

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **ERLINDA S. ESGUERRA**, Head of the **Accounting 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 to June 30, 2021.

Submitted by:

E. Sguerra

ERLINDA S. ESGUERRA
Head of Unit

Recommending Approval:

Louella C. Ampac

LOUELLA C. AMPAC
Financial Management Director



Personnel Composition	Position Title	Number
Permanent Staff	Accountant IV	1
Permanent Staff	Accountant II	1
Permanent Staff	Admin. Asst. III	1
Permanent Staff	Admin. Asst. II	1
Permanent Staff	Admin Aide VI	2
Permanent Staff	Admin Aide IV	2
Permanent Staff	Admin Aide III	2
Casual Staff	Admin Aide III	2
Job Order Contract	Admin Aide	9
Admin. Staff Members		21

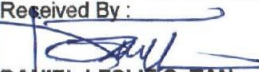
RATING SCALE
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair
1 - Poor


No.	MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target	Actual Accomplish ment	Percentage Accomplish ment	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	5.00	
Acctg MFO2	Innovation & best practices services	PI2. Number of innovation for improved university operations	ES Esguerra and Accounting Staff	1	1	100%	5	5	5	5.00	
		PI3. Number of best practices achieved	ES Esguerra and Accounting Staff	1	1	100%	5	5	5	5.00	


UMFO6: GENERAL ADMINISTRATION SUPPORT SERVICES
OVPAF 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	100%	100%	5	5	5	5.00	100 percent no complaint from clients served
		PI2. Number of external linkages for improved financial management developed/maintained	ES Esguerra, NFR Bello, RB Veril, VY Vergis, NB Bustillo, SC Tiu, ND Gacutan, WV Napiere and JR Castil	7 external linkages (COA, DBM, GSIS, BIR, PHIL HEALTH, PAG-IBIG, and LBP)	7	100%	5	5	5	5.00	
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, NFR Bello, IF Godoy, RT Fernandez, LL Tabrosa, PP Vidal, RB Veril, NB Bustillo, JE Posas, LP Otida, GA Loreto, JC Ebero and RM Fernandez	100% (7,200/7,200) of documents released within 3 days after receipt	7,540	105%	5	4	5	4.67	
		PI 2: Percentage of financial documents (vouchers, 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, NFR Bello, NB Bustillo, IF Godoy, RB Veril, MA Baslan, VY Vergis, NB Bustillo and RT Fernandez	100% (2,000/2,000) of documents released within 3 days after receipt	2,850	142.50%	5	5	5	5.00	
		PI 3: Percentage of projects controlled under Trust Fund	ES Esguerra, JE Posas, LP Otida, GA Loreto, JC Ebero and RM Fernandez	100% (195/195) externally funded projects like PCARRD, DA, DOST, DA BAR, CHED and etc	195	100%	5	5	5	5.00	
		PI 4: Percentage of financial documents obligated and liquidated under Trust Fund error free	ES Esguerra, NFR Bello, JE Posas, LP Otida, GA Loreto, JC Ebero and RM Fernandez	100% (2,500/2,500) of documents released within 3 days after receipt	2,850	114%	5	5	5	5.00	
		PI 5: Percentage of certification and demand letters for unliquidated cash advance prepared	ES Esguerra, LL Tabrosa, MABaslan	100% (50/50) of documents	65	130.00%	4	5	5	4.67	

Acctg MFO 3	Bookkeeping Services	PI 1: Percentage of monthly, quarterly and year-end financial reports with supporting schedules prepared, consolidated, approved and submitted to COA and DBM within mandated time under 3 Fund Clusters: 01-Regular Agency Fund 05-Internally Generated Funds 06-Business Related Funds 07-Trust Receipts	ES Esguerra, NFR Bello, SC Tiu, ND Gacutan, JR Castil, RT Fernandez and SM Valencerina	100% (950/950) financial reports prepared and submitted within 1 month after end of each quarter	1,250	131.58%	5	5	5	5.00	
		PI 2: Percentage of quarterly and terminal projects financial reports with supporting schedules prepared and submitted to funding agencies within mandated time under Fund Cluster 07	ES Esguerra, NFR Bello, JE Posas, LP Otida, GA Loreto, JM Ebero, and RM Fernandez	100% (200/200) project financial reports prepared and submitted within 1 month after the project leader submitted the documents as required in the checklist	244	122.00%	5	5	4	4.67	
Total Over-all Rating							59	59	59	59.00	
Average Rating										4.917	
Adjectival Rating									Outstanding		

Received By: 
DANIEL LESLIE S. TAN
 Head, PLANNING OFFICE
 Date: **AUG 03 2021**

Calibrated by: 
REMBERTO A. PATINDOL
 Chairman, PMT
 Date: **7/28/21**

Recommending Approval: 
REMBERTO A. PATINDOL
 VP for Admin. and Finance
 Date: **7/28/21**

Approved: 
EDGARDO E. TULIN
 President
 Date: _____

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