OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I,QUEEN-EVER Y. ATUPAN, Head of the OFFICE OF THE CASHIER 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 JULY 1 to DECEMBER 31, 2022.

QUEEN EVER Y. ATUPAN Head, Office of the Cashier Mgu

RYSAN C. GUINOCOR

Director for Administrative Services

Personnel	Position	Number
Head	Sup. Admin. Officer	1
Permanent Staff	Admin. Aide VI	2
Permanent Staff	Admin. Aide IV	3
Casual Staff	Admin. Aide III	1
Job Order Contract	Admin. Aide I	5
Total		12

Rating Equivalent:

- 5 Outstanding
- 4 Very Satisfactory

Percentage

- 3 Satisfactory
- 2 Fair
- 1 Poor

Takenine, assessor
DATE: JAN 1 1 2023
STANCES ON STANCES

No.	MFOs/PAPs	/IFOs/PAPs Success Indicators	Unit/Persons Target A		Unit/Persons	Target Accomplishmen A		Rating				REMARKS
			Responsible	rarget	Accomplishmen	ment	Q1	E2	T3	A4	KEWAKKS	
JGAS5. SUP	PORT TO OPERATION	S			-					**************************************		
OVPAF STO	1: ISO 9001:2015 ALIGI	NED DOCUMENTS										
ODAS/HRM 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	95%	5	5	5	5.00		
		Pl. 2 Number of administrative processes implemented in accordance with existing approved quality procedures	All Cash personnel	3 processes implemented according to QP	3 processes implemented according to QP	100%	5	5	5	5.00		
	\ \ \gamma	PI. 3 Number of Reports submitted to COA	All Cash personnel	100 COA reports	1531 COA Reports	1531%	5	5	5	5.00		

No.	MFOs/PAPs	PAPs Success Indicators	Unit/Persons	Target	Actual Accomplishmen	Percentage	Ta Na				REMARKS
	WFUS/PAPS		Responsible	Target	Accomplishmen	ment	Q1	E2	Т3	A4	REWARKS
		PI. 5 Percentage updating of students' payment using Cumulus	J. Tenaja,Q. Atupan, C.Sacro,V.Valenzona,F.Calu nangan and J.Baslan	100% monthly updating and posting of payments using the Cumulus System	100% monthly updating and posting of payments using the Cumulus System	100%	5	5	5	5.00	
		PI.7 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	of day the exp
VPAF STO3:	ARTA ALIGNED COMPI	LIANCE AND REPORTING REQU	JIREMENTS								47
ODAS/HRM STO 3:	ARTA aligned frontline services	PI. 9 Efficient & customer friendly frontline service	All Cash personnel	Zero percent complaint from clients served	1 complaint from client	80%	4	4	5	4.33	· ·
VPAF STO4:	INNOVATIONS & BEST	PRACTICES									
ODAS/HRM 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;	4 new system	400%	5	5	5	5.00	1. Operationalized Land Bank WeAccess system in Monitoring account balances for all commercial accounts. 2. Implemented two transaction cut-off in submitting PACs, ACIC, LDDAP and Check Payments to Land Bank to improve daily disbursement services. 3. Assigning three alternative regular staffs to assist in the collection services. 4. Implemented the new Pag-ibig Remittance payment through LDDAP-ADA for MDS Accounts.
UMFO6: Gen	eral Administrative and	Support Services (GASS)	1								
VPAF GASS 1	: Administrative and Supp	port Services Management									

