



Approved by:

RODOLFO E. ANCHETA
Manager, Financial Services Department

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	Noted/approved by ACOO less than 4 hours.			5.000	5.000	
Budget Performance Report	Proposed placement of investment approved by ACOO within 5 WD from submission		Treasury Division	Approved by ACOO within 3 working days			5.000	5.000	
Placement Timeliness	100% of vouchers processed approved by ACOO within 3 WD.		Accounting, Budget and Treasury Division	100% of vouchers processed less than 4 hours approved by ACOO		5.000		5.000	
SUPPORT									
Monthly Remittances to various government agencies.	Monthly remittances to various government agencies noted by ACOO within 3WD upon endorsement.		Accounting Division	Noted by ACOO less than 4 hours			5.000	5.000	
Strategic Personnel Development Program	100% of personnel with mission critical competency gaps sent to competency-based training		Accounting, Budget and Treasury Division	100% of personnel with mission critical competency gaps sent to competency-based training		5.000		5.000	
Accomplishment Report	Quarterly Accomplishment Report approved by ACOO on the 20th day of the succeeding		Accounting, Budget and Treasury Division	Submitted earlier than the 17th of the succeeding month			5.000	5.000	
AVERAGE RATING									
							30.000		
							5.000		

CATEGORY	RATING			
	Q1	E2	T3	A4
Core Function				
Bank Reconciliation Report noted by ACOO for endorsement to COA within 1 WD.			5,000	5,000
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			5,000	5,000
100% of vouchers processed, approved by ACOO within 1 WD.		5,000		5,000
Support Function				
Monthly remittances to various government agencies approved by COO within 3WD upon endorsement.			5,000	5,000
100% of personnel with mission critical competency gaps sent to competency-based training.	5,000			5,000
Quarterly Accomplishment Report approved by ACOO on the 17th day of the succeeding month.		5,000		5,000
Total Overall Rating				30,000
Final Average Rating				5,000
Adjectival Rating	OUTSTANDING			

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



2ND SEM 2020 (JULY TO DECEMBER 2020)

FINANCIAL REPORTS		Approved	Noted	Actual Accomplishments	Rate
Bank Reconciliation Statements (Savings, Current & Dollar Accounts)		by DM	by ACOO	Time	
June 2020	October 29, 2020	October 29, 2020	October 29, 2020	less than 4 hrs	5
July 2020	October 29, 2020	October 29, 2020	October 29, 2020	-do-	5
August 2020	October 29, 2020	October 29, 2020	October 29, 2020	-do-	5
September 2020	October 2020	November 25, 2020	November 25, 2020	-do-	5
October 2020	November 2020	December 23, 2020	December 23, 2020	-do-	5
Monthly Financial Statement		July 14, 2020	July 14, 2020	less than 4 hrs	5
June 2020	August 13, 2020	August 13, 2020	August 13, 2020	-do-	5
July 2020	Sept 21, 2020	Sept 21, 2020	Sept 21, 2020	-do-	5
August 2020	Oct 20, 2020	Oct 20, 2020	Oct 20, 2020	-do-	5
September 2020	Nov 19, 2020	Nov 19, 2020	Nov 19, 2020	-do-	5
October 2020	Dec 15, 2020	Dec 15, 2020	Dec 15, 2020	-do-	5
Monthly Budget Performance Report		Sept. 14, 2020	Sept. 14, 2020	less than 4 hrs	5
June 2020	Sept. 17, 2020	Sept. 17, 2020	Sept. 17, 2020	-do-	5
July 2020	Sept. 30, 2020	Sept. 30, 2020	Sept. 30, 2020	-do-	5
August 2020	Oct. 22, 2020	Oct. 22, 2020	Oct. 22, 2020	-do-	5
September 2020	Nov. 25, 2020	Nov. 25, 2020	Nov. 25, 2020	-do-	5
October 2020	Dec. 21, 2020	Dec. 21, 2020	Dec. 21, 2020	-do-	5
Total					
5,000					

