

# OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, LOUELLA C. AMPAC, Financial Management Director commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with in accordance with the indicated measures for the period **July - December 2022**.

Submitted by:

LOUELLA C. AMPAC  
Head of Unit

Approved:

DANIEL LESLIE S. TAN  
VP for Admin. & Finance



Personnel Composition	Position Title/Designation	Number
Head	Financial Management Director	1
Regular Admin Staff	Administrative Aide VI	1
Job Order Staff	Administrative Aide III	1
Admin Staff Members		3

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

UMFO5: SUPPORT OPERATIONS

OVPAF MFO3: Financial Services & Management

	MFO	Success Indicators	Persons Responsible	Target January-December, 2022	Actual Accomplishment July-December, 2022	Percentage of Accomplish- ments	Rating				Remarks
							Q¹	E²	T³	A⁴	
OFFICE OF THE DIRECTOR FOR FINANCIAL MANAGEMENT											
UMFO5: SUPPORT TO OPERATIONS											
OVPAF STO1: ISO aligned management and administrative support system											
ODF STO1: ISO 9001:2015 aligned documents and compliant processes											
OVPAF MFO2: Financial Services and Management											
ODF MFO 1	Administrative and Support Services Management	PI 1: Efficient & Customer-Friendly Frontline Service	Louella C. Ampac Jocelyn T. Co Mynche Darleen Dumaguig	Zero percent complaint from clients served	No complaint	100%	5.0	5.0	5.0	5.00	100 percent no complaint from clients served
		PI 2: Percentage of financial documents (Vouchers, Payrolls, Checks, ACIC, LDDAP, student requests re: clearance and withdrawal of deposits) received are approved and released	Louella C. Ampac Jocelyn T. Co Mynche Darleen Dumaguig	Documents released within forty five (45) minutes	Documents released within thirty (30) minutes	150%	5.0	5.0	5.0	5.00	Documents released within thirty (30) minutes after receipt
		PI 3: Number of external linkages for improved financial management developed/maintained	Louella C. Ampac Alicia M. Flores Nick Freddy R. Bello	10 external linkages (COA, DBM, BOT, LBP, NEDA, CHED, BIR, Philhealth, HDMF and GSIS	10 external linkages	100%	5.0	5.0	5.0	5.00	10 external linkages (COA, DBM, BOT, LBP, NEDA, CHED, BIR, Philhealth, HDMF and GSIS

[illegible]



	MFO	Success Indicators	Persons Responsible	Target January-December, 2022	Actual Accomplishment July-December, 2022	Percentage of Accomplish ments	Rating				Remarks
							Q¹	E²	T³	A⁴	
ODF MFO 4	Timely and error free financial and budgetary reports	<b>PI 1:</b> Percentage of monthly, quarterly and year-end financial reports prepared, consolidated, approved and submitted to COA/DBM within mandated time for all funds error free	Louella C. Ampac Alicia M. Flores Nick Freddy R. Bello Satellite Campus Budget Officers and Bookkeepers	100% 44 budgetary accountability reports submitted on time, error free & 32 other reports	22 budgetary accountability reports submitted on time, error free and 16 other reports	100%	5.0	5.0	5.0	5.00	22 budgetary accountability reports submitted on time, error free and 16 other reports
		<b>PI 2:</b> Percentage of budget reports prepared, consolidated and submitted to Congress / Senate	Louella C. Ampac Jocelyn T. Co Mynche Darleen Dumaguig	100% budgetary reports submitted on time, error free (18 reports)	9 budgetary reports submitted on time, error free	100%	5.0	5.0	4.0	4.67	9 budgetary reports submitted on time, error free
		<b>PI 3:</b> Percentage of PASUC 8 budget reports prepared, consolidated and submitted to Congress / Senate	Louella C. Ampac Jocelyn T. Co Mynche Darleen Dumaguig	100% budgetary reports submitted on time, error free (20 sets)	20 sets budgetary reports submitted on time, error free	100%	5.0	5.0	4.0	4.67	20 sets budgetary reports submitted on time, error free
Congress and Senate											
ODF MFO 5	ISO 9001:2015 aligned documents	<b>PI 1:</b> Number of operations manual prepared, developed and approved	Louella C. Ampac Alicia M. Flores Nick Freddy R. Bello	1 Quality Procedure Manuals revised/prepared	On-going Quality Procedure Manuals revised/prepared and approved	50%	5.0	5.0	5.0	5.00	1 Quality Procedure Manual revised/prepared
	Innovation and Best Practices Services	<b>PI 2:</b> Number of innovations to improve university operations	Louella C. Ampac Alicia M. Flores Nick Freddy R. Bello	3 Innovations	3 Innovations	100%	5.0	5.0	5.0	5.00	<b>ODFM:</b> sending of electronic memorandum to concerned offices including guidelines. <b>Budget Office:</b> on-going development of Financial Management System. <b>Acctg. Office:</b> google drive for back-up file
		<b>PI 3:</b> Number of Best Practices Achieved	Louella C. Ampac Alicia M. Flores Nick Freddy R. Bello	3 Best Practices	3 Best Practices	100%	5.0	5.0	5.0	5.00	<b>ODFM:</b> fast/on time processing of documents. <b>Budget Office:</b> sending balances to different offices and centers. <b>Acctg. Office:</b> timely submission of reports
Total Over-all Rating							70.0	70.0	67.0	69.0	
Average Rating										4.8	

