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:

Approved:

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

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

UMFO5: SUPPORT OPERATIONS

OVPAF MFO3: Financial Services & Management

				Target	Actual	Percentage		R	ating		
	MFO	Success Indicators Persons Responsible	nsible January-December A	Accomplishment July-December, 2022	of Accomplish ments	Q¹	E²	T3	A ⁴	Remarks	
OFFICE	OF THE DIRECTOR FOR F	INANCIAL MANAGEMENT									
	SUPPORT TO OPERATIO										
OVPAF S	STO1: ISO aligned manage	ement and administrative support s	ystem								
		documents and compliant process	ies								
OVPAF I	WFO2: 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 Dumaguing	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 Dumaguing	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
		P13: Number of external linkages for improved financial management developed/maintained	The state of the s	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, LBF NEDA, CHED, BIR, Philhealth, HDMF and GSIS

				Target	Actual Accomplishment July-December, 2022	Percentage of Accomplish ments		R	ating		
	MFO	Success Indicators	Persons Responsible				Q1	E²	Т³	A ⁴	Remarks
ODF MFO 1	Administrave and Support Services Management	PI 4: Number of meetings attended in different committee membership (NAPB,IGP-BOM, GAD, UADCO, Suggestion and Incentive Committee, University Inspectorate Team for the Infra Projects, PMT, ISO-QMS Core Team, Anti-Red Tape, Finance Committee, Evaluation Committee for Researchers under the Internationalization Program) including emergency meetings	Louella C. Ampac	150 meetings attended	90 meetings attended (mostly virtual)	120%	5.0	5.0	5.0	5.00	90 meetings attended in different committee membership including emergency meetings
ODF MFO 2	Effective and responsive annual budget prepared and submitted within allowable period	PI 1: Percentage availability of detailed plans and budget of proposed PAPs for inclusion in the following budget year in accordance with approved Work and Financial Plan	Dr. DOFerraren, ODFM, OP, Budget Officers (Main & External), College Deans, GSD	100 percent availability of detailed plans and budget proposed PAPs	100% prepared and submitted	100%	5.0	5.0	5.0	5.00	100 percent availability of detailed plans and budget proposed PAPs
		PI2: Percentage of Annual Budget Proposal (GF and IGF) with supporting Budget Preparation Forms submitted to different regulatory committees and agencies	OP, ODFM, OVPAF, ODAHRD, OVPPRGEA, USSO, PRPEO, Res. & Ext. College Deans and Budget Officers (Main and External Campuses)	100% submission (Tier 1 & 2) PRE (2023)	1 Volume 2023 Budget (hard ceiling) submitted on time	100%	5.0	5.0	5.0	5.00	1 volume 2023 Budget (hard ceiling) submitted on time to different regulatory committees and agencies
		PI 3: Percentage of Budget Requests Processed (For Later Released Processed , NCA Release, Request for Authority to Purchase Motor Vehicle)	Louella C. Ampac Alicia M. Flores Concerned Office with FLR	100% budget requested and released (8 requests)	4 requests submitted (1 released authority, 2 with DBM, 1 returned)	100%	5.0	5.0	4.0	4.67	100 percent requests submitted to DBM
ODF MFO 3	Efficient Budget Utilization of funds	PI 1: Percentage of Budget Obligated and Liquidated GAA/F101	Dr. DL S. Tan Louella C. Ampac Budget Office	100% of budget utilized and obligated	utilized and obligated						98% percent of Budget Obligated and
		STF/IGF (main campus)		80% of budget utilized and obligated	Fund 164 - 100%	98%	5.0	5.0	5.0	5.00	Liquidated
		IGP (main campus)		80% of budget utilized and obligated	Revolving Fund - 100%					1	(GAA/STF/IGP)

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				Target	Actual	Percentage		R	ating		
	MFO	Success Indicators	Persons Responsible	January-December, 2022	Accomplishment July-December, 2022	of Accomplish ments	Q1	E²	Тa	A ⁴	Remarks
ODF MFO 4	Timely and error free financial and budgetary reports	PI 1: 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
		prepared, consolidated and submitted to Congress / Senate	Louella C. Ampac Jocelyn T. Co Mynche Darleen Dumaguing	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
		PI 3: Percentage of PASUC 8 budget reports prepared, consolidated and submitted to Congress / Senate	Louella C. Ampac Jocelyn T. Co Mynche Darleen Dumaguing	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
	s and Senate										
ODF MFO 5	ISO 9001:2015 aligned documents	Pl 1: 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	PI 2: 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	ODFM: sending of electronic memorandum to concerned offices including guidelines. Budget Office: on- going development of Financial Management System. Acctg. Office: google drive for back-up file
		PI 3: 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	ODFM: fast/on time processing of documents. Budget Office: sending balances to different offices and centers. Acctg. Office: timely submission of reports
Total Ove	er-all Rating						70.0	70.0	67.0	69.0	
			The same of the sa	The second secon	THE R. P. LEWIS CO., LANSING, MICH. 49-14039-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1	NAME AND ADDRESS OF TAXABLE PARTY.					