Prepared by:

Noted by:

RODOLFO E. ANCHETA

Manager, FISC

OIC Administration & Finance Sector

JOY M. BULAVITAN

FINANCIAL SERVICES DEPARTMENT
 PLACEMENT TIMELINESS (INVESTMENT)
 Covering the Period July 1, 2020 to December 31, 2020

	VALUE DATE	KIND OF PLACEMENT	AMOUNT	FORWARDED TO ACOO-AFS		SIGNED BY ACOO-AFS		TIMELINESS	RATING
				DATE	TIME	DATE	TIME		
1	09/30/2020	High Yield Savings Deposit	400,000,000.00	09/21/2020	11:43AM	09/21/2020	2:20PM	4 hours below	5.000
2	09/30/2020	High Yield Savings Deposit	400,000,000.00	09/21/2020	11:43AM	09/21/2020	2:20PM	4 hours below	5.000
3	09/30/2020	High Yield Savings Deposit	300,000,000.00	09/21/2020	11:43AM	09/21/2020	2:20PM	4 hours below	5.000
4	09/30/2020	Special Savings Deposit	200,000,000.00	09/21/2020	11:43AM	09/21/2020	2:20PM	4 hours below	5.000
5	11/16/2020	Special Savings Deposit	400,440,000.00	11/10/2020	1:30PM	11/10/2020	3:15PM	4 hours below	5.000
TOTAL									25.000
AVERAGE RATING									5.000

Prepared by:


 RODOLFO E. ARCHETA
 Manager, Financial Services Department

Certified true & correct:


 ATTY. JOY M. BUTAUTILAN
 ACOO-Administration & Finance Sector

OPCR Accomplishment Report
Disbursement Vouchers 50k above
2ND SEM 2020 (JULY TO DECEMBER)

No.	Payee	Voucher No.	Certified by DM	Approved by ACOO	AMOUNT	# of day/hrs	RATE
311	D' TRUMPH CLEANERS AND ALLIED SERVICES, INC.	SF-2020-12-7536	22-Dec-20	22-Dec-20	165,937.27	-do-	5
312	GEVY GERRY T. TOMO	SF-2020-12-7558	22-Dec-20	22-Dec-20	95,580.00	-do-	5
313	DD MERIDIAN PARK DEVELOPMENT, CORP.	SF-2020-12-7582	23-Dec-20	23-Dec-20	7,282,322.91	-do-	5
314	DOUBLEDRAGON PROPERTY MANAGEMENT CORP.	SF-2020-12-7581	23-Dec-20	23-Dec-20	1,265,698.24	-do-	5
315	DD MERIDIAN PARK DEVELOPMENT, CORP.	SF-2020-12-7628	23-Dec-20	23-Dec-20	134,640.00	-do-	5
316	GOVERNMENT SERVICE INSURANCE SYSTEM	SF-2020-12-7658	23-Dec-20	23-Dec-20	114,328.59	-do-	5
317	HAUSLAND CONSTRUCTION	SF-2020-12-7659	23-Dec-20	23-Dec-20	9,956,174.08	-do-	5
318	INTRAMUROS ADMINISTRATION	SF-2020-12-7661	23-Dec-20	23-Dec-20	1,542,756.00	-do-	5
319	MANILA ELECTRIC COMPANY	SF-2020-12-7662	23-Dec-20	23-Dec-20	76,727.99	-do-	5
320	GOVERNMENT SERVICE INSURANCE SYSTEM	SF-2020-12-7664	28-Dec-20	28-Dec-20	1,719,828.33	-do-	5
321	GOVERNMENT SERVICE INSURANCE SYSTEM	SF-2020-12-7665	28-Dec-20	28-Dec-20	226,721.93	-do-	5
322	GOVERNMENT SERVICE INSURANCE SYSTEM	SF-2020-12-7666	28-Dec-20	28-Dec-20	83,581.40	-do-	5
323	AMIGO ENTERTAINMENT TECHNOLOGIES INC.	SF-2020-12-7708	28-Dec-20	28-Dec-20	18,589,538.16	-do-	5
324	ANA RUTH L. MATEO	SF-2020-12-7710	28-Dec-20	28-Dec-20	124,000.00	-do-	5
325	CIRCA SECURITY AND INVESTIGATION, INC.	SF-2020-12-7711	28-Dec-20	28-Dec-20	344,241.93	-do-	5
326	JOY M. BULAUTAN	SF-2020-12-7752	28-Dec-20	28-Dec-20	90,915.00	-do-	5
327	COSMOTECH PHILIPPINES, INC.	SF-2020-12-7775	29-Dec-20	29-Dec-20	1,442,848.22	-do-	5
328	JOY M. BULAUTAN	SF-2020-12-7815	29-Dec-20	29-Dec-20	430,000.00	-do-	5
329	GOVERNMENT SERVICE INSURANCE SYSTEM	SF-2020-12-7816	29-Dec-20	29-Dec-20	3,997,538.93	-do-	5
330	NESTOR M. DOMALANTA	SF-2020-12-7817	29-Dec-20	29-Dec-20	380,000.00	-do-	5
331	JETRO NICOLAS F. LOZADA	SF-2020-12-7821	29-Dec-20	29-Dec-20	530,000.00	-do-	5
332	KAREN MAE G. SARINAS-BAYDO	SF-2020-12-7831	29-Dec-20	29-Dec-20	440,000.00	-do-	5

