

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, LOUELLA C. AMPAC, Financial Management Director commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **July - December, 2020**.

Submitted by:

L. Ampac
LOUELLA C. AMPAC
Head of Unit

Approved:

[Signature]
REMBERTO A. PATINDOL
VP for Admin. & Finance



Personnel Composition	Position Title/Designation	Number
Head	Financial Management Director	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

No.	MFOs/PAPs	Success Indicators	Persons Responsible	January - December, 2020 Target	Actual Accomplishment	Percentage of Accomplishments	Rating				Remarks
							Q¹	E²	T³	A⁴	
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	No complaint	100%	5.0	5.0	5.0	5.00	
		PI 2: Percentage of financial documents (Vouchers, Payrolls, Checks, ACIC, LDDAP & personnel clearance) received are approved and released	Louella C. Ampac Jocelyn T. Co	Documents released within forty five (45) minutes	Documents released within twenty five (25) minutes	100%	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 Queen Ever Y. Atupan	10 external linkages (COA, DBM, BOT, LBP, NEDA, CHED, BIR, Philhealth, HDMF and GSIS	100%	100%	5.0	5.0	5.0	5.00	
		PI 4: Number of meetings attended in different committee membership (IGP-BOM, PMT, GAD, UADCO, Suggestion and Incentive Committee, University Inspectorate Team) including emergency meetings)	Louella C. Ampac	85 meetings attended	95 meetings attended	89%	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, ODFM, OP, Budget Officers (Main & External), College Deans, GSD	80% available in December 31, 2020	50%	125%	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, ODFM, OVPAF, ODAHRD, OVPPRGEA, USSO, PRPEO, Res. & Ext. College Deans and Budget Officers (Main and External Campues)	100% submission (Tier 1 & 2) PRE (8/8)	1 Volume Budget Proposal (12/8)	150% 1 Volume Budget Proposal (12/8)	5.0	5.0	4.0	4.67	
ODF MFO 3	Efficient Budget Utilization of funds within prescribed time	PI 1: Percentage of Budget Obligated and Liquidated GAA/F 101	Dr. RAPatindoi Louella C. Ampac Budget Office	100% of budget utilized and obligated	42% budget utilized and obligated as of Dec. 28, 2020 obligation	43%	4.0	5.0	5.0	4.67	
		STF/IGF		100% of budget utilized and obligated	33% Fund 164 as of Nov., 2020 obligation						
		IGP		80% of budget utilized and obligated	55% Revolving Fund as Nov., 2020 obligation						
ODF MFO 4	Timely and error free financial and budgetary reports	PI 1: Percentage 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 Myma S. Pancito Erlinda S. Esguerra Satellite Campus Budget Officers and Bookkeepers	100% budgetary accountability reports submitted on time, error free	115% budgetary accountability reports submitted on time, error free	111%	5.0	5.0	5.0	5.00	
				TLB 24/24	19 TLB						
				100% Financial Report submitted (Accounting Office)	117% Financial Report submitted (Accounting Office)						

II. Innovation/Changes for continued Improvement or Improved Services

ODF MFO 5	Innovation and Best Practices Services	PI 1: Number of operations manuals prepared, developed and approved	Louella C. Ampac Myrna S. Pancito Erlinda S. Esguerra	3 Quality Procedure Manual revised/prepared	3 Quality Procedure Manual revised/prepared	100%	5.0	5.0	5.0	5.00	
		PI 2: Number of innovations for improved university operations	Louella C. Ampac Myrna S. Pancito Erlinda S. Esguerra	1 Innovation	Innovation	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	1 Innovation	4 Innovation	100%	5.0	5.0	5.0	5.00	
										54.33	
Total Over-all Rating											
Average Rating											
										4.93	

Received by:


DANIEL LESLIE S. TAN
Dir. Planning Office

Date: 1/15/21

1 - Quality

Calibrated by:


REMBERTO A. PATINDOL
Chairman, PMT

Date: 1/14/21

2 - Efficiency

Recommending Approval:


REMBERTO A. PATINDOL
VP for Admin. & Finance

Date: 1/14/21

4 - Average

Approved:


EDGARDO E. TULIN
President

Date: 1/14/21