

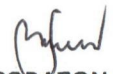
GP# 2726
7/9

2/13

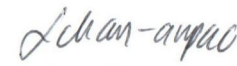
"Exhibit A"

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

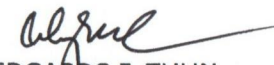
I, CORAZON U. NUEVO, Head of the CASH DIVISION commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the per the period July 1- to dec. 2017


CORAZON U. NUEVO
Head of Unit

Recommending Approval:


LOUELLA C. AMPAC
Director for Finance

Approved:


EDGARDO E. TULIN
President

Date:

Personnel		Number
Permanent Staff	Sup. Admin. Officer	1
Permanent Staff	Admin. Officer III *	1
Permanent Staff	Admin. Aide VI	1
Permanent Staff	Admin. Aide iV	2
Permanent Staff	Admin. Aide ill	2
Casual Staff	Admin. Aide III	2
Job Contract	Admin. Aide	3
Admin Staff Members		12

Rating Equivalent:

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

* one month only

UMFO6: General Administration and Support Services

OVPAF MFO2: Financial Services and Management

ODF MFO2: Cash Management

No.	MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target	Actual Accomplishment as of Dec. 31/17	Percentage Accomplishment	Rating				REMARKS
							Q1	E2	T3	A4	
Cash MFO 3	Financial Management										
3	Cash Management										
3.1	Disbursement Services	Maximized utilization of Cash Allocation intended for the university w/ approved processed documents, customer satisfaction and error free.	C.U. Nuevo, Maria A. Nunez, M. M. F. Mendoza, Thelma P. Apas ,Y.U. Balbarino, PBL. H. Urdaneta, Dr. R. A. Patindol, L.C. Ampac & L.B. Cano, R. Dohiling	4256 checks 386 cash vouchers	16700 checks 600 cash vouchers	392% 155%	5 5	5 4.5	5 5	5 4.83	Issued checks of other funds; vouchers paid less than 500.00 Issued Checks with corresponding ACIC for Fund 101 Issued - LDDAP-ADA for fund 101
		Prepared checks , PACS (ATM payroll), LDDAP & released checks to concerned, submitted PACS & LDDAP to LBP , transffered funds to CSIs'. Remitted (online remittance) remittance on or on the 10 day of the following month.	C.U. Nuevo, Maria A. Nunez, M. M. F. Mendoza, T.P. Apas, Y.U. Balbarino, PBL. H. Urdaneta, Dr. R. A. Patindol, L.C. Ampac & L.B. Cano, M. Pancito	271,043,745	352,953,635.89	130.00%	5	5	5	5	Utilized MDS Funds in paying VSU transactions

3.2	Collection Services	Collected, receipted & deposited promptly all income of the university w/ customer satisfaction & error free.	R. Dohiling, T. P. Apas, M. C. Abunales, F. C. Calunangan, Y.U. Balbarino, C. U. Nuevo & M. Nuñez	100% 25,649 receipts issued 705 deposit slip	100% 32000 receipts issued 720 deposit slips	100% 124% 102%	5	5	5	5	receipted all collection and deposited to LBP daily(cash)
		Verified of fund transferred from other sponsoring agencies	LBP Staff, M.S. Pancito, C.U. Nuevo & M.C. Abunales	124 inquiries/verified	154 inquiries/verified	124%	5	4.5	4.5	4.66	Fund transferred for diff projects receipted & acknowledged.
2.3	Financial Reports	Financial mandated Reports submitted to office concerned on the prescribed time error Free	C.U. Nuevo, Mary Claire Abunales, T.P. Apas, Y.U. Balbarino, M. Nuñez, PBC. H. Urdaneta, M.S. Pancito & F.C. Calunangan.	2345 reports	2535 reports	108%	5	5	4.5	4.83	RCIC, ROC, SLCI, Interest in Dollar Acct., Report o Accountability, Report c Receivables prepared & submitted
		Enhanced the BAUM system in preparation & generation of LDDAP & SLCI reports	Mary Claire Abunales, Maria A. Nuñez, C.U. Nuevo & programmer	100% of vouchers transmitted on-line	100% of vouchers transmitted on-line	100%	5	5	5	5	SLCI submitted on time . well monitored balance:
3.4	STUDENT SERVICES	Served and maintained/updated students accounts records (college & high school) w/ customer satisfaction and error free.	M.A. Nuñez, T.P. Apas, C.F. Sacro, C.U. Nuevo	7,000	13500 students	193.00%	5	5	5	5	Maintained & Updated student accts. records High Sch. & Coll. , graduate & PHd student
		Effectively implemented the Newly introduced System of students collections	C.F. Sacro & Norman Villas	100% of students w/ accts.	100% of students w/ accts.	100.00%	4.5	5	5	4.83	Minimized students receivables
MFO4	ADMINISTRATION SUPPORT SERVICES & MANAGEMENT	Effective & efficient prompt remittance to government agencies.	T.P. Apas & C.F. Sacro, P.B. Urdaneta	on the 10th day of the ff mo.	on the 5th day of the ff mo.	150%	5	5	5	5	Remiited government d for remittance

		Complied the COA rules in Disbursement/Collection functions.	All staff	100%	100%	100%	5	5	5	5	Implemented recommendation
		7AM to 7PM collection services to accommodate payments during enrollment w/ customer satisfaction and error free.	M. S. Pancito, R.M. Redula, T. P. Apas, M. C. Abunales, F. C. Calunangan, Y.U. Balbarino & C. U. Nuevo	100%	100%	100%	5	5	5	5	7:00AM-7:00PM collection services
	Customer Friendly Frontline Service	No noon Break Policy to entertained clients during this period.	Staff assigned	no complaint	no complaint	100%	5	5	5	5	Cater the needs of the clients
		Installed desk for Officer of the day.	Staff assigned	no complaint	no complaint	100%	5	5	5	5	Guide and cater the needs of the clients

69.15

	Total Over-all Rating									69.15	
	Average Rating									4.93	
	Adjectival Rating									0	

Received By :

Calibrated by:

REMBERTO A. PATINDOL

Vice President

Recommending Approval:

REMBERTO A. PATINDOL

Vice President

Approved:

EDGARDO E. TULIN

President

Date: _____

Date : _____

Date; _____