

OP# 63
1-16-

Submitted by:

2. Explain

Sehan-ampac


RODRIGO E. TULIN

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20 JAN 2020
OAPRCEA
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RATING SCALE	
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 MFO2: Accounting Services											

Acctg MFO1	ISO 9001:2015 aligned documents	PI1. Number of quality procedures prepared/revised	ES Esguerra and Accounting Staff	1	1	100%	5	5	5	5	
Acctg MFO2	Innovation & best practices services	PI1. Number of operation manual prepared, developed and approved.	ES Esguerra and Accounting Staff	1	on process	50%	4	4	4	4	
		PI2. Number of innovation for improved university operations	ES Esguerra and Accounting Staff	1	1	100%	5	5	5	5	use of ip messenger in informing departments for the returned documents with difficiencies
		PI3. Number of best practices achieved	ES Esguerra and Accounting Staff	1	1	100%	5	5	5	5	special lane for student claims

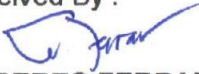
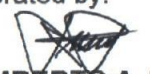


UMFO6: GENERAL ADMINISTRATION SUPPORT SERVICES

OVPF MFO2: Financial Services and Management

ODF MFO2: Accounting Services

Acctg MFO1	Administration Support Services & Management	PI1. Customer Friendly Frontline Service	ES Esguerra and Accounting Staff	Zero percent complaint from clients served	0	100%	5	5	5	5	
		PI2. Number of external linkages for improved financial management developed/maintained	ES Esguerra, RB Veril, VY Vergis, JE Posas, HR Alvarado, SC Tiu, ND Gacutan, NB Bustillo and WV Napiere	7 external linkages (COA, DBM, GSIS, BIR, PHIL HEALTH, PAG-IBIG, and LBP)	7	100%	5	5	5	5	

Acctg MFO2	Disbursement / Processing Services	PI 1: Percentage of financial documents (vouchers, payrolls, POs & PRs) received, processed, and allowed in accordance with COA rules and regulations within 3 days after receipt under 4 Fund Clusters.	ES Esguerra, AS Asilom, LL Tabrosa, PP Vidal, RB Veril, HR Alvarado, JE Posas, LP Otida, GA Loreto, JR Castil and R Fernandez	100% of documents released within 3 days after receipt	100%	100%	5	5	5	5	
		PI 2: Percentage of financial documents (vouchers, payrolls, Income Tax Return (ITR), remittances to different agencies (GSIS, PHIL-HEALTH, PAG-IBIG, BIR, LBP and other agency) prepared, processed, approved and released within 3 days	ES Esguerra, HR Alvarado, AS Asilom, RB Veril, MA Baslan, JE Posas and VY Vergis	100% of documents released within 3 days	100%	100%	5	5	5	5	
		PI 3: Number of projects controlled under Trust Fund	ES Esguerra, JE Posas, LP Otida, GA Loreto, JR Castil and R Fernandez	160 externally funded projects like PCARRD,	170	106.00%	5	5	5	5	
		PI 4: Percentage of financial documents obligated and liquidated under Trust Fund error free	ES Esguerra, JE Posas, LP Otida, GA Loreto, JR Castil and R Fernandez	100% of documents released within 3 days after receipt	100%	100%	5	5	5	5	

Acctg MFO 3	Bookkeeping Services	PI 1: Number of monthly, quarterly and year-end financial reports with supporting schedules prepared, consolidated, approved and submitted to COA and DBM within mandated time under 4 Fund Clusters: 01-Regular Agency Fund 05-Internally Generated Funds 06-Business Related Funds 07-Trust Receipts Funds	ES Esguerra, SC Tiu, ND Gacutan, NB Bustillo, WV Napiere, RS Valenzona, SM Valencerina	350 financial reports	368	105%	5	5	5	5	
		PI 2: Number of quarterly and terminal projects financial reports with supporting schedules prepared and submitted to funding agencies within mandated time	ES Esguerra, JE Posas, LP Otida, GA Loreto, JR Castil and R Fernandez	300 project financial reports	342	114%	5	5	4	4.67	
Total Over-all Rating							59	59	58	58.67	
Average Rating							4.92	4.92	4.83	4.889	
Adjectival Rating							OUTSTANDING				
Received By :  DILBERTO FERRAREN Head, PLANNING OFFICE Date: _____		Calibrated by:  REMBERTO A. PATINDOL Chairman, PMT Date : _____		Recommending Approval:  REMBERTO A. PATINDOL VP for Admin. and Finance Date: _____		Approved:  EDGARDO E. TULIN President Date: _____					
1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average											