctg. MFO 2	Processing Services	Percentage of financial documents (Vouchers, Payrolls)received are processed, approved and released within the day	Louella C. Ampac ESEsguerra -Accounting Office	8,579 of documents processed & released	8,899 of documents processed & released	103%	5.0	5.0	5.0	5.00	

		Success Indicators	Persons Responsible	2017 Target	Actual Accomplishment	Percentage of Accomplishments as of June 30, 2017	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
ODF MFO3: Cash Management Services											
Cash MFO 2	Disbursement Services	Percentage of Budget Utilization (Disbursements BUR)	Dr. RAPatindol, Louella Ampac, Anita Godoy	90% of budget utilized and disbursed	32.00%	93%	4.0	5.0	4.0	4.33	
		Maximized utilization of Cash Allocation intended for the university with approved processed documents, customer satisfaction and error free	CNuevo-Cash Office	4,256 checks and 461 disb. Vouchers	5,187 checks and 498 disb. Vouchers	121%	5.0	5.0	5.0	5.00	
		Developed own system in automatic pop-up of account number of the clients	CNuevo-Cash Office	90% implemented	100% implemented	110%	5.0	5.0	5.0	5.00	
	Financial Reports	Financial mandated reports submitted to office concerned on the prescribed time, error free	Louella C. Ampac CNuevo-Cash Office	2,345 reports	3,454 reports	147%	5.0	5.0	5.0	5.00	
	Processing Services	Percentage of financial documents (Checks, SLCI, NCA Utilization, LDDAP and ACIC))received are processed, approved and released within the day	Louella C. Ampac CNuevo-Cash Office	7,300 checks and docs	7,796 checks and docs	106%	5.0	5.0	5.0	5.00	
	Student Services	Served and maintained/updated student account records (college & high school) with customer satisfaction and error free	Louella C. Ampac CNuevo-Cash	16,348 students	22,658 students	138%	5.0	5.0	4.0	4.67	
MFO4	Administrative and Support Services Management	Efficient & customer-Friendly Frontline Service	All ODF staff	Zero percent complaint from clients served	100%	100%	5.0	5.0	5.0	5.00	
		Number of external linkages for improved financial management developed/maintained	L Ampac, A. Godoy, E. Esguerra, C. Nuevo	6 external linkages (COA, DBM, BOT, LBP, NEDA, CHED)	100%	100%	5.0	5.0	5.0	5.00	
Total Over-all Rating										82.33	
Average Rating											
Adjectival Rating										4.84	


Received by:


Planning

Date: _____

1 - quality

Calibrated by:


REMBERTO A. PATINDOL
 Chairman, PMT

Date: _____

2 - efficiency

Recommending Approval:


REMBERTO A. PATINDOL
 VP for Admin. & Finance

Date: _____

4 - average

Approved:


EDGARDO E. TULIN
 President

Date: _____