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1-16-20

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **MYRNA S. PANCITO**, Head of the Budget Office, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July 1-December 31, 2019

Submitted by:


MYRNA S. PANCITO
Head of Unit

Approved:


LOUELLA C. AMPAC
Director of Finance



UMFO 5 Support to Operations
OVPAF MFO 2 Financial Services Management
ODF MFO 2: Budget Office

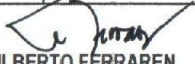
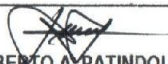
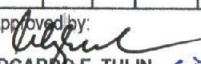
NO.	MFOs/PAPs	Success Indicators	Persons Responsible	Target (Jan. - December 2019)	Actual Accomplishment	Percentage of Accomplishments as	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
BUDGET MFO 1	ISO 9001:2015 aligned documents	PI 1. Number of quality procedures prepared/revised	Myrna S. Pancito, Ederlina S. Diano, Teresita G. Manatad, Mona Nena B. Geraldo, Mary Joy Vilbar, Dave Peter G. Jayme/Jonas Baslan	2	1	100%	5	5	5	5	1 Budget Execution
BUDGET MFO 2	Innovation and best practices	PI 1. Number of innovation for improved university operations	Myrna S. Pancito, Ederlina S. Diano, Teresita G. Manatad, Mona Nena B. Geraldo, Mary Joy Vilbar, Dave Peter G. Jayme/Jonas Baslan	2	1		5	4	4	4.33	Submitted list of unpaid obligation to Cash division and Supply Office to monitor cash Utilization
		PI 2. Number of best practices achieved	Myrna S. Pancito, Ederlina S. Diano, Teresita G. Manatad, Mona Nena B. Geraldo, Mary Joy Vilbar, Dave Peter G. Jayme/Jonas Baslan	2	1		5	5	5	5	Submitted reports on time & Release documents 1 day upon receipt

UMFO 6: General Administrative Support Services

OVPAF MFO 2 Financial Services Management

ODF MFO 2: Budget Office

BUDGET MFO 1	Administrative & Support Services Management	PI 1. Efficient and Customer-Friendly Frontline Services	Myrna S. Pancito, Ederlina S. Diano, Teresita G. Manatad, Mona Nena B. Geraldo, Mary Joy Vilbar, Dave Peter G. Jayme/Jonas Baslan	Zero Percent Complaint From Clients Served	No complaint	Zero Complaint	5	5	5	5	Zero complaint
		PI 2. Number of External linkages for improved financial management developed/maintained	Myrna S. Pancito, Ederlina S. Diano, Teresita G. Manatad, Mona Nena B. Geraldo, Mary Joy Vilbar, Dave Peter G. Jayme/Jonas Baslan	4 external linkages (COA, DBM, CHED, NE DA)	100%	100%	5	5	5	5	4 external linkages (COA, CHED, DBM, NEDA)
BUDGET MFO 2	Effective & Responsive Annual Budget prepared and submitted within allowable period	PI 1. Percentage of annual budget proposal (GAA & STF) submitted to different regulatory committees & agencies	Dilberto Ferraren, Louella Ampac, Myrna S. Pancito, Maria Roberta Mirafior, Jocelyn Co, Mona Nena B. Geraldo	100% Submission	1 volume Budget Proposal	100%	5	5	5	5	Total Budget FY 2020 per Hard Ceiling for PS, MOOE & Co

		PI 2. Number of budget preparation forms prepared, approved by the President and submitted to different regulatory committees and agencies.	Dilberto Ferraren, Louella Ampac, Myrna S. Pancito, Maria Roberta Mirafior, Jocelyn Co, Mona Nena B. Geraldo, External Campus Deans and Budget Officers, USSO, PRPEO, ODAHRD, Research and Extension, College Deans	65 Budgetary Reports	34 budgetary reports	100%	5	5	5	5	34 BP Forms, BEDS certified correct & approved by the President submitte on time
	Efficient Budget Utilization of funds with in prescribed time	PI 1. Percentage of budget obligated before year end	Myrna S. Pancito, Ederlina S. Diano, Teresita G. Manatad, Mona Nena B. Geraldo, Mary Joy Vilbar, Dave Peter G. Jayme/Jonas Baslan	100% Budget Obligated	Fund 101- 52.93% STF - 30.28%	41.61%	4	4	4	4	PS, MOOE & CO P393,703,228.95 (52%) obligation for GF and P39,268,873.42 for STF (30.28%)
BUDGET MFO 3		PI 2. Number of Budget Proposals (CY & PY) for utilization of income prepared for submission to ODF to be discussed in UADCO	Myrna S. Pancito, Ederlina S. Diano, Teresita G. Manatad, Mona Nena B. Geraldo, Mary Joy Vilbar, Dave Peter G. Jayme/Jonas Baslan	8 Budget Proposal Approved by BOR	5 budget Proposal Approved	125%	5	5	5	5	5 Budget Proposal approved by BOR
BUDGET MFO 4	Timely and Error free financial and budgetary reports prepared and submitted with in the prescribed time	PI 1. Number of Monthly, Quarterly and year-end financial reports including request for TLB/FILLING UP positions prepared, consolidated, approved and submitted to COA/DBM for all fund clusters within mandated time, error free	Louella Ampac, Myrna S. Pancito, Mona Nena B. Geraldo	55 Financial Reports and 24 TLB/Filling Up Positions	32 Financial Reports and 10 TLB Requested	108%	5	5	5	5	32 BFARS, BEDS SAAOB reports certified correct & approved by the Pres. Submitted on time
							49	48	48	48.33	
		Total Over-all Rating									
		Average Rating				4.83		4.9			
		Adjectival Rating									
Received by:  DILBERTO FERRAREN Head, Planning Office Date: _____ Calibrated by:  REMBERTO A. PATINDOL Chairman, PMT Date: _____ Recommending Approval:  REMBERTO A. PATINDOL Chairman, Date: _____ Approved by:  EDGARDO E. TULIN University President Date: _____ 1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average											

4.9