

04/7/19
8/5

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **ERLINDA S. ESGUERRA**, Head of the **Accounting 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 January 1 to June 30, 2019.

Submitted by:

ERLINDA S. ESGUERRA
Head of Unit

Recommending Approval:

LOUELLA C. AMPAC
Director of Finance



Approved:

EDGARDO E. TULIN
President

Personnel Composition	Position Title	Number
Permanent Staff	Accountant IV	1
Permanent Staff	Admin. Asst. III	1
Permanent Staff	Admin. Asst. II	1
Permanent Staff	Admin Aide VI	2
Permanent Staff	Admin Aide IV	4
Permanent Staff	Admin Aide III	2
Casual Staff	Admin Aide III	1
Job Order Contract	Admin Aide	7
Admin. Staff Members		19

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

No.	MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target	Actual Accomplish ment	Percentage Accomplish ment	Rating				REMARKS
							Q1	E2	T3	A4	
UMFO5: SUPPORT TO OPERATIONS											
OVPAF MFO2: Financial Services and Management											
ODF MFO2: Accounting Services											
Acctg MFO1	ISO 9001:2015 aligned documents	PI1. Number of quality procedures prepared/revised	ES Esguerra and Accounting Staff	1	1	100%	5	5	5	5	
Acctg MFO2	Innovation & best practices services	PI1. Number of operation manual prepared, developed and approved.	ES Esguerra and Accounting Staff	1	on pprocess	50%	4	4	4	4	

		PI2. Number of innovation for improved university operations	ES Esguerra and Accounting Staff	1	1	100%	5	5	5	5	maintain ecopy of journals and other documents for future use
		PI3. Number of best practices achieved	ES Esguerra and Accounting Staff	1	1	100%	5	5	5	5	immediate action on the requests
UMFO6: GENERAL ADMINISTRATION SUPPORT SERVICES											
OVPAF MFO2: Financial Services and Management											
ODF MFO2: Accounting Services											
Acctg MFO1	Administration Support Services & Management	PI1. Customer Friendly Frontline Service	ES Esguerra and Accounting Staff	Zero percent complaint from clients served	0	100%	5	5	5	5	
		PI2. Number of external linkages for improved financial management developed/maintained	ES Esguerra, RB Veril, VY Vergis, JE Posas, HR Alvarado, SC Tiu, ND Gacutan, NB Bustillo and WV Napiere	7 external linkages (COA, DBM, GSIS, BIR, PHIL HEALTH, PAG-IBIG, and LBP)	7	100%	5	5	5	5	
Acctg MFO2	Disbursement / Processing Services	PI 1: Percentage of financial documents (vouchers, payrolls, POs & PRs) received, processed, and allowed in accordance with COA rules and regulations within 3 days after receipt under 4 Fund Clusters.	ES Esguerra, AS Asilom, LL Tabrosa, PP Vidal, RB Veril, HR Alvarado, JE Posas, LP Otida, GA Loreto, JR Castil and R Fernandez	100% of documents released within 3 days after receipt	100%	100%	5	5	5	5	
		PI 2: Percentage of financial documents (vouchers, payrolls, Income Tax Return (ITR), remittances to different agencies (GSIS, PHIL-HEALTH, PAG-IBIG, BIR, LBP and other agency) prepared, processed, approved and released within 3 days	ES Esguerra, HR Alvarado, AS Asilom, RB Veril, MA Baslan, JE Posas and VY Vergis	100% of documents released within 3 days	100%	100%	5	5	5	5	
		PI 3: Number of projects controlled under Trust Fund	ES Esguerra, JE Posas, LP Otida, GA Loreto, JR Castil and R Fernandez	160 externally funded projects like PCARRD, DA, DOST, DA BAR, CHED	160	100%	5	5	5	5	

		PI 4: Percentage of financial documents obligated and liquidated under Trust Fund error free	ES Esguerra, JE Posas, LP Otida, GA Loreto, JR Castil and R Fernandez	100% of documents released within 3 days after receipt	100%	100%	5	5	5	5	
Acctg MFO 3	Bookkeeping Services	PI 1: Number of monthly, quarterly and year-end financial reports with supporting schedules prepared, consolidated, approved and submitted to COA and DBM within mandated time under 4 Fund Clusters: 01-Regular Agency Fund 05-Internally Generated Funds 06-Business Related Funds 07-Trust Receipts Funds	ES Esguerra, SC Tiu, ND Gacutan, NB Bustillo, WV Napiere, RS Valenzona, SM Valencerina	400 financial reports	415	104%	5	5	4	4.67	
		PI 2: Number of quarterly and terminal projects financial reports with supporting schedules prepared and submitted to funding agencies within mandated time	ES Esguerra, JE Posas, LP Otida, GA Loreto, JR Castil and R Fernandez	320 project financial reports	338	106%	5	5	5	5	
Total Over-all Rating							59	59	58	58.7	
Average Rating							4.92	4.92	4.83	4.89	
Adjectival Rating							OUTSTANDING				

Received By :

DILBERTO O. FERRAREN

Head, PLANNING OFFICE

Date: _____

Calibrated by:

REMBERTO A. PATINDOL

Chairman, PMT

Date : _____

Recommending Approval:

REMBERTO A. PATINDOL

VP for Admin. and Finance

Date: _____

Approved:

EDGARDO E. TULIN

President

Date: _____

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