1660
5,000
5,000
Rating 5,000

Efficiency	1660	332	5,000
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Noted by:

JOY M. BULAUTAN
OIC Administration & Finance Sector

Manager, FISD

RODOLFO L. ANCHETA

Prepared by:

OPCR Accomplishment Report
Disbursement Vouchers 50k above
2ND SEM 2020 (JULY TO DECEMBER)

No.	Payee	Voucher No.	Certified by DM	Approved by ACOO	AMOUNT	# of days/hrs	RATE
1	VISTA CONSTRUCTION	SF-2020-07-2990	14-Jul-20	14-Jul-20	683,729.97	within 1wtd	5
2	JOVEL A. LORENZO	SF-2020-07-2991	14-Jul-20	14-Jul-20	89,913.33	-do-	5
3	JOHN EDWIN I. LAGOTA	SF-2020-07-2992	14-Jul-20	14-Jul-20	89,913.34	-do-	5
4	ALBERT NIELSEN M. BIGORNIA	SF-2020-07-2993	14-Jul-20	14-Jul-20	89,913.33	-do-	5
5	BUREAU OF THE TREASURY	SF-2020-07-2994	14-Jul-20	14-Jul-20	66,753.75	-do-	5
6	RED PLANET SECURITY AGENCY, INC.	SF-2020-07-2995	14-Jul-20	14-Jul-20	218,421.42	-do-	5
7	GOVERNMENT SERVICE INSURANCE SYSTEM	SF-2020-07-2996	14-Jul-20	14-Jul-20	67,772.68	-do-	5
8	TRAVEL & TOURS CO.	SF-2020-07-3002	15-Jul-20	15-Jul-20	50,990.00	-do-	5
9	MADMAXX ENTERPRISE	SF-2020-07-3006	15-Jul-20	15-Jul-20	60,937.50	-do-	5
10	E-COPY CORPORATION	SF-2020-07-3007	15-Jul-20	15-Jul-20	365,951.67	-do-	5
11	PLDT INC.	SF-2020-07-3013	15-Jul-20	15-Jul-20	136,718.74	-do-	5
12	PALAFIX ASSOCIATES	SF-2020-07-3012	15-Jul-20	15-Jul-20	2,483,876.16	-do-	5
13	CIRCA SECURITY AND INVESTIGATION, INC.	SF-2020-07-3015	15-Jul-20	15-Jul-20	2,409,693.54	-do-	5
14	SMART COMMUNICATIONS, INC.	SF-2020-07-3048	20-Jul-20	20-Jul-20	108,904.00	-do-	5
15	GEVY GERRY T. TOMO	SF-2020-07-3062	20-Jul-20	20-Jul-20	144,990.00	-do-	5
16	KRISTINE JANE R. LIU	SF-2020-07-3071	21-Jul-20	21-Jul-20	55,000.00	-do-	5
17	GEVY GERRY T. TOMO	SF-2020-07-3074	21-Jul-20	21-Jul-20	141,840.00	-do-	5
18	GEVY GERRY T. TOMO	SF-2020-07-3075	21-Jul-20	21-Jul-20	151,440.00	-do-	5
19	AERIL JOY M. MANUEL	SF-2020-07-3076	21-Jul-20	21-Jul-20	120,000.00	-do-	5
