


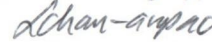
OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, MYRNA S. PANCITO, Head of the Budget Office, commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July 1 to December 31, 2017.

Submitted by:

  
**MYRNA S. PANCITO**  
 Head of Unit

Recommending Approval

  
**LOUELLA C. AMPAC**  
 Director of Finance

Approved:

  
**REMBERTO A. PATINDOL**  
 VP for Admin & Finair of Finance

Personnel Composition	Position/Designation	Number	Rating Requirement
Head	Admin Officer III	1	5 - Outstanding
Regular Admin staff	Admin Aide VI	1	4 - Very Satisfactory
Staff	Admin Aide IV	1	3 - Satisfactory
			2 - Fair

UMFO 5 General Administration and Support Services  
 OVPAF MFO 3 Financial Services Management  
 ODF MFO 1 Budget Management Services

No.	MFO & PAF's	Success Indicators	Persons Responsible	2017 Target	Actual Accomplishment	Percentage of Accomplishment as of December 31, 2017	Rating				Remarks
							Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Budget MFO 1.	Annual Budget Proposal for GAA, Income & Budget Utilization	Percentage of Budget Utilization - Obligations BUR	Myrna S. Pancito, Ederlina S. Diano, Teresita G. Manatad,	90% of budget utilized and obligated	91.00%	91%	5	5	5	5.00	PS, MOOE & Capital Outlay= P437,658,360.04 = 99% Obligations for GF ; P86,158,832.15 for STF = 83%
		Number of innovations for improved university budgeting introduced (GAM= RAOD, RABUD, RAPAL)	Myrna S. Pancito, Ederlina S. Diano, Teresita G. Manatad, T	2 innovations	1 innovation	50%	5	4	4	4.33	Send Colleges & Depts. Qrtly balances of Allotment thru IP.
		Percentage of approved budget against budget proposed as submitted and defended before NEDA CHED Congress & Senate	Myrna S. Pancito, Ederlina S. Diano	90% of proposed amount approved	1 volume Budget prop.- Tier 1 & 2	100%	5	5	5	5.00	Total Budget FY 2018 Per Hard ceiling for PS, MOOE, CO submitted
		No. of budget proposals (CY & PY) for utilization of income prepared and defended at UADCO & approved by BOR	Myrna S. Pancito, Teresita G. Manatad	5 budget proposals approved by BOR	4 budget proposals PY approved by BOR	80%	5	5	5	5.00	4budget proposals approved by BOR

No.	MFO & PAF's	Success Indicators	Persons Responsible	2017 Target	Actual Accomplishment	Percentage of Accomplishments as of December 31, 2017	Rating				Remarks
							Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
MFO2	Certified Financial Documents & Reports	Percentage of total financial documents received are processed and allocated funds	Myrna S. Pancito, Ederlina S. Diano, Teresita G. Manatad. & 3 JO	98% of documents received = 9,677 documents	13342 documents	137%	5	5	5	5.00	13,342 documents= payroll, vouchers, RIS, Purchase Request, Appointments, Contracts for Svcs. Fund transfers & TLB-funding
		No. of budgetary accountability reports prepared, certified correct and approved by the President	Myrna S. Pancito, Ederlina S. Diano, Teresita G. Manatad	29 BAR, BFAR's, BEDS, NF y reports submitted on time, error free & 53 others report/status	41 budgetary accountability reports	141%	5	5	5	5.00	14 BFAR's, BEDs reports, certified correct and appvd by the President, submitted on time, error free, & 27
MFO4	Administrative and Support Services Management	Efficient & customer-Friendly Frontline Service	Myrna S. Pancito, Ederlina S. Diano, Teresita G. Manatad, & 3 JO	Zero percent complaint from clients served	no complaint	Zero complaint	5	5	5	5.00	zero complaint
		Number of external linkages for improved financial management developed/maintained	M. Pancito, Budget staff	4 external linkages (COA, DBM, CHED, NEDA)	100%	100%	5	5	5	5.00	4 external linkages (COA, DBM, CHED, NEDA)
Amount of Income Generated							40	39	39	39	
Total Over-all Rating							4.92				
Average Rating											

Received by:

Calibrated by:

Recommending Approval:

Approved:

REMBERTO A. PATINDOL

REMBERTO A. PATINDOL

EDGARDO E. TOLIN

Planning Office

Chairman, PMT

VP for Admin & Finance

President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

1 - quality

2 - efficiency

3 - timeliness

4 - average