	MFO	Success Indicators	Persons Responsible	Target January-December, 2022	Actual Accomplishment July-December, 2022	Percentage of Accomplish ments	Rating				Remarks
							Q¹	E²	T³	A⁴	
OFFICE OF THE HEAD OF ACCOUNTING											
UMFO5: SUPPORT TO OPERATIONS											
OVPAF MFO2: Financial Services and Management											
ODF MFO2: Accounting Services											
Acctg MFO1	ISO 9001:2015 aligned documents	PI 1. Number of quality procedures prepared/revised	NFR Bello and Accounting Staff	1	0.5	50%	5.0	5.0	4.0	4.67	On-going preparation of 1 Quality Procedure Manual on Student Assessment, still waiting for it to dropped by Cash Office so we can finalize and register the QP as our own.
Acctg MFO2	Innovation & best practices services	PI 2. Number of innovation for improved university operations	NFR Bello and Accounting Staff	1	1	100%	5.0	5.0	5.0	5.00	Continuous usage of google drive as backup storage.
		PI 3. Number of best practices achieved	NFR Bello and Accounting Staff	1	1	100%	5.0	5.0	5.0	5.00	Disseminated information and assisted JO Workers on the opening and closing of their employment status at BIR to avoid penalty. Disseminated memos regarding tas updates.
UMFO6: GENERAL ADMINISTRATION SUPPORT SERVICES											
OVPAF MFO2: Financial Services and Management											
ODF MFO2: Accounting Services											
Acctg MFO1	Administration Support Services & Management	PI 1. Customer Friendly Frontline Service	NFR Bello and Accounting Staff	Zero percent complaint from clients served	100%	100%	5.0	5.0	5.0	5.00	Complaints received on timelines of JO Workers payroll but acted upon accordingly.
		PI 2. Number of external linkages for improved financial management developed/maintained	NFR Bello, CMartinez, VYVergis, JE Posas, NB Bustillo, WV Napiere and JR Castil	7 external linkages (COA, DBM, GSIS, BIR, PHILHEALTH, PAG-IBIG, and LBP)	9 external linkages (COA, DBM, GSIS, BIR, PHILHEALTH, PAG-IBIG, LBP, PCC and VSUCC)	129%	5.0	5.0	5.0	5.00	9 external linkages (COA, DBM, GSIS, BIR, PHILHEALTH, PAG-IBIG, LBP, PCC and VSUCC)
		PI 3. Percentage of NCs received and acted	NFR Bello and Accounting Staff	Zero	0	100%	5.0	5.0	5.0	5.00	No NCs received



	MFO	Success Indicators	Persons Responsible	Target January-December, 2022	Actual Accomplishment July-December, 2022	Percentage of Accomplish- ments	Rating				Remarks
							Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Acctg MFO1	Administration Support Services & Management	PI 4: Percentage of CARs received and acted	NFR Bello and Accounting Staff	Zero	100% (2/2)	100%	5.0	5.0	5.0	5.00	2 CARs received and acted (late submission of OPCR; using of correction tape for the erasure of student clearance)
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.	NFR Bello, IF Godoy, RT Fernandez, LL Tabrosa, NB Bustillo, JE Posas, GA Loreto, JC Ebero, JC Mejia, MSD Mamaril, JBoleche, MCativo, and RM Fernandez	100% (15,500/ 15,500) of documents released within 3 days after receipt	7,900 documents released within 3 days after receipt	101%	5.0	4.0	4.0	4.33	7,900 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.
		PI 2: Percentage of financial documents (vouchers, BIR forms, remittances to different agencies (GSIS, PHILHEALTH, PAG-IBIG, BIR, LBP and other agency) prepared, processed, approved and released within 3 days	NFR Bello, NB Bustillo, IF Godoy, MA Baslan, VY Vergis, NBBustillo and RT Fernandez	100% (5,000/5,000) of documents released within 3 days after receipt	2,600 documents released within 3 days after receipt	104%	5.0	5.0	5.0	5.00	2,600 financial documents (vouchers, BIR forms, remittances to different agencies (GSIS, PHILHEALTH, PAG-IBIG, BIR, LBP and other agency)
		PI 3: Percentage of projects controlled under Trust Fund	NFR Bello, JE Posas, GA Loreto, JC Ebero, JC Mejia, MSD Mamaril, JBoleche, MCativo, and RM Fernandez	100% (200/200) externally funded projects like PCARRD, DA, DOST, DA BAR, CHED and etc controlled under Trust Fund	219 externally funded projects like PCARRD, DA, DOST, DA BAR, CHED and etc controlled under Trust Fund	219%	5.0	4.0	4.0	4.33	219 externally funded projects like PCARRD, DA, DOST, DA BAR, CHED and etc controlled under Trust Fund
		PI 4: Percentage of financial documents earmarked, obligated and liquidated under Trust Fund error free	NFR Bello, JE Posas, GA Loreto, JC Ebero, JC Mejia, MSD Mamaril, JBoleche, MCativo, and RM Fernandez	100% (5,000/5,000) of documents released within 3 days after receipt	2400 documents released within 3 days after receipt	96%	5.0	5.0	4.0	4.67	2,400 financial documents earmarked, obligated and liquidated under Trust Fund error free


