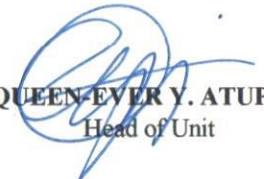


"Exhibit A"

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **QUEEN-EVER Y. ATUPAN**, Head of the Cash 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 of **JANUARY 1 to June 30, 2023**.

  
**QUEEN-EVER Y. ATUPAN**  
Head of Unit

Approval:   
**RYSAN C. GUINOCOR**  
Director for Administrative Services



Personnel	Position	Number
Head	Sup. Admin. Officer	1
Permanent Staff	Admin. Officer I	1
Permanent Staff	Admin. Aide VI	2
Permanent Staff	Admin. Aide IV	2
Casual Staff	Admin. Aide III	1
Job Order Contract	Admin. Aide I	5
<b>Total</b>		<b>12</b>

Rating Equivalent:

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


No.	MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target	Actual Accomplishment	Percentage Accomplishment	Rating				REMARKS
							Q1	E2	T3	A4	
UGAS5. SUPPORT TO OPERATIONS											
OVPAF STO 1: ISO 9001:2015 ALIGNED DOCUMENTS											
ODAS STO 1:	ISO 9001:2015 aligned documents and compliant processes	PI 1. Percentage of clients served rated the services received at least very satisfactory or higher	All Cash office staff	95% of clients rated services as very satisfactory or higher	95% of clients rated services as very satisfactory or higher	100%	5	5	5	5.00	
		PI. 2 Number of administrative processes implemented in accordance with existing approved quality procedures	All Cash personnel	2 processes implemented according to QP	2 processes implemented according to QP	100%	5	5	5	5.00	

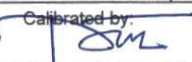
No.	MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target	Actual Accomplishment	Percentage Accomplishment	Rating				REMARKS
							Q1	E2	T3	A4	
		PI. 3 Number of Reports submitted to COA	All Cash personnel	100 COA reports	1,076 COA reports	1076%	5	5	5	5.00	
		PI.4 Percentage of ISO evidences compliant with existing quality procedures kept intact and readily available to Auditor	All Cash office staff	100% ISO compliant evidences readily available	100% ISO compliant evidences readily available	100%	5	5	5	5.00	
<b>OVPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS</b>											
ODAS STO 3:	ARTA aligned frontline services	PI. 9 Efficient & customer friendly frontline service	All Cash personnel	Zero percent complaint from clients served	Zero percent complaint from clients served	100%	5	5	5	5.00	
<b>OVPAF STO4: INNOVATIONS &amp; BEST PRACTICES</b>											
ODAS STO 4:	Innovations & new Best Practices Development Services	PI. 10. Number of new systems/innovations/proposals introduced and implemented	All Cash personnel	1 new system;	6 new system/innovation;	500%	5	5	5	5.00	1. New procedures for Cebu transactions; 2. Implementation of new COA procedures on collections through banks. 3. Implementation of the New Cash Records; 4. Operationalized the Land Bank emds system; and 5. Restructuring of office space for collection and disbursements. 6. The use of the new Cash Office logo.
<b>UMFO6: General Administrative and Support Services (GASS)</b>											
<b>VPAF GASS 1: Administrative and Support Services Management</b>											
ODAS GASS 1:	Administrative and Support Services	PI. 17 Number of administrative services and financial/ administrative documents acted within time frame	All Cash personnel	400 requests/administrative documents (clearances, readmission, etc.)	668 requests/administrative documents (clearances, readmission, etc.)	154%	5	5	5	5.00	