20	MARK JOSEPH A. CABALANG	SF-2020-07-3077	21-Jul-20	21-Jul-20	90,000.00	-do-	5
21	PILIPINAS SHELL PETROLEUM CORPORATION	SF-2020-07-3096	21-Jul-20	21-Jul-20	133,731.86	-do-	5
22	BAYO MANILA, INC.	SF-2020-07-3105	21-Jul-20	21-Jul-20	341,026.87	-do-	5
23	RED PLANET SECURITY AGENCY, INC.	SF-2020-07-3110	27-Jul-20	27-Jul-20	217,322.00	-do-	5
24	ALEXIS SECURITY AGENCY PROVIDER PHILS. CO., INC.	SF-2020-07-3111	27-Jul-20	27-Jul-20	1,000,284.57	-do-	5
25	VINZ CONSTRUCTION	SF-2020-07-3113	27-Jul-20	27-Jul-20	336,226.43	-do-	5
26	GLAIZE CAMILLE C. NUNAG	SF-2020-07-3122	27-Jul-20	27-Jul-20	109,350.00	-do-	5
27	PLDT INC.	SF-2020-07-3137	28-Jul-20	28-Jul-20	136,718.74	-do-	5
28	GOVERNMENT SERVICE INSURANCE SYSTEM	SF-2020-07-3145	28-Jul-20	28-Jul-20	5,098,221.88	-do-	5
29	SOCIAL SECURITY SYSTEM	SF-2020-07-3149	28-Jul-20	28-Jul-20	63,000.00	-do-	5
30	CRISTETO G. OCAMPO	SF-2020-07-3189	28-Jul-20	28-Jul-20	125,720.00	-do-	5
31	OFFICE OF THE GOVERNMENT CORPORATE COUNSEL (OGCC)	SF-2020-07-3194	28-Jul-20	28-Jul-20	250,000.00	-do-	5
32	BETTER WORK CONSTRUCTION	SF-2020-08-3201	03-Aug-20	03-Aug-20	1,842,421.22	-do-	5
33	PLDT INC.	SF-2020-08-3222	03-Aug-20	03-Aug-20	50,400.00	-do-	5
34	JESUS R. LAPUZ, JR.	SF-2020-08-3223	03-Aug-20	03-Aug-20	185,437.84	-do-	5
35	ABOMAR EQUIPMENT SALES CORPORATION	SF-2020-08-3225	03-Aug-20	03-Aug-20	328,950.00	-do-	5
36	ADVANCE MICROSYSTEMS CORPORATION	SF-2020-08-3229	04-Aug-20	04-Aug-20	1,191,801.78	-do-	5
37	LAZULI RESORT CORPORATION	SF-2020-08-3257	04-Aug-20	04-Aug-20	67,769.00	-do-	5
38	DEUTSCHE MOTORGRATE INC.	SF-2020-08-3262	04-Aug-20	04-Aug-20	161,082.15	-do-	5
39	RED PLANET SECURITY AGENCY, INC.	SF-2020-08-3265	05-Aug-20	05-Aug-20	216,589.06	-do-	5
40	ASIAVENTURE TOURS AND TRAVEL, INC.	SF-2020-08-3266	05-Aug-20	05-Aug-20	111,300.00	-do-	5
41	JANDY TOURS, INC.	SF-2020-08-3267	05-Aug-20	05-Aug-20	53,950.00	-do-	5
