

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, ERLINDA S. ESGUERRA, Head of the Accounting Office commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 1 to June 30, 2017

Submitted by:

ERLINDA S. ESGUERRA
Head of Unit

Recommending Approval:

LOUELLA C. AMPAC
Director of Finance

Approved:

REMBERTO A. PATINDOL
Vice Pres for Admin and Finance

Personnel Composition	Position Title	Number
Permanent	Accountant IV	1
Permanent	Accountant II(Jan-Feb)	1
Permanent	Admin. Asst. III	1
Permanent	Admin. Asst. II	1
Permanent	Admin Aide VI	3
Permanent	Admin Aide IV	5
Permanent	Admin Aide III	2
JO	Admin Aide	4


RATING SCALE
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair

UMFO 6 General Administration and Support Services
OVPAF MFO2 Financial Services and Management
ODF MFO2 Financial Accounting

No.	MFO & PAPs	Success Indicators	Unit/Person Responsible	Jan-June 2017 Target	Actual Accomplishment	Percentage of Accomplishment	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
Acctg. MFO 1	Bookkeeping Services	Number of monthly, quarterly and year-end financial reports with supporting schedules prepared and submitted to COA and DBM within mandated time	ES Esguerra and Acctg. Staff	740	869	117%	5	5	4	4.67	prepared financial reports with supporting documents
		Number of quarterly and terminal financial projects reports with supporting schedules prepared and submitted to funding agencies within mandated time	ES Esguerra and Acctg. Staff	605	701	115%	5	5	4	4.67	prepared project financial reports with supporting aschedules
Acctg. MFO 2	Processing Services	Number of financial documents processed and approved within 3 days after receipt	ES Esguerra and Acctg. Staff	10,600	12,840	121%	5	5	5	5.00	processed vouchers, payrolls and po's and and other financial documents.
		Number of vouchers, payrolls, and ITR prepared and approved error free	ES Esguerra and Acctg. Staff	3,060	3,638	119%	5	5	5	5.00	prepared vouchers for refund, payrolls and ITR
		Number of certified list of premium and loan payment prepared upon request within a day	ES Esguerra and Acctg. Staff	360	464	128%	5	5	5	5.00	prepared certifications for premium and loan repayment
		Number of projects controlled under trust fund	ES Esguerra and Acctg. Staff	140	173	124%	5	5	5	5.00	controlled outside funded research projects
		Number of documents obligated/liquidated error free	ES Esguerra and Acctg. Staff	3,060	3,354	109%	5	5	5	5.00	obligated and liquidated vouchers and payrolls under trust


No.	MFO & PAPs	Success Indicators	Unit/Person	Jan-June 2017	Actual Accomplishment	Percentage of Accomplishment	Rating				Remarks
			Responsible	Target			Q ¹	E ²	T ³	A ⁴	
		Number of incoming/outgoing documents encoded/recorded	Acctg. Staff	11,100	12,849	116%	5	5	5	5.00	recorded vouchers and payrolls and other documents
		Number of transactions encoded/ recorded error free	ES Esguerra and Acctg. Staff	70,200	81,947	117%	5	5	5	5.00	recorded journal entries,salaries and wages, cash advances,contracts, appointments, supplies inventory,electricity and other
Acctg. MFO 3	Administrative and Support Services and Management	Customer friendly frontline services	Acctg. Staff	0 complaint	0 complaint	100%	5	5	5	5.00	0 complaint
		Number of external linkages for improved financial management developed/maintained	Acctg. Staff	5 external linkages (COA and remitting NGA's/GOCC's)	5 external linkages (COA and remitting NGA's/GOCC's)	100%	5	5	5	5.00	external linkages (COA and remitting NGA's/ GOCC's)
	Total Over-all Rating						55	55	53	54.33	
	Average Rating					4.94					
	ADJECTIVAL RATING										

Received by:

for 
DANIEL M. TUDTUD JR.
Planning Office

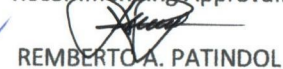
Date: _____

Calibrated by:


REMBERTO A. PATINDOL
PMT Chair

Date: _____

Recommending Approval:


REMBERTO A. PATINDOL
VP for Admin.

Date: _____


EDGARDO E. TULIN
President

Date: _____

1 - quality

2 - efficiency

3.- timeliness

4.- average