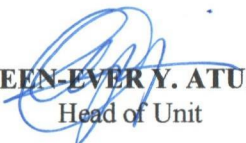



OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **QUEEN-EVER Y. ATUPAN**, Head of the **CASH DIVISION** 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 DECEMBER 31, 2021**.


QUEEN-EVER Y. ATUPAN
Head of Unit

Approval: 
RYSAN C. GUINOCOR
OIC, Director for Administration



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	3
Casual Staff	Admin. Aide III	2
Job Order Contract	Admin. Aide I	3
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	100% of clients rated services as very satisfactory or higher	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.2 Number of quality procedures revised/updated and registered at QAC	R.Guinocor, L. Cano, Q. Y. Atupan, D.Arpoceple, M Mendoza and V. Valenzona	3 quality procedures revised and registered	3 quality procedures revised	100%	5	5	5	5.00	QP on Disbursement of University Funds, QP on Students' Account Services and QP on Collection of Income
		PI. 3 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. 4 Number of Reports submitted to COA	All Cash personnel	200 COA reports	325 COA reports	162%	5	5	5	5.00	
		PI. 5 Percentage updating of students' payment using Cumulus	J. Tenaja, Q Atupan, C.Sacro, R. Dohiling 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	
VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS											
ODAS/HRM 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	

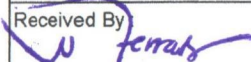
No.	MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target	Actual Accomplishment	Percentage Accomplishment	Rating				REMARKS
							Q1	E2	T3	A4	
VPAF STO4: INNOVATIONS & BEST PRACTICES											
ODAS/HRM STO 4:	Innovations & new Best Practices Development Services	PI. 10. Number of new systems/innovations/proposals introduced and implemented	All Cash personnel	1 new system;	9 new system or innovations	900%	5	5	5	5.00	1. Created the Office Back up File connected served as server for important files; 2. Implemented strictly the Expanded MDS Disb.System; 3. Implemented the Online Application and Renewal of Bonds; 4. Monthly Monitoring of Capital Outlay Projects status and Accomplishments. 5. Monthly ODAs enhanced joint team efforts to closely monitor the NCA Balances to Improve the Budget Utilization of the University. 6. Partnership with Palawan Pawnshop in the collection of school fees and income. 7. Partnership with Cebuana Lhuellier in bills payment services. 8. Enrolled in the Landbank WeAccess system to facilitate online payments to various payees. 9. Enrolled in the Landbank EMDS system for MDS Fund to facilitate online remittances of GSIS and Philhealth.
UMFO6: General Administrative and Support Services (GASS)											
VPAF GASS 1: Administrative and Support Services Management											
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	800 requests/administrative documents (clearances, readmission, etc.)	2,711 requests/administrative documents (requests, clearances, readmission, etc.)	338%	5	5	5	5.00	

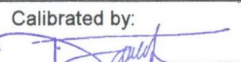
No.	MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target	Actual Accomplishment	Percentage Accomplishment	Rating				REMARKS
							Q1	E2	T3	A4	
		PI. 18 No. of linkages with external agencies maintained	Q. Atupan & All Cash personnel	5 Linkages (COA, BTR, LBP, Philhealth, GSIS)	10 Linkages (COA, BTR, LBP, Philhealth, GSIS, DBM, HDMF, BOT, CHED, VISCO, etc.)	200%	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, LB Cano, QE Atupan, Heads under ODAS and all cash personnel	12 Mancom meetings attended 12 staff meetings presided 12 coaching sessions conducted	12 Mancom meetings attended 12 staff meetings presided 15 coaching sessions conducted	108%	5	5	5	5.00	
		PI.21 Number of Management Reports prepared for Procurement, planning purposes and ISO audit evidence (OTP, WFP, OTP, etc)	QE Atupan, LB Cano, R. Arpoceple and V. Valenzona	10 reports	25 reports	250%	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, L. Cano and R. Guinocor	15 reports	43 reports	286%	5	5	5	5.00	

No.	MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target	Actual Accomplishment	Percentage Accomplishment	Rating				REMARKS
							Q1	E2	T3	A4	
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, L.Cano, R. Patindol, E. Tulin, R. Arpoceple, R. Dohiling, V. Valenzona, M. Mendoza.	100 communications	732 communications	732%	5	5	5	5.00	
		PI2. Number of monthly monitoring of NCA utilization per expense accounts prepared and submitted to management for decision making	QE Atupan, LB Cano, V. Valenzona, M.Pancito, L. Ampac and Procurement office	12 monitoring	24 monitoring	200%	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, L.Cano, R.Patindol, R.Dohiling, M.Mendoza, V. Valenzona, PBL.Urdaneta, K.Sedrome, R.Nuñez and D. Arpoceple	500 approved payrolls 3000 approved vouchers	13,935 approved payrolls/ vouchers	398%	5	5	5	5.00	
		PI2. Number of checks, LDDAP, ACIC and PAC'S issued and released within three days	QE.Atupan,E.Esguerra, L.Ampac, L.Cano, R.Patindol, R.Nuñez, R.Dohiling, M.Mendoza, V. Valensona, D.Arpoceple, PBL.Urdaneta, K.Sedrome	3,000 checks; 15,000 entries of LDDAP and PACS	6,959 checks; 18,699 entries of LDDAP and PACS	142%	5	5	5	5.00	
		PI3. Number of Cash advances and Petty Cash Fund Maintained/facilitated for University Cash Disbursements.	QE.Atupan,MM.Mendoza , C.Sacro, E.Esguerra, L.Cano	4 cash advance/Petty Cash Funds	7 cash advance/Petty Cash Funds	175%	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, R.Dohiling, F. Calunangan, M.Mendoza, V.Circulado, K.Sedrome, R.Nuñez, D. Arpoceple, C. Sacro	600 daily/weekly reports 120 monthly reports	1,066 daily/weekly reports 299 monthly reports	189%	5	5	4	4.67	
CASH MFO4	Collection Services	PI1. Number of official receipts issued for collection	QE.Atupan, R.Dohiling, F. Calunangan, C. Sacro, V. Valenzona	5,000 official receipts issued	13,310 official receipts issued	266%	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,	500 deposits	5,291 deposits	1058%	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.Circulado, Fe Calunangan, R.Dohiling and J. Baslan	7000 students 10,000 old accounts	15,017 college students for 2 semesters, 417 HS and 23,209 old accounts	227%	4	5	5	4.67	
		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	86	253 reports	294%	5	5	5	5.00	
		PI2.Number of students temporary clearance and statement of accounts prepared and printed.	J. Tenaja, C. Sacro QE.Atupan and J. Baslan	10,000 students	15,774 students	157%	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 collection/ demand letters sent to students with delinquent accounts	J. Tenaja, QE.Atupan, LB Cano and J. Baslan	1,000 demand letters	1,000 demand letters	100%	5	5	4	4.67	
Total Over-all Rating										124.01	
Average Rating										4.96	
Adjectival Rating											

Received By

DILBERTO FERRAREN
 Planning Office
 Date : 25 Jan 2022

Calibrated by:

DANIEL LESLIE S. TAN
 Chairman, PMT
 Date : 1/18/22

Recommending Approval:

DANIEL LESLIE S. TAN
 VP for Admin. Andm Finance
 Date: 1/18/22

Approved:

EDGARDO E. TULIN
 President
 Date: 1/20/22

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