OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, <u>LOUELLA C. AMPAC</u>, Director of the <u>Finance Division</u> 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-June**, **2020**.

Submitted by:

LOUELLA C. AMPAC
Head of Unit

Approved:

REMBERTO A. PATINDOL VP for Admin. & Finance

Personnel Composition	Position Title/Designation	Number
Head	Director for Finance	1
Regular Admin Staff	Administrative Aide VI	1
Admin Staff Members		2

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

UMFO6: GENERAL ADMINISTRATION SUPPORT SERVICES

OVPAF MFO3: Financial Services & Management

			January - December, 2020	Actual	Percentage of	Rating					
	MFO	MFO Success Indicators Persons Responsible Target			Accomplishment	Accomplishments as of JanJune, 2020	à	E²	Т³	A ⁴	Remarks
ODF MFO	DDF MFO1: Budget Management Services										
		PI 1: Efficient & Customer-Friendly Frontline Service	Louella C. Ampac Jocelyn T. Co	Zero percent complaint from clients served	No complaint	Zero Complaint	5.0	5.0	5.0	5.00	
		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	five (45) minutes	Documents released within twenty five (25) minutes	55%	5.0	5.0	5.0	5.00	
		developed/maintained	Louella C. Ampac Myrna S. Pancito Erlinda S. Esguerra Queen Ever Y. Atupan	10 external linkages (COA, DBM, BOT, LBP, NEDA, CHED, BIR, Philhealth, HDMF and GSIS	100%	100%	5.0	5.0	5.0	5.00	

		PI 4: Number of meetings attended in different committee membership (IGP-BOM, HAP, GAD)	Louella C. Ampac	85 meetings attended	40 meetings attended	94%	5.0	5.0	5.0	5.00
2	Effective and responsive annual budget prepared and submitted within allowable period	PI1: 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, ODF, OP, Budget Officers (Main & External), College Deans, GSD	80% available in December 31, 2020	40%	100%	5.0	5.0	5.0	5.00
		PI2: Percentage of Annual Budget proposal (GF and IGF) with supporting Budget Preparation Forms submitted to different regulatory committees and agencies	OP, ODF, OVPAF, ODAHRD, OVPPRGEA, USSO, PRPEO, Res. & Ext. College Deans and Budget Officers (Main and External Campues)	100% submission (Tier 1 & 2) PRE	1 Volume Budget Proposal	100%	5.0	5.0	5.0	5.00
	Efficient Budget Utilization of funds within prescribed time	PI1: Percentage of Budget Obligated and Liquidated GAA STF	Louella C. Ampac Budget Office	100% of budget utilized and obligated 100% of budget utilized and obligated 80% of budget utilized and obligated	49% of budget utilized and obligated Fund 164 - 18% Revolving Fund - 25%	61%	4.0	4.0	4.0	4.00
	Efficient and effective disbursement of funds within prescribed time and in accordance with DBM/COA and other rules and regulations	PI1: Percentage of Obligated expenses allowed in audit per auditing rules and regulations	Dr. RAPatindol Louella C. Ampac Erlinda S. Esguerra Queen Ever Y. Atupan ML Valenzona AM Flores Academic Departments, Research & Extension	100% of NCA disbursed	86% of NCA disbursed	172%	5.0	5.0	5.0	5.00
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 Myrna S. Pancito Queen Ever Y. Atupan Erlinda S. Esguerra Satellite Campus Budget Officers and Bookkeepers	100% budgetary accountability reports submitted on time, error free & 46 other reports TLB 24/24	49 budgetary accountability reports submitted	188%	5.0	5.0	5.0	5.00

				100% Financial Report (Accounting Office) 100% Financial Report (Cash	100% Financial Report (Accounting Office) 100% Financial Report						
				Office)	(Cash Office)						
	Efficient and effective collection services	PI 1: Percentage of collections receipted and promptly deposited intact on the following working day	Louella C. Ampac Queen Ever Y. Atupan Raquel Dohiling Claire Abunales	100% receipted and deposited	100% receipted and deposited	100%	5.0	5.0	5.0	5.00	
ODF MFO 6	Student Services	PI 1: Percentage of students records of accounts maintained, validated and updated for college and high school students	Louella C. Ampac Myrna S. Pancito Queen Ever Y. Atupan Erlinda S. Esguerra Satellite Campus Budget Officers and Bookkeepers	100% student records of accounts maitained, validated and updated	100% student records of accounts maitained, validated and updated	100%	5.0	5.0	5.0	5.00	
II. Innovat	tion/Changes for continued l	mprovement or Improved Services								-	nd management and a supposition
	Innovation and Best Practices Services	PI 1: Number of operations manuals prepared, developed and approved	Louella C. Ampac Myrna S. Pancito Erlinda S. Esguerra Queen Ever Y. Atupan	9 Quality Procedure Manual revised/prepared	9 Quality Procedure Manual revised/prepared and approved	100%	5.0	5.0	5.0	5.00	Acctg. 3 Budget 2 Acctg. 3 Finance 1
		PI 2: Number of innovations for improved university operations	Louella C. Ampac Myrna S. Pancito Erlinda S. Esguerra Queen Ever Y. Atupan	1 Innovation	1 Innovation	100%	5.0	5.0	4.0	4.67	
		PI 3: Number of Best Practices Achieved	Louella C. Ampac Myrna S. Pancito Erlinda S. Esguerra Queen Ever Y. Atupan	1 Best Practice	1 Best Practice	100%	5.0	5.0	4.0	4.67	

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Total Over	r-all Rating	68.33
Average R	Rating	4.89

Received by:

DANIEL LESLIE S. TAN

Dir. Planning & Infra Proj. Dev. & Monitoring

Date: 9770

1 - quality

2 - efficiency

Calibrated by:

REMBERTO A. PATINDOL Chairman, PMT

Date: 820 20

3 - timeliness

4 - average

Recommending Approval:

REMBERTO A. PATINDOL
VP for Admin. & Finance

Date: 8 28 20

Approved:

EDGARDO E. TULIN

President

Date: _ \$28 20