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	MFO	Success Indicators	Persons Responsible	Target January-December, 2022	Accomplishment July-December, 2022	of Accomplish ments	Q'	E,	T ²	A ⁴	Remarks
	OF THE HEAD OF ACCOU										
Account to the second became	SUPPORT TO OPERATION										
	MFO2: Financial Services a	and Management					· · · · · · · · · · · · · · · · · · ·		-		
THE RESIDENCE OF THE PARTY OF T	O2: Accounting Services	T	1								
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.
		P1 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 ADMINISTRATI	ON SUPPORT SERVICES	hymnes and all recovered and a second and a second								
OVPAF I	MFO2: Financial Services a	and Management			**************************************		***************************************				
	O2: 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.
		P1 2. Number of external linkages for improved financial management developed/maintained	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

			Persons Responsible January	Target Accomplish	Accomplishment of July-December, Accomplis	Percentage		R			
	MFO	Success Indicators				Accomplish	Q1	E²	To	A ⁴	Remarks
Acctg MFO1		Pl 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	g Services	documents (vouchers, payrolls, POs & PRs) received, processed, and allowed in accordance with COA rules and regulations within 3	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 contolled under Trust Fund	219 externally funded projects like PCARRD, DA, DOST. DA BAR, CHED and etc contolled 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 contolled 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

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41

				Target	Actual	Percentage		Rating		-	
	MFO	Success Indicators	Persons Responsible	January-December, 2022	Accomplishment July-December, 2022	of Accomplish ments	Q1	E²	Тa	A ⁴	Remarks
Acctg MFO2	Disbursement/Processin g 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
Acetg MFO 3	Bookkeeping Services	Pl 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, quarter and year-end financial reports with supporting schedules prepared, consolidated, approved and submitted to COA and DBM within mandated time
	semi-annual, annual and te financial reports with supposchedules prepared and su to funding agencies within mandated time (related to oprojects under Fund Cluste Pl 3: Percentage of financi reports and terminal financi reports with supporting schoprepared and submitted to agencies (related to Unliqui		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 an 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
otal Ove	er-all Rating						75.00	71.00	68.00	71.33	
Average	the last the last time the same of the last time to the last time time to the last time time to the last time time time time time time time tim									4.76	
ACCOUNT OF THE PARTY OF	OF THE HEAD OF BUDGET	the state of the s	District VI Flores								
OHB STO 1.1	ISO 9001:2015 aligned documents and compliant processes	Pt 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

				Target	Actual	Percentage		R	ating		T
	MFO		Persons Responsible	January-December, 2022	Accomplishment July-December, 2022	of Accomplish ments	Q¹	E²	Ta	A ⁴	Remarks
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	Angelica Pole, Mona	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
	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
	STO 3: ARTA aligned comp	llance and reporting requirements		American de la manda de la constanta de la con	Andrew en en stand same de trom de trom de trom de trom de trom de		-				And the second s
	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
	STO4: Innovations & Best I		terretensionen en ej deug den detterreten en esterr	Antonia, de montre en partir de mais de mais de mais de mais de mais de mais que actual de la companya de mais							L.
ОНВ	Innovations & new Be Innovations and Best Practices	st Practices Development Services 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

				Target	Actual	Percentage		R	ating		
	MFO	Success Indicators	Persons Responsible	January-December, 2022	Accomplishment July-December, 2022	of Accomplish ments	Q¹	E ²	T ₃	A ⁴	Remarks
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
	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	95% percent of budge 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 the BAOM
	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	M. Flores, Mona Nena B. Geraldo	filling up of positions	41 Financial Reports	136%	5.0	5.0	4.0		41 monthly, quarterly and year-end financial reports prapared and submitted within the mandated time
AND THE PERSON NAMED IN COLUMN 2 IS NOT THE OWNER.	er-all Rating						75.0	75.0	69.0	73.0	
Average I	Rating									4.87	
Average I	Rating				Section Control					4.81	
Adjectiva I Rating	(finance over-all)									OUTST	ANDING
Received	MARC L. DARGANTES Planning Office	Calibrated b	DANIEL LESLIE S. TAN				EDGA	red by:	TULIN		-
-	: JAN 1 3 2023		Date: 1 13 23				e:	1/13	23	net return	