

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **LOUELLA C. AMPAC**, 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-June, 2019



Submitted by:

Louella C. Ampac
LOUELLA C. AMPAC
 Head of Unit

Approved:

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

| Personnel Composition | Position Title/Designation | Number |
|-----------------------|----------------------------|--------|
| 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 MFO3: Financial Services & Management

| | MFO | Success Indicators | Persons Responsible | January - June, 2019 Target | Actual Accomplishment | Percentage of Accomplishments as of Jan.-June, 2019 | Rating | | | | Remarks |
|--------------------------------------|--|---|---|--|--|---|----------------|----------------|----------------|----------------|---------|
| | | | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| ODF MFO1: Budget Management Services | | | | | | | | | | | |
| ODF MFO 1 | Administrative and Support Services Management | PI 1: Efficient & Customer-Friendly Frontline Service | Louella C. Ampac Jocelyn T. Co | Zero percent complaint from clients served | 100% | 100% | 5.0 | 5.0 | 5.0 | 5.00 | |
| | | PI 2: Percentage of financial documents (Vouchers, Payrolls, Checks, ACIC, LDDAP, student requests re: clearance and withdrawal of deposits) received are approved and released | Louella C. Ampac Jocelyn T. Co | Documents released within twenty (20) minutes | Documents released within ten (10) minutes | 200% | 5.0 | 5.0 | 5.0 | 5.00 | |
| | | PI 3: Number of external linkages for improved financial management developed/maintained | Louella C. Ampac Myrna S. Pancito Erlinda S. Esguerra Corazon U. Nuevo | 10 external linkages (COA, DBM, BOT, LBP, NEDA, CHED, BIR, Philhealth, HDMF and GSIS | 100% | 100% | 5.0 | 5.0 | 5.0 | 5.00 | |

| | | | | | | | | | | | |
|--------------|---|---|---|--|--|------|-----|-----|-----|------|--|
| ODF MFO 2 | Effective and responsive annual budget prepared and submitted within allowable period | PI 1: Percentage availability of detailed plans and budget of proposed PAPs for inclusion in the following budget year in accordance with approved Work and Financial Plan | Dr. DOFerraren, ODF, OP, Budget Officers (Main & External), College Deans, GSD | 100% available in June 30, 2019 | 100% available in June 30, 2019 | 100% | 5.0 | 5.0 | 5.0 | 5.00 | |
| | | PI 2: Percentage of Annual Budget proposal (GF and IGF) with supporting Budget Preparation Forms submitted to different regulatory committees and agencies | OP, ODF, OVPAF, ODAHRD, OVPPRGEA, USSO, PRPEO, Res. & Ext. College Deans and Budget Officers (Main and External Campues) | 100% submission | 100% submission | 100% | 5.0 | 5.0 | 5.0 | 5.00 | |
| ODF MFO 3 | Efficient Budget Utilization of funds within prescribed time | PI 1: Percentage of Budget Obligated and Liquidated | Dr. RAPatindol Louella C. Ampac Budget Office | 100% of budget utilized and obligated | 95% of budget utilized and obligated | 95% | 4.0 | 5.0 | 5.0 | 4.67 | |
| ODF MFO 4 | Efficient and effective disbursement of funds within prescribed time and in accordance with DBM/COA and other rules and regulations | PI 1: Percentage of Obligated expenses allowed in audit per auditing rules and regulations | Dr. RAPatindol Louella C. Ampac Erlinda S. Esguerra Corazon U. Nuevo ML Valenzona DL Sacay AM Flores Academic Departments, Research & Extension | 100% of NCA disbursed | 97% of NCA disbursed | 97% | 4.0 | 5.0 | 5.0 | 4.67 | |
| ODF MFO 5 | Timely and error free financial and budgetary reports | PI 1: No. of monthly, quarterly and year-end financial reports prepared, consolidated, approved and submitted to COA/DBM within mandated time for all funds error free | Louella C. Ampac Myrna S. Pancito Corazon U. Nuevo Erlinda S. Esguerra Satellite Campus Budget Officers and Bookkeepers | 26 budgetary accountability reports submitted on time, error free & 23 other reports | 26 budgetary accountability reports submitted% | 100% | 5.0 | 5.0 | 5.0 | 5.00 | |
| ODF MFO 6 | Efficient and effective collection services | PI 1: Percentage of collections receipted and promptly deposited intact on the following working day | Louella C. Ampac Corazon U. Nuevo Raquel Dohiling Claire Abunales | 100% receipted and deposited | 100% receipted and deposited | 100% | 5.0 | 5.0 | 5.0 | 5.00 | |

| | | | | | | | | | | | |
|----------------------------|---|---|---|--------------------------------|-------------------|------|------|------|-------|------|--|
| ODF MFO 7 | Innovation and Best Practices Services | PI 1: Number of operations manuals prepared, developed and approved | Louella C. Ampac Myrna S. Pancito Erlinda S. Esguerra Corazon U. Nuevo | 1 manual prepared and approved | 1 manual prepared | 100% | 5.0 | 4.0 | 4.0 | 4.33 | |
| | | PI 2: Number of innovations for improved university operations | Louella C. Ampac Myrna S. Pancito Erlinda S. Esguerra Corazon U. Nuevo | 2 innovations | 2 innovations | 100% | 5.0 | 5.0 | 5.0 | 5.00 | |
| | | PI 3: Number of Best Practices Achieved | Louella C. Ampac Myrna S. Pancito Erlinda S. Esguerra Corazon U. Nuevo | 1 Best Practice | 1 Best Practice | 100% | 5.0 | 5.0 | 5.0 | 5.00 | |
| Amount of Income Generated | | | | | | | | | | | |
| Total Over-all Rating | | | | | | | 4.83 | 4.92 | 58.67 | | |
| Average Rating | | | | | | | 4.89 | | | | |


Received by:

Planning Office

Date: _____

1 - quality

Calibrated by:


REMBERTO A. PATINDOL
Chairman, PMT

Date: _____

2 - efficiency

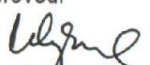
Recommending Approval:


REMBERTO A. PATINDOL
VP for Admin. & Finance

Date: _____

4 - average

Approved:


EDGARDO E. TULIN
President

Date: _____