	MFO	Success Indicators	Persons Responsible	Target January-December, 2022	Actual Accomplishment July-December, 2022	Percentage of Accomplish- ments	Rating				Remarks
							Q¹	E²	T³	A⁴	
Acctg MFO 2	Disbursement/Processing Services	PI 5: Percentage of certification and demand letters for unliquidated cash advance and no unliquidated cash advance prepared	NFR Bello, LLTabrosa, MABaslan, ED Pasa	100% (400/400) of documents	215 certifications and demand letters for unliquidated cash advance prepared	107%	5.0	4.0	5.0	4.67	215 certifications and demand letters for unliquidated cash advance prepared
Acctg MFO 3	Bookkeeping Services	PI 1: Percentage 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	NFR Bello, WV Napiere, JR Castil, NB Bustillo, RT Fernandez, ED Pasa	100% (2,000/2,000) financial reports prepared and submitted within 1 month after end of each quarter	1,100 monthly, quarterly and year-end financial reports with supporting schedules prepared, consolidated, approved and submitted to COA and DBM within mandated time	110%	5.0	5.0	4.0	4.67	1,100 monthly, quarterly and year-end financial reports with supporting schedules prepared, consolidated, approved and submitted to COA and DBM within mandated time
		PI 2: Percentage of quarterly, semi-annual, annual and terminal financial reports with supporting schedules prepared and submitted to funding agencies within mandated time (related to ongoing projects under Fund Cluster 07)	NFR Bello, JE Posas, GA Loreto, JM Ebero, JC Mejia, MSD Mamaril, JBoleche, MCativo, and RM Fernandez	100% (400/400) project financial reports prepared and submitted within the prescribed time	210 project financial reports with supporting schedules prepared and submitted within mandated time	105%	5.0	5.0	4.0	4.67	210 project financial reports with supporting schedules prepared and submitted within mandated time
		PI 3: Percentage of financial reports and terminal financial reports with supporting schedules prepared and submitted to funding agencies (related to Unliquidated Fund Transfers under Fund Cluster 07)	NFR Bello, JE Posas, GA Loreto, JM Ebero, JC Mejia, MSD Mamaril, JBoleche, MCativo, and RM Fernandez	100% (50/50) financial reports and terminal financial reports prepared and submitted to funding agencies	46 terminal financial reports printed and handed down to the project leaders	184%	5.0	4.0	4.0	4.33	46 terminal financial reports printed and handed down to the project leaders
Total Over-all Rating							75.00	71.00	68.00	71.33	
Average Rating										4.76	
OFFICE OF THE HEAD OF BUDGET											
OHB STO 1.1	ISO 9001:2015 aligned documents and compliant processes	PI 1. Percentage of clients served rated the services received at least very satisfactory or higher	Alicia M. Flores, Angelica Pole, Mona Nena B. Geraldo, Winna A. Tagactac, Mary Joy M. Vilbar, Jonas A. Baslan	100%	100%	100%	5.0	5.0	5.0	5.00	100 percent clients served