N.	MFOs/PAPs	MFOs/PAPs Success Indicators	Unit/Persons Responsible	Unit/Persons Torrest Ac-		Target Accomplishmen	The state of the s				Rating		REMARKS
No.				Target	Accomplish		Q1	E2	T3	A4	KEWIAKKS		
ODAS/HRM 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/administra tive documents (clearances, readmission, etc.)	637 requests/administr ative documents (clearances, readmission, etc.)	159%	5	5	5	5.00			
		PI. 18 No. of linkages with external agencies maintained	All Cash personnel	8 Linkages (COA, BOT, LBP, Philhealth, GSIS,HDMF, Palawan, Cebuana)	12 Linkages (COA, BOT, LBP, Philhealth, GSIS,HDMF, Palawan, Cebuana, Globe, PNB, Ched, Leyeco etc.)	150%	5	5	5	5.00			
		PI.20 No. of Man Com meetings attended and staff meetings presided and counselling sessions among staff conducted	R.Guinocor, QE Atupan, Heads under ODAS and all cash personnel	6 Mancom meetings attended 6 staff meetings presided 6 coaching sessions conducted	6 Mancom meetings attended 6 staff meetings presided 6 coaching sessions conducted	100%	5	5	5	5.00			
		PI.21 Number of Management Reports prepared for Procurement, planning purposes and ISO audit evidence (OTP, WFP,OTP Monitoring,etc)	QE Atupan, R.Guinocor, D. Arpoceple and V. Valenzona	5 reports	7 reports	140%	5	5	5	5.00			
		PI.22 Number of Office Monthly Accomplishment Report, Quarterly Accomplishment Report and Annual Reports prepared for Management monitoring and planning purposes	QE Atupan, R. Guinocor and V. Valenzona	7 reports	15 reports	214%	5	5	5	5.00			
ODAS/HRM G	GASS 4: Cashiering Ser	rvices			•								
CASH MFO1	Administration Support Services & Management	PI1. Number of communications prepared for bank updating and other cash transactions	QE.Atupan, R.Guinocor, DL Tan, E. Tulin, R. Arpoceple, V. Valenzona, M. Mendoza.	100 communications	200 communications	200%	5	5	5	5.00			

No.	MFOs/PAPs	/PAPs Success Indicators	Unit/Persons Responsible	Unit/Persons Actual			Percentage	Rating			DEMARKS
				Target	Accomplishmen	Accomplish	Q1	E2	T3	A4	REMARKS
		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 monitoring	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 and D. Arpoceple	1750 approved payrolls and vouchers	8468 approved payrolls and vouchers	484%	5	5	5	5.00	
		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. Valensona, D.Arpoceple, PBL.Urdaneta, K.Sedrome	1500 checks; 6,000 entries of LDDAP and PACS	4,221 checks; 16,042 entries of LDDAP and PACS	281% checks; 267% entries of LDDAP and PACS	5	5	5	5.00	
		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	676 Purchase Orders	225%	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	7 cash advance/Petty Cash Funds	175%	5	5	5	5.00	
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	300 daily/weekly reports 60 monthly reports	1086 daily/weekly reports 132 monthly reports	338%	5	5	5	5.00	
CASH MFO4	Collection Services	PI1. Number of official receipts issued for collection	QE.Atupan, R.Dohiling, F. Calunangan, C. Sacro, V. Valenzona	2,500 official receipts issued	27,805 ORs	1112%	5	5	5	5.00	

No.	MFOs/PAPs		Unit/Persons	Unit/Persons	Unit/Persons	Actual				Rating		DEMARKS
		S/PAPs Success Indicators Responsible	Responsible	onsible Target A	Accomplishmen	Accomplish	Q1	E2	ТЗ	A4	REMARKS	
		PI2. Number of deposits of daily collection following COA rules to be deposited intact on the following working day.	QE.Atupan, F. Calunangan, C. Sacro, R.Dohiling,	500 deposits	2,670 deposits	534%	5	5	5	5.00		
CASH MFO5	Student Services	PI1. Number of students records of accounts maintained, validated and updated for college and high school students	J. Tenaja, C.Sacro, QE.Atupan, V. Valenzona, Fe Calunangan, and J. Baslan	3500 students 5,000 old accounts	7,932 students and 5,000 old accounts	227%	5	5	5	5.00		
		PI2. Number of Quarterly Reports of Accounts Receivable, Monthly Report of Collection (per School Year) and Breakdown of Assessment per semester prepared.	J. Tenaja, QE.Atupan and J. Baslan	43 reports	50 reports	116%	5	5	5	5.00		
		PI3. Number of students temporary clearance and statement of accounts prepared and printed.	J. Tenaja, C. Sacro QE.Atupan and J. Baslan	5,000 students	7,000 students	140%	5	5	5	5.00		
Total Over-al	II Rating									119.33		
Average Rati	ing									4.97		
Adjectival Ra	nting								OUTS	STANDING		
anahaad Dari	/ 1		Calibrated by:			Annro	wed.	1 .				

Planning Office Date: JAN 1 1 2023

Calibrated by:

DANIEL LESLIE S. TAN

Approved:

University President
Date: 17 223

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average