



CORPORATE PLANNING DEPARTMENT

1, **RODOLFO E. ANCHETA**, Manager of the **FINANCIAL SERVICES DEPARTMENT** commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for period ~~January to June 2021~~.

Approved by:

JOY M. BUJAKITAN

OIC-Administration and Finance Sector

Manager, Financial Services Department

Date:

Rating Scale =

5 - Outstanding

4 - Very Satisfactory


3 - Satisfactory

2 - Unsatisfactory

1 - Poor

STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATORS	Allotted Budget	Division Accountable	Actual Accomplishments	RATING				Remarks
					Q1	E2	T3	A4	
CORE									
Bank Reconciliation Report	Bank Reconciliation Report, Financial Statement and Budget Performance Report noted by ACOO within 3 WD from submission		Accounting and Budget Division						
Budget Performance Report	Proposed placement of investment approved by ACOO within 5 WD from submission		Treasury Division						
Placement Timeliness (Investment)	100% of vouchers processed approved by ACOO within 3 WD.		Accounting, Budget and Treasury Division						
SUPPORT									
Monthly Remittances to various government agencies:	Monthly remittances to various government agencies noted by ACOO within 3WD upon endorsement.		Accounting Division						
Strategic Personnel Development Program	100% of personnel with mission critical competency gaps sent to competency-based training		Accounting, Budget and Treasury Division						
Accomplishment Report	Quarterly Accomplishment Report approved by ACOO on the 20th day of the succeeding month.		Accounting, Budget and Treasury Division						
AVERAGE RATING									0.000

CATEGORY	RATING			
	Q1	E2	T3	A4
Core Function				
Bank Reconciliation Report noted by ACOO for endorsement to COA within 1 WD.			0.000	0.000
Financial Statement noted by ACOO for endorsement to COA within 1 WD				
Budget Performance Report noted by ACOO within 1 WD from submission.				
Proposed placement of investment approved by ACOO within 3 WD from submission			0.000	0.000
100% of vouchers processed, approved by ACOO within 1 WD.		0.000		0.000
Support Function				
Monthly remittances to various government agencies noted by ACOO within 3WD upon endorsement.			0.000	0.000
100% of personnel with mission critical competency gaps sent to competency-based training.	0.000			0.000
Quarterly Accomplishment Report approved by ACOO on the 17th day of the succeeding month.		0.000		0.000
Total Overall Rating				0.000
Final Average Rating				0.000
Adjectival Rating				0.000

Assessed by:		Final Rating by:
FRANCIS RANDY J. HORTELANO Manager, Corporate Planning Department	 JOY M. BULAUNTAN Chairperson, Performance Management Team	MARK LAPID Chief Operating Officer

FINANCIAL SERVICES DEPARTMENT
OPCR RATING MATRICES
CY 2021

STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATORS	DEPARTMENT LEVEL	
		Timeliness	Efficiency
Bank Reconciliation Statement Financial Statement Budget Performance Report	Bank Reconciliation Report, Financial Statement and Budget Performance Report noted by ACOO within 3 WD for submission to COA.	5 - within 1 WD 4 - within 2 WD 3 - within 3 WD 2 - within 4 WD 1 - beyond 5 WD	
Placement Timeliness (Investment)	Proposed placement of investment approved by ACOO within 5 WD from submission	5 - within 3 WD 4 - within 4 WD 3 - within 5 WD 2 - within 6 WD 1 - beyond 7 WD	
Processing of Claims and Benefits	100% of claims and benefits processed within 3 WD approved by ACOO		5 - 100% 4 - 90% to 99% 3 - 80% to 89% 2 - 70% to 79% 1 - below 70%
Monthly Remittances to various government agencies.	Monthly remittances to various government agencies noted by ACOO within 3WD upon endorsement.	5 - within 1 WD 4 - within 2 WD 3 - within 3 WD 2 - within 4 WD 1 - beyond 5 WD	
Strategic Personnel Development Program	100% of personnel with mission critical competency gaps sent to competency-based training		5 - 100% completed 4 - 80% to 90% 3 - 70% 2 - 50 to 60% 1 - below 50%
Accomplishment Report	Quarterly Accomplishment Report submitted on the 20th day of the succeeding month.	5 - submitted earlier than the 17th of the month 4 - submitted on the 18th-19th of the month 3 - submitted on the 20th of month 2 - submitted on the 21st month 1 - submitted beyond 21st of the month	

I agree to be rated in accordance with the indicated measures and standards set for by my performance.

RODOLFO E. ANCHETA

Manager, Financial Services Department

I certify that I have discussed, reviewed and approved the indicated measures and standards set with the employee.

JOY M. BULAUTAN

OIC, ACOO Administration & Finance Sector