42	PLMD INC.	SF-2020-08-3268	05-Aug-20	05-Aug-20	50,400.00	-do-	5
43	ARMED DRUG DISTRIBUTOR	SF-2020-08-3275	05-Aug-20	05-Aug-20	162,785.72	-do-	5
44	ALEXIS SECURITY AGENCY PROVIDER PHILS. CO., INC.	SF-2020-08-3281	05-Aug-20	05-Aug-20	2,000,569.13	-do-	5
45	NATIONAL PARKS DEVELOPMENT COMMITTEE	SF-2020-08-3315	06-Aug-20	06-Aug-20	3,872,000.00	-do-	5
46	TIGER CONSULTING AND SOFTWARE DEVT INC.	SF-2020-08-3318	06-Aug-20	06-Aug-20	369,748.82	-do-	5
47	QUARTZ BUSINESS PRODUCTS CORP.	SF-2020-08-3374	11-Aug-20	11-Aug-20	1,249,521.92	-do-	5
48	TRIUMPH CLEANERS AND ALLIED SERVICES, INC.	SF-2020-08-3375	11-Aug-20	11-Aug-20	214,793.30	-do-	5
49	RED PLANET SECURITY AGENCY, INC.	SF-2020-08-3378	11-Aug-20	11-Aug-20	220,620.26	-do-	5
50	KRYPTON ESPANADE HOTEL CORPORATION	SF-2020-08-3383	11-Aug-20	11-Aug-20	191,437.50	-do-	5
51	TIEZA EMPLOYEES WELFARE FUND	SF-2020-08-3394	12-Aug-20	12-Aug-20	3,834,341.72	-do-	5
52	PINNACLE MACHINERY CORPORATION	SF-2020-08-3397	13-Aug-20	13-Aug-20	1,154,591.04	-do-	5
53	ADVANCE MICROSYSTEMS CORPORATION	SF-2020-08-3398	13-Aug-20	13-Aug-20	9,859,414.46	-do-	5
54	POCHOLO JOSELITO D. PARAGAS	SF-2020-08-3399	13-Aug-20	13-Aug-20	120,295.48	-do-	5
55	SANDRA S. LAPUZ	SF-2020-08-3400	13-Aug-20	13-Aug-20	80,358.70	-do-	5
56	GEVY GERRY T. TOMO	SF-2020-08-3410	17-Aug-20	17-Aug-20	56,700.00	-do-	5
57	PILIPINAS SHELL PETROLEUM CORPORATION	SF-2020-08-3441	18-Aug-20	18-Aug-20	106,249.57	-do-	5
58	BUREAU OF THE TREASURY	SF-2020-08-3452	18-Aug-20	18-Aug-20	1,160,836.21	-do-	5
59	CHALLENGE SYSTEMS, INC.	SF-2020-08-3460	18-Aug-20	18-Aug-20	470,625.00	-do-	5
60	SMART COMMUNICATIONS, INC.	SF-2020-08-3465	19-Aug-20	19-Aug-20	111,349.64	-do-	5
61	COLUMBIA TECHNOLOGIES, INC.	SF-2020-08-3466	19-Aug-20	19-Aug-20	1,100,935.78	-do-	5
62	BUREAU OF THE TREASURY	SF-2020-08-3470	20-Aug-20	20-Aug-20	137,257.50	-do-	5

