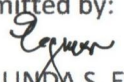


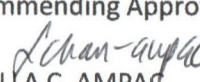
OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

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 July 1 to December 31, 2017


Submitted by:


 ERLINDA S. ESGUERRA
 Head of Unit

Recommending Approval:


 LOUELLA C. AMPAC
 Director for Finance

Approved:


 REMBERTO A. PATINDOL
 Vice Pres for Admin and Finance

Personnel Composition	Position Title	Number
Permanent	Accountant IV	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	5

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	July-Dec. 2017 Target	Actual Accomplishment	Percentage of Accomplishment	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	

No.	MFO & PAPs	Success Indicators	Unit/Person Responsible	July-Dec. 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	745	875	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	610	705	116%	5	5	5	5.00	prepared project financial reports with supporting aschedules
Acctg. MFO 2	Processing Services	Number of financial documents processed and approved within 3days after receipt	ES Esguerra and Acctg. Staff	10,650	12,870	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	3,070	3,750	122%	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	365	468	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	145	175	121%	5	5	5	5.00	controlled outside funded research projects
		Number of documents obligated/liiquidated error free	ES Esguerra and Acctg. Staff	3,070	3,620	111%	5	5	5	5.00	obligated and liquidated vouchers and payrolls under trust

No.	MFO & PAPs	Success Indicators	Unit/Person Responsible	July-Dec. 2017 Target	Actual Accomplishment	Percentage of Accomplishment	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
		Number of incoming/outgoing documents encoded/recorded	Acctg. Staff	11,150	12,863	115%	5	5	5	5.00	recorded vouchers and payrolls and other documents
		Number of transactions encoded/ recorded error free	ES Esguerra and Acctg. Staff	70,250	82,300	117%	5	5	5	5.00	recorded journal entries,salaries and wages, cash advances,contracts, appoinments, supplies inventory,electricity and others
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)
	Other accomplishments										Processing of students refund was reduced from 3 steps to 2 , after the preparation of voucher it will go directly to the accountant for pre-audit and signature
											No disallowance has been issued by the resident auditor
	Total Over-all Rating						55	55	54	54.67	
	Average Rating					4.97					
	ADJECTIVAL RATING					OUTSTANDING					

No.	MFO & PAPs	Success Indicators	Unit/Person Responsible	July-Dec. 2017 Target	Actual Accomplishment	Percentage of Accomplishment	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	


Received by:

DANIEL M. TUdTUD JR.
Planning Office

Date: _____

1 - quality

Calibrated by:




REMBERTO A. PATINDOL
PMT

Date: _____

2 - efficiency

Recommending Approval:



REMBERTO A. PATINDOL
Vice President

Date: _____

3.- timeliness



EDGARDO E. TULIN
President

Date: _____

4.- average