


OP 7/20  
7/13

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

"Exhibit A"

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I, **CORAZON U. NUEVO**, 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 June 30, 2019**.

  
**CORAZON U. NUEVO**  
Head of Unit

Recommending Approval:

  
**LOVELLA C. AMPAC**  
Director for Finance

Approved:

  
**EDGARDO E. TULIN**  
President



Personnel	Position	Number
Head	Sup. Admin. Officer	1
Permanent Staff	Admin. Officer I	1
Permanent Staff	Admin. Aide VI	1
Permanent Staff	Admin. Aide IV	1
Permanent Staff	Admin. Aide III	3
Casual Staff	Admin. Aide III	2
Job Order Contract	Admin. Aide I	3
<b>Admin. Staff Members</b>		<b>12</b>

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	
UMFO5: SUPPORT TO OPERATIONS											
OVPAF MFO2: Financial Services and Management											
ODF MFO4: Cashiering/Collection Management											
CASH MFO1	ISO 9001:2015 aligned documents	PI1. Number of quality procedures prepared/revised	C.Nuevo, L.Ampac, L.Cano, V.Circulado	one quality procedure prepared	two quality procedures prepared	200%	5	5	5	5	
0	Innovation & best practices services	PI1. Number of operation manual prepared, developed and approved.	C.Nuevo, L.Ampac, L.Cano	one manual prepared and approved	one manual prepared	90%	5	4	4	4.3	
		PI2. Number of innovation for improved university operations	Y.Balbarino, MA.Dargantes	1 innovation	Easy monitoring & tracking status of check issued & released	90%	5	4	4	4.3	Installation of BAOM in the computer of the receiving/releasing clerk for fast tracking of processing and status of checks
		PI3. Number of best practices achieved	All staffs	accomodating	accomadated all clients that needs assistance	100%	5	5	5	5	Responsive for request of Bank and other office transactions concerns.

No.	MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target	Actual Accomplishment	Percentage Accomplishment	Rating				REMARKS
							Q1	E2	T3	A4	
UMFO6: GENERAL ADMINISTRATION SUPPORT SERVICES											
OVPAF MFO2: Financial Services and Management											
ODF MFO4: Cashiering/Collection Management											
CASH MFO1	Administration Support Services & Management	PI1. Customer Friendly Frontline Service	All staffs	Zero Complaint	Zero complaint	100%	5	5	5	5	
		PI2. Number of external linkages for improved financial management developed/maintained	C.Nuevo, M.Nuñez, MC.Abunales & PBL.Urdaneta	Linkages (COA, BTR, LBP, Philhealth, GSIS & other offices)	Linkages (COA, BTR, LBP, Philhealth, GSIS & other offices)	100%	5	5	5	5	
CASH MFO2	Disbursement /Processing	PI1. Percentage of funds disbursed with approved documents with customer satisfaction and error free	C.Nuevo, L.Ampac, L.Cano, R.Patindol, M.Nuñez, R.Dohiling, M.Mendoza, V.Circulado, Y.Balbarino, PBL.Urdaneta, K.Sedrome, R.Nuñez	100% of NCA disbursed	100% of NCA disbursed	100%	5	5	5	5	
		PI2. Number of checks, LDDAP, ACIC and PAC'S issued and released within three days	C.Nuevo, L.Ampac, L.Cano, R.Patindol, M.Nuñez, R.Dohiling, M.Mendoza, V.Circulado, Y.Balbarino, PBL.Urdaneta, K.Sedrome, R.Nuñez	9,000 checks; 1,000 entries of LDDAP; 10,000 entries of PACS	10,000 checks; 1,500 entries of LDDAP; 11,000 entries of PACS	110%	5	5	5	5	
		PI3. Number of withdrawals of student deposit.	M. Mendoza, C. Sacro, K. Sedrome, C. Nuevo, L. Ampac	1,500 withdrawals	1800 withdrawals	120%	5	5	5	5	
CASH MFO3	Financial reports preparation	PI1. Number of monthly financial reports of all funds prepared, consolidated, approved and submitted to accounting office with complete supporting document within the prescribe time, error free.	C.Nuevo, L.Ampac, L.Cano, R.Patindol, M.Nuñez, R.Dohiling, M.Mendoza, V.Circulado, Y.Balbarino, PBL.Urdaneta, K.Sedrome, R.Nuñez	500 reports	750 reports	150%	5	5	5	5	
CASH MFO4	Collection Services	PI1. Percentage of collection receipted and promptly deposited intact on the following working day.	C.Nuevo, L.Ampac, M.Nuñez, R.Dohiling, M.Mendoza, Y. Balbarino, MC.Abunales,	100% of collection deposited intact	100% of collection deposited intact	100%	5	5	5	5	
CASH MFO5	Student Services	PI1.Number of students records of accounts maintained and updated for college and high school students	C.Sacro, C.Nuevo, K.Sedrome, R.Dohiling	10,000 students	10,000 students	100%	5	5	5	5	
Total Over-all Rating							59				
Average Rating							4.9	4.93			
Adjectival Rating							O				

Received By :

Calibrated by:

Recommending Approval:

Approved:

REMBERTO A. PATINDOL

REMBERTO A. PATINDOL

EDGARDO E. TULIN

VP for Admin. and Finance

VP for Admin. Andm Finance

President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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