No.	MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target	Actual Accomplishment	Percentage Accomplishment	Rating				REMARKS
							Q1	E2	T3	A4	
		PI2. Number of monthly monitoring of NCA utilization per expense accounts prepared and submitted to management for decision making	QE Atupan, R.Guinocor, V. Valenzona, A Flores, L. Ampac and Procurement office	6 monitoring	8 NCA Monitoring Reports	133%	5	5	5	5.00	
CASH MFO2	Disbursement /Processing	PI1. Number of approved vouchers and payrolls acted within prescribed period and error free	QE.Atupan, L.Ampac, R.Guinocor, DL Tan, R.Dohiling,M.Mendoza, V.Valenzona, PBL.Urdaneta, K.Sedrome, R.Nuñez , L. Dy, J. Baslan and D. Arpoceple	1,750 approved payrolls and vouchers	8,747 approved payrolls and vouchers	499%	5	5	4	4.67	
		PI2. Number of checks, LDDAP, ACIC and PAC'S issued and released within three days	QE.Atupan, N.Bello L.Ampac, R.Guinocor, DL Tan, R.Nuñez, R.Dohiling, M.Mendoza, V. Valenzona, D.Arpoceple, PBL.Urdaneta, K.Sedrome, J.Baslan and L. Dy	1,500 checks; 6,000 entries of LDDAP and PACS	4,424 checks; 15,036 entries of LDDAP and PACS	259%	5	5	4	4.67	
		PI3. Number of Purchase Orders paid	QE.Atupan,L.Ampac, R.Guinocor, J. Ecleo, A. Flores, R.Nuñez, R.Dohiling, M.Mendoza, V. Valenzona, D.Arpoceple, PBL.Urdaneta, K.Sedrome, J. Baslan	300 Purchase Orders	638 Purchase Orders	212%	5	5	5	5.00	
		PI4. Number of Cash advances and Petty Cash Fund Maintained/facilitated for University Cash Disbursements.	QE.Atupan, MM.Mendoza, C.Sacro, R.Guinocor, L.Ampac	4 cash advance/Petty Cash Funds	6 cash advance/Petty Cash Funds	150%	5	5	5	5.00	



No.	MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target	Actual Accomplishment	Percentage Accomplishment	Rating				REMARKS
							Q1	E2	T3	A4	
CASH MFO3	Financial reports preparation	PI1. Number of daily/monthly financial reports of all funds prepared, consolidated, approved and submitted to accounting office with complete supporting document within the prescribe time, error free.	QE.Atupan, F. Calunangan, M.Mendoza, V. Valenzona, J. Baslan, K.Sedrome, R.Nuñez, D. Arpoceple and L. Dy	300 daily/weekly reports 60 monthly reports	924 daily/weekly reports 158 monthly reports	300%	5	5	4	4.67	
CASH MFO4	Collection Services	PI1. Number of official receipts issued for collection and posted in the system.	QE.Atupan, R.Dohiling, F. Calunangan, C. Sacro, V. Valenzona and D. Arpoceple	2,500 official receipts issued	25,501 official receipts issued	1020%	5	5	5	5.00	
		PI2. Number of deposits of daily collection following COA rules to be deposited intact on the following working day.	QE.Atupan, R.Dohiling, F. Calunangan, C. Sacro, V. Valenzona and D. Arpoceple	500 deposits	1,305 deposits	261%	5	5	5	5.00	
		PI 3. Number of Collection Reports from Partner Remittance agencies being verified, posted and monitored.	QE.Atupan, F. Calunangan, C. Sacro, and V. Valenzona	60 reports	120 reports	200%	5	5	5	5.00	
		PI4.Number of clearances from students and employees reviewed, verified and signed.	J. Tenaja, V. Valenzona, C. Sacro QE.Atupan, L. Dy and J. Baslan	50 clearances	618 clearances	1236%	5	5	5	5.00	
		PI5. Number of Budget proposal to purchase a Service Vehicle dedicated for Cash Office transactions submitted for approval.	QE Atupan, R.Guinocor, L. Ampac, D.Tan and D.Ferrarin	1 budget proposal	1 budget proposal submitted	100%	5	5	5	5.00	
Total Over-all Rating										114.01	
Average Rating										4.96	
Adjectival Rating										OUTSTANDING	

Received By :   
**TONI MARC L. DARGANTES**  
 Planning Office  
 Date : 7/10/2023

Calibrated by:   
**DANIEL LESLIE S. TAN**  
 Chairman, PMT  
 Date: JUL 11 2023

Approved:   
**EDGARDO E. TULIN**  
 President  
 Date: JUL 12, 2023