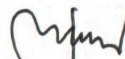



"Exhibit A"

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

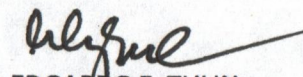
I, CORAZON U. NUEVO, Head of the CASH DIVISION commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the per the period Jan. 1- to June 30, 2017


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	2
Permanent Staff	Admin. Aide IV	1
Permanent Staff	Admin. Aide III	2
Casual Staff	Admin. Aide III	2
Job Contract	Admin. Aide	2
Admin Staff Members		11

Rating Equivalent:

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

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 June, 2016	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, M. Pancito	4256 checks 386 cash vouchers	5187 checks 498 cash vouchers	121% 129%	5 5	5 5	5 5	5 5	Issued checks of other funds; vouchers paid less than 500.00 Issued Checks with corresponding ACIC for Fund 101 Issued - LDDAP-ADA fo fund 101
		Prepared checks , PACS (ATM payroll), LDDAP & released checks to concerned, submitted PACS & LDDAP to LBP , transferred 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	271,440,991	110.14%	5	5	5	5	Utilized MDS Funds in paying VSU transaction
3.2	Collection Services	Collected, receipted & deposited promptly all income of the university w/ customer satisfaction & error free.	M. S. Pancito, 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% 35,360 receipts issued 1054 deposit slips	100% 133% 149%	5 5 5	5 5 5	5 5 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	184 releases verified	148%	5	5	5	5	Fund transferred for di 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.	2,345	2,750	117%	5	5	4.5	4.83	RCIC, ROC, SLCI, Interest in Dollar Acct., Report of Accountability, Report 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	8,945	127.00%	5	5	5	5	Maintained & Updated student accts. records High Sch. & Coll. , graduate & PHd student
		Effectively implemented the lock & unlock system developed by the Agency in controlling receivables of students accounts.	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	Remitted government c 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 ne of the clients

											49.78	
	Total Over-all Rating										49.78	
	Average Rating										4.97	
	Adjectival Rating										0	

Received By :

mp
Parrinca

Date: _____

Calibrated by:

[Signature]
REMBERTO A. PATINDOL
Vice President

Date : _____

Recommending Approval:

[Signature]
REMBERTO A. PATINDOL
Vice President

Date; _____

Approved:

[Signature]
EDGARDO E. TULIN
President