

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **LOUELLA C. AMPAC**, Financial Management Director commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **January-June, 2021**.

Submitted by:

Louella C. Ampac
LOUELLA C. AMPAC
Head of Unit

Approved:

Remberto A. Patindol
REMBERTO A. PATINDOL
VP for Admin. & Finance



Personnel Composition	Position Title/Designation	Number
Head	Fin. Management Director	1
Regular Admin Staff	Administrative Aide VI	1
Admin Staff Members		2

Rating Requirements:
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair

UMFO6: GENERAL ADMINISTRATION SUPPORT SERVICES
OVPAF MFO3: Financial Services & Management


	MFO	Success Indicators	Persons Responsible	January - December, 2021 Target	Actual Accomplishment January-June, 2021	Percentage of Accomplish- ments as of Jan.-June,	Rating				Remarks
							Q¹	E²	T³	A⁴	
ODF MFO1: Budget Management Services											
ODF MFO 1	Administrative and Support Services Management	PI 1: Efficient & Customer-Friendly Frontline Service	Louella C. Ampac Jocelyn T. Co	Zero complaint from clients served	No complaint	100%	5.0	5.0	5.0	5.00	
		PI 2: Percentage of financial documents (Vouchers, Payrolls, Checks, ACIC, LDDAP, student request re: clearance and withdrawal of deposits) received are approved and released	Louella C. Ampac Jocelyn T. Co	Documents released within forty five (45) minutes	Documents released within thirty (30) minutes	150%	5.0	5.0	5.0	5.00	
		PI 3: Number of external linkages for improved financial management developed/maintained	Louella C. Ampac Myrna S. Pancito Erlinda S. Esguerra	10 external linkages (COA, DBM, BOT, LBP, NEDA, CHED, BIR, Philhealth, HDMF and GSIS	100%	100%	5.0	5.0	5.0	5.00	

		PI4: Number of meetings attended in different committee membership (IGP-BOM, GAD, PMT, UADCO, Suggestion and Incentive Committee, University Inspectorate Team, ISO-QMS Core Team, Evaluation Committee for Researches under the Internationalization Program) including emergency meetings	Louella C. Ampac	85 meetings attended (mostly virtual)	75 meetings attended (mostly virtual)	174%	5.0	5.0	5.0	5.00	
ODF MFO 2	Effective and responsive annual budget prepared and submitted within allowable period	PI1: Percentage availability of detailed plans and budget of proposed PAPs for inclusion in the following budget year in accordance with approved Work and Financial Plan	Dr. DOFerraren, ODFM, OP, Budget Officers (Main & External), College Deans, GSD	80% available in December 31, 2021	40%	100%	4.0	5.0	5.0	4.67	
		PI2: Percentage of Annual Budget proposal (GF and IGF) with supporting Budget Preparation Forms submitted to different regulatory committees and agencies	OP, ODFM, OVPAF, ODAHRD, OVPPRGAS, USSO, PRPEO, Res. & Ext. College Deans and Budget Officers (Main and External Campuses)	100% Submission 80% approved as NEP/PRE Tier 1 & 2	1 Volume Budget Proposal submitted	100%	5.0	5.0	5.0	5.00	
ODF MFO 3	Efficient Budget Utilization of funds within prescribed time	PI1: Percentage of Budget Obligated and Liquidated GAA / F101	Dr. RAPatindol Louella C. Ampac Budget Office	100% of budget utilized and obligated	59.37% of budget utilized and obligated	70%	5.0	5.0	5.0	5.00	
		STF / IGF		100% of budget utilized and obligated	Fund 164 - 51%						
		IGP		80% of budget utilized and obligated	Revolving Fund - 100%						

ODF MFO 4	Timely and error free financial and budgetary reports	PI 1: Percentage of monthly, quarterly and year-end financial reports prepared, consolidated, approved and submitted to COA/DBM within mandated time for all funds error free	Louella C. Ampac Myrna S. Pancito Erlinda S. Esguerra Satellite Campus Budget Officers and Bookkeepers	100% budgetary accountability reports submitted on time, error free & 46 other reports	49 budgetary accountability reports submitted	188%	5.0	5.0	5.0	5.00	
				TLB 12/12	10 TLB						
				100% (950/950) Financial Reports prepared and submitted within 1 month after end of each quarter (Accounting)	1,250 Financial Reports prepared and submitted within 1 month after end of each quarter (Accounting Office)						
II. Innovation/Changes for continued Improvement or Improved Services											
ODF MFO 5	Innovation and Best Practices Services	PI 1: Number of operations manuals prepared, developed and approved	Louella C. Ampac Myrna S. Pancito Erlinda S. Esguerra	3 Quality Procedure Manual revised/prepared	3 Quality Procedure Manual revised/prepared and approved	50%	5.0	5.0	5.0	5.00	On Process
		PI 2: Number of innovations for improved university operations	Louella C. Ampac Myrna S. Pancito Erlinda S. Esguerra	1 Innovation	1 Innovation	100%	5.0	5.0	5.0	5.00	ODFM: sending of electronic memorandum including guidelines. Budget Office: on-going development of Financial Management System. Acctg: use of IP messenger in informing department/center for the returned documents with deficiencies

		PI 3: Number of best practices achieved	Louella C. Ampac Myrna S. Pancito Erlinda S. Esguerra	1 Best Practice	1 Best Practice	100%	5.0	5.0	5.0	5.00	ODFM: fast/on time processing of documents. Budget Office: sending balances to different offices and centers. Acctg: special lane for withdrawal of student deposit/refund
Total Over-all Rating										54.67	
Average Rating										4.97	


Received by:


DANIEL LESLIE S. TAN
Dir, Planning & Infra Proj. Dev. &
Monitoring

Date: AUG 03 2021

1 - Quality

Calibrated by:


REMBERTO A. PATINDOL
Chairman, PMT

Date: 7/28/21

2 - Efficiency

3 - Timeliness

Recommending Approval:


REMBERTO A. PATINDOL
VP for Admin. & Finance

Date: 7/28/21

4 - Average

Approved by:


EDGARDO E. TULIN
President

Date: 7/30/21