OPCR Accomplishment Report
Monthly Remittances to various Government Entities
2ND SEM 2020 (JULY TO DECEMBER 2020)

Monthly Remittances to various government agencies		SIGNED BY DM		Noted by	Actual Accomplishments	
				ACOO	Time	Rate
1	June 2020	June 25, 2020	August 3, 2020	June 25, 2020	less than 4 hrs	5
2	July 2020	August 3, 2020	August 18, 2020	August 3, 2020	-do-	5
3	August 2020	August 18, 2020	October 2, 2020	August 18, 2020	-do-	5
4	September 2020	October 2, 2020	November 4, 2020	October 2, 2020	-do-	5
5	October 2020	November 4, 2020	December 4, 2020	November 4, 2020	-do-	5
6	November 2020	December 4, 2020	January 4, 2021	December 4, 2020	-do-	5
BIR 1600		July 05, 2020	August 06, 2020	July 05, 2020	less than 4 hrs	5
7	June 2020	July 05, 2020	August 06, 2020	August 06, 2020	-do-	5
8	July 2020	August 06, 2020	September 03, 2020	September 03, 2020	-do-	5
9	August 2020	September 03, 2020	October 04, 2020	October 04, 2020	-do-	5
10	September 2020	October 04, 2020	November 04, 2020	November 04, 2020	-do-	5
11	October 2020	November 04, 2020	December 02, 2020	December 02, 2020	-do-	5
BIR 1600-E		July 05, 2020	August 06, 2020	July 05, 2020	less than 4 hrs	5
13	June 2020	July 05, 2020	August 06, 2020	August 06, 2020	-do-	5
14	July 2020	August 06, 2020	September 03, 2020	September 03, 2020	-do-	5
15	August 2020	September 03, 2020	October 04, 2020	October 04, 2020	-do-	5
16	September 2020	October 04, 2020	November 04, 2020	November 04, 2020	-do-	5
17	October 2020	November 04, 2020	December 02, 2020	December 02, 2020	-do-	5
18	November 2020	December 02, 2020	January 04, 2021	January 04, 2021	-do-	5
				Total	90	
					5,000	

Prepared by:

RODOLFO E. ANCHETA
Manager, FSD

Noted by:

JOY M. BOTLAUTAN
OIC Administration & Finance Sector

OPCR Accomplishment Report
Accomplishment Report
2ND SEM 2020 (JULY TO DECEMBER 2020)

Quarterly Accomplishment Report	Approved by DM	Date Submitted	Actual Accomplishments Time	Rate
July - September	October 1, 2020	October 1, 2020	earlier than the "17th of the"	5
October - December	January 5, 2021	January 5, 2021		5
Total				10
				5,000

Noted by:

Prepared by:

RODOLFO E. ANCHETA
Manager, FISC

JOY M. BULAUTAN
OIC Administration & Finance Sector

FINANCIAL SERVICES DEPARTMENT
OPCR RATING MATRICES
CY 2020

STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATORS	DEPARTMENT LEVEL	
		Timeliness	Efficiency
Bank Reconciliation Statement	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	
Financial Statement	Report noted by ACOO within 3 WD for submission to COA.	5 - within 3 WD 4 - within 4 WD 3 - within 5 WD 2 - within 6 WD 1 - beyond 7 WD	
Budget Performance Report	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	
Placement Timeliness (Investment)	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%	
Processing of Claims and Benefits	Monthly remittances to various government agencies.	5 - within 1 WD 4 - within 2 WD 3 - within 3 WD 2 - within 4 WD 1 - beyond 5 WD	
Strategic Personnel Development	100% of personnel with mission critical competency gaps sent to competency-based training	5 - 100% 4 - 80% to 90% 3 - 70% 2 - 50 to 60% 1 - below 50%	
Program	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	
Accomplishment Report			

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

RODOLFO M. ARCHELA
Manager, Financial Services Department

JOY M. BULAUTAN
OIC, ACOO Administration & Finance Sector