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OHB STO 1.1	ISO 9001:2015 aligned documents and compliant processes	PI 2. Number of quality procedures prepared/revised	Alicia M. Flores, Angelica Pole, Mona Nena B. Geraldo, Mary Joy Vilbar	1	Reviewed and revised the QP (PM-BUD-02) for submission to QAC	100%	5.0	5.0	5.0	5.00	1 Quality Procedure reviewed and revised
		PI 3. Percentage of ISO evidences and other related documents compliant with existing OHB quality procedures kept intact and readily available to Auditor	Alicia M. Flores, Angelica Pole, Mona Nena B. Geraldo, Mary Joy Vilbar	100% ISO compliant evidences readily available	100% ISO compliant evidences readily available	100%	5.0	5.0	5.0	5.00	100 percent ISO evidences and other related documents complied
OHB MFO 1.2	Implementation of administrative processes in accordance with existing approved quality procedures	PI 1. Number of OHB processes implemented in accordance with existing approved quality procedures	Alicia M. Flores, Angelica Pole, Mona Nena B. Geraldo, Mary Joy Vilbar	1 process implemented according to QP	1 process implemented according to QP	100%	5.0	5.0	5.0	5.00	1 process implemented according to QP
OVPAF STO 3: ARTA aligned compliance and reporting requirements											
ODF STO 3: ARTA aligned frontline services											
OHB 3	ARTA aligned frontline services	PI 1: Efficient and customer friendly services	Alicia M. Flores, Angelica Pole, Mona Nena B. Geraldo, Winna A. Tagactac, Mary Joy M. Vilbar, Jonas A. Baslan	Zero complaint from clients served	Zero complaint from clients served	100%	5.0	5.0	5.0	5.00	100 percent no complaint from clients served
OVPAF STO4: Innovations & Best Practices											
ODF STO 4: Innovations & new Best Practices Development Services											
OHB MFO 4:	Innovations and Best Practices	PI 1: Number of new systems/innovations introduced and implemented	Alicia M. Flores, Angelica Pole, Mona Nena B. Geraldo, Winna A. Tagactac, Mary Joy M. Vilbar, Jonas A. Baslan	2 new innovation system;	a) Monthly monitoring of fund utilization (to avoid reversion of funds) b) Monthly status of funds per program and per account code	100%	5.0	5.0	5.0	5.00	2 new systems/innovations introduced and implemented
		PI 2: Number of best practices achieved	Alicia M. Flores, Angelica Pole, Mona Nena B. Geraldo, Winna A. Tagactac, Mary Joy M. Vilbar, Jonas A. Baslan	2	Informed and provided different offices with their quarterly budget allocation balances	100%	5.0	5.0	4.0	4.67	2 best practices achieved




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							Q¹	E²	T³	A⁴	
OHB MFO 2.1	Budget Preparation	PI 3: Number of Budget Proposals (CY & PY) for utilization of income prepared for submission to ODF to be discussed in UADCO	Alicia M. Flores, Angelica Pole, Mona Nena B. Geraldo, Winna A. Tagactac, Mary Joy M. Vilbar	12 Budget Proposal approved by BOR	8 Budget Proposal approved by BOR	133%	5.0	5.0	4.0	4.67	8 Budget Proposals submitted and discussed in UADCO
OHB MFO 2.2	Budget Utilization/Execution	PI 1: Percentage of budget obligated, GAA, IGF and IGP.	Alicia M. Flores, Angelica Pole, Mona Nena B. Geraldo, Winna A. Tagactac, Mary Joy M. Vilbar, Jonas A. Baslan	100% Budget obligated	GAA -96% BRF-100% IGP-100%	98%	5.0	5.0	4.0	4.67	96 percent of budget obligated (GAA, IGF and IGP)
		PI 2: Percentage of updating and encoding of records in the BAOM	Alicia M. Flores, Angelica Pole, Mona Nena B. Geraldo, Winna A. Tagactac, Mary Joy M. Vilbar, Jonas A. Baslan	100% updating of records in the database	100% updating of records in the database	100% updating of records in the database	5.0	5.0	5.0	5.00	100 percent updated and encoded records in the BAOM
OHSB MFO 2.3	Financial Reports Management	PI 1: Number of Monthly, Quarterly and year-end financial reports including request for TLB/Filling up of positions prepared, consolidated, approved and submitted to COA, DBM for all fund clusters within the mandated time	Louella C. Ampac, Alicia M. Flores, Mona Nena B. Geraldo	60 Financial reports, 10 filling up of positions	41 Financial Reports	136%	5.0	5.0	4.0	4.67	41 monthly, quarterly and year-end financial reports prepared and submitted within the mandated time
Total Over-all Rating							75.0	75.0	69.0	73.0	
Average Rating										4.87	
Average Rating										4.81	
Adjectiva l Rating	(finance over-all)										OUTSTANDING

Received by: 

**TONI MARC L. DARGANTES**  
Planning Office  
Date: JAN 13 2023

Calibrated by: 

**DANIEL LESLIE S. TAN**  
Chairman, PMT  
Date: 1/13/23

Approved by: 

**EDGARDO E. TULIN**  
University President  
Date: 1/13/23

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