

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

Approval:  
  
**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
- 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/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	
		PI. 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	
		PI. 3 Number of Reports submitted to COA	All Cash personnel	100 COA reports	1531 COA Reports	1531%	5	5	5	5.00	

[illegible]




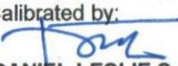
No.	MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target	Actual Accomplishment	Percentage Accomplishment	Rating				REMARKS
							Q1	E2	T3	A4	
ODAS/HRM GASS 1:	Administrative and Support Services	PI. 17 Number of administrative services and financial/ administrative documents acted within time frame	All Cash personnel	400 requests/administrative documents (clearances, readmission, etc.)	637 requests/administrative 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 GASS 4: Cashiering Services											
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	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 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. Valenzona, 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	



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							Q1	E2	T3	A4	
		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-all Rating										119.33	
Average Rating										4.97	
Adjectival Rating									OUTSTANDING		

Received By :   
**TONI MARC L. DARGANTES**  
Planning Office  
Date : JAN 11 2023

Calibrated by:   
**DANIEL LESLIE S. TAN**  
Chairman, PMT  
Date : JAN 13 2023

Approved:   
**EDGARDO E. TULIN**  
University President  
Date: 1/17/2023

1 - Quality    2 - Efficiency    3 - Timeliness    4 - Average