

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **LOUELLA C. AMPAC**, Director of the Finance Division 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
LOUELLA C. AMPAC
Head of Unit *9/28/20*

Approved:

Remberto A. Patindol
REMBERTO A. PATINDOL
VP for Admin. & Finance *9/28/20*

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

	MFO	Success Indicators	Persons Responsible	January - December, 2020 Target	Actual Accomplishment	Percentage of Accomplishments as of Jan.-June, 2020	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
ODF MFO1: Budget Management Services											
ODF MFO 1	Administrative and Support Services Management	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	Documents released within forty five (45) minutes	Documents released within twenty five (25) minutes	55%	5.0	5.0	5.0	5.00	
		PI 3: Number of external linkages for improved financial management 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	

				100% Financial Report (Accounting Office)	100% Financial Report (Accounting Office)						
				100% Financial Report (Cash Office)	100% Financial Report (Cash Office)						
ODF MFO 5	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 maintained, validated and updated	100% student records of accounts maintained, validated and updated	100%	5.0	5.0	5.0	5.00	
II. Innovation/Changes for continued Improvement or Improved Services											
ODF MFO 7	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	

Total Over-all Rating

68.33

Average Rating

4.89

Received by:



DANIEL LESLIE S. TAN

Dir. Planning & Infra Proj. Dev. & Monitoring

Date: 9/3/20

1 - quality

Calibrated by:



REMBERTO A. PATINDOL

Chairman, PMT

Date: 8/28/20

2 - efficiency

Recommending Approval:




REMBERTO A. PATINDOL

VP for Admin. & Finance

Date: 8/28/20

4 - average

Approved:



EDGARDO E. TULIN

President

Date: 8/28/20