

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **LOUELLA C. AMPAC**, OIC, Director of the Finance Division 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 1 - June 30, 2018.

Submitted by:

Louella C. Ampac
LOUELLA C. AMPAC
 Head of Unit

Recommending Approval:

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

Approved:

Edgardo E. Tulin
EDGARDO E. TULIN
 President

<i>Personnel Composition</i>	<i>Position Title/Designation</i>	<i>Number</i>
Head	Director for Finance	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 MFO2: Financial Services & Management

		Success Indicators	Persons Responsible	2018 Target	Actual Accomplishment	Percentage of Accomplishments as of June 30, 2018	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
ODF MFO1: Budget Management Services											
Budget MFO 1	Budget Preparation Services	Percentage of Budget Utilization (Obligations BUR)	Dr. RAPatindol Louella C. Ampac Myrna S. Pancito	90% of budget utilized and obligated	42% for GF & 38% for STF	40% average	5.0	5.0	5.0	5.00	
		Percentage of approved budget against budget proposed as submitted and defended before CHED, Congress & Senate	OP, ODF, OVPAF, ODAHRD, OVPRGEA, Budget	90% of proposed amount approved	1 volume Budget Prop. Tier 1 & 2	111%	5.0	5.0	5.0	5.00	
		No. of budget proposals (CY & PY) for utilization of income prepared and defended at UADCO & approved by BOR	Dr. RAPatindol Louella C. Ampac Myrna S. Pancito	6 budget proposals approved by BOR	12 Budget Proposals approved by BOR	200%	5.0	5.0	5.0	5.00	
		Percentage of university budget from GF & income rationally allocated to departments & offices through conduct of budgetary review at the beginning of the year	Dr. RAPatindol Louella C. Ampac Myrna S. Pancito	1 budget review conducted first month of the year 100% of budget from GF & Fund 164 rationally allocated based on need	Sub-allotment prepared & sent to offices concerned	100%	5.0	5.0	4.0	4.67	
		Number of innovations for improved university budgeting introduced (OSBP, URS, RAOD/RABUD/ORS/BURS/RAPAL)	Louella C. Ampac Myrna S. Pancito	2 innovations	1 innovation	50%	5.0	4.0	4.0	4.33	PR's integrated in BAOM
Budget MFO 2	Processing Services	Percentage of total financial documents received are processed and allocated funds	Louella C. Ampac Myrna S. Pancito	95% of documents received - 10,000 documents	11,498 documents	115%	5.0	5.0	5.0	5.00	
		No. of budgetary accountability reports prepared, certified correct and approved by the President	Louella C. Ampac Myrna S. Pancito	30 BAR, BFAR's, BEDS, NF y reports submitted on time, error free & 53 other report/status	26 budgetary accountability reports	86%	5.0	5.0	4.0	4.67	

ODF MFO2: Financial Accounting Services										
Acctg. MFO 1	Bookkeeping Services	No. of monthly, quarterly and year-end financial reports prepared, consolidated, approved and submitted to DBM within mandated time, error free	Louella C. Ampac Erlinda S. Esguerra	740 reports	875 reports	117%	5.0	5.0	4.0	4.67
Acctg. MFO 2	Processing Services	Percentage of financial documents (Vouchers, Payrolls) received are processed, approved and released within the day	Louella C. Ampac Erlinda S. Esguerra	8,234 of documents processed & released	8,516 of documents processed & released	121%	5.0	5.0	5.0	5.00
ODF MFO3: Cash Management Services										
Cash MFO 2	Disbursement Services	Percentage of Budget Utilization (Disbursements BUR)	Dr. RAPatindol Louella C. Ampac Myrna S. Pancito	90% of budget utilized and disbursed	41%	45%	5.0	5.0	5.0	5.00
		Maximized utilization of Cash Allocation intended for the university with approved processed documents, customer satisfaction and error free	Corazon U. Nuevo	4,256 checks and 461 disb. Vouchers	16,700 checks and 600 vouchers	285%	5.0	5.0	5.0	5.00
		Developed own system in automatic pop-up of account number of the clients	Corazon U. Nuevo	90% implemented	90% implemented	100%	5.0	5.0	5.0	5.00
	Financial Reports	Financial mandated reports submitted to office concerned on the prescribed time, error free	Louella C. Ampac Corazon U. Nuevo	2,345 reports	2,535 reports	150%	5.0	5.0	4.5	4.83
	Processing Services	Percentage of financial documents (Checks, SLCI, NCA Utilization, LDDAP and ACIC) received are processed, approved and released within the day	Louella C. Ampac Corazon U. Nuevo	271,043,745 checks and docs	352,953,635 checks and docs	130%	5.0	5.0	5.0	5.00

	Student Services	Served and maintained/updated student account records (college & high school) with customer satisfaction and error free	Louella C. Ampac Corazon U. Nuevo	16,348 students	16,348 students	100%	5.0	5.0	5.0	5.00	
MFO4	Administrative and Support Services Management	Efficient & customer-Friendly Frontline Service	All ODF Staff	Zero percent complaint from clients served	100%	100%	5.0	5.0	5.0	5.00	
		Number of external linkages for improved financial management developed/maintained	Louella C. Ampac Myrna S. Pancito Erlinda S. Esguerra Corazon U. Nuevo	6 external linkages (COA, DBM, BOT, LBP, NEDA, CHED)	100%	100%	5.0	5.0	5.0	5.00	
Total Over-all Rating											83.17
Average Rating											
Adjectival Rating											4.89


Received by:


Calibrated by:


Recommending Approval:

Approved:

Planning Office


REMBERTO A. PATINDOL
Chairman, PMT


REMBERTO A. PATINDOL
VP for Admin. & Finance


EDGARDO E. TULIN
President

Date: _____

Date: _____

Date: _____

Date: _____

1 - quality

2 - efficiency

3 - timeliness

4 - average