



Annex P **RECEIVED**
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03 OCT 2024
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COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: Maria Teresa A. Cruz

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.80	70%	3.36
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.59	30%	1.38
TOTAL NUMERICAL RATING			4.74

TOTAL NUMERICAL RATING: 4.74

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.74


FINAL NUMERICAL RATING 4.74

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

Reviewed by:


MARIA TERESA A. CRUZ
Office Head


PROSE IVY G. YEPES
President

Approved:


PROSE IVY G. YEPES
President




“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Maria Teresa A. Cruz, of the Internal Audit Service commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 2 to June 30, 2024.


MARIA TERESA A. CRUZ
 Ratee

Approved:


PROSE IVY G. YEPES
 President
 9/26/24

MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Compliance Audit	Number of compliance audits undertaken	Maria Teresa A. Cruz/ Leonardo S. Toraja Jr.	6	3	4	4	4	4	
Citizen's Charter Compliance	Percentage Compliance to Citizen's Charter in compliance with Republic Act No. 9485 otherwise known as the Anti-Red Tape Act of 2007	Maria Teresa A. Cruz/ Leonardo S. Toraja Jr.	100%	100%	5	5	5	5	
Efficient and customer-friendly frontline service	Zero complaints from clients in compliance with CSC's Public Service Delivery Audit or PASADA in 2003	Maria Teresa A. Cruz/ Leonardo S. Toraja Jr.	Zero	Zero	5	5	5	5	
	Percentage of NCs received and acted	Maria Teresa A. Cruz/ Leonardo S. Toraja Jr.	Zero	Zero	5	5	5	5	
	Percentage of CARs received and acted	Maria Teresa A. Cruz/ Leonardo S. Toraja Jr.	Zero	Zero	5	5	5	5	
	Number of witnessed Property, Plant, and Equipment physical inventory	Maria Teresa A. Cruz Leonardo S. Toraja Jr.	2	1	5	5	5	5	
	Number of witnessed Property, Plant, and Equipment Disposal	Maria Teresa A. Cruz Leonardo S. Toraja Jr.	2	1	5	5	5	5	

	Number of harvests/sales of farm products (rice, copra, mango, etc.) witnessed	Maria Teresa A. Cruz/ Leonardo S. Toraja Jr.	30	15	4	4	4	4	
	Meetings attended	Maria Teresa A. Cruz	6	5	5	5	5	5	
	Number of mentoring or coaching	Maria Teresa A. Cruz	30	15	5	4	5	4.67	
	Attendance to seminars, trainings, and workshops	Maria Teresa A. Cruz	2	1	5	5	5	5	
	Communication letters released	Maria Teresa A. Cruz	10	24	5	5	5	5	
	OPCR and IPCR timely submission	Maria Teresa A. Cruz	6	3	5	5	5	5	
Petty Cash Custodianship /Travels	Number of replenishments/liquidations completed	Maria Teresa A. Cruz/ Leonardo S. Toraja Jr.	2	2	5	5	4	4.67	
	Special Assignment per Memorandum 417 series of 2019	Maria Teresa A. Cruz	4	9	5	5	4	4.67	
Total Over-all Rating					73	72	71	72.0 1	

Average Rating (Total Over-all rating divided by 4)		4.80
Additional Points:		
Approved Additional points (with copy of approval)	0	
FINAL RATING		4.80
ADJECTIVAL RATING		Outstanding

**Comments & Recommendations
for Development Purpose:**

Congratulations!

Evaluated & Rated by:

PROSE IVY G. YEPES
Dept/Immediate Supervisor

Date:

9/26/24

Recommending Approval:

Dean/Director

Date:

Approved by:

PROSE IVY G. YEPES
President

Date:

9/26/24

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

PERFORMANCE MONITORING & COACHING JOURNAL

/	1st	Q U A R T E R
/	2 nd	
	3 rd	
	4th	

Name of Office: Internal Audit Service

Head of Office: Maria Teresa A. Cruz

Number of Personnel: 1


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Twice a week (Mondays and Thursdays)				
Coaching	Twice a week (Tuesdays and Wednesdays)				

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


MARIA TERESA A. CRUZ
 Immediate Supervisor

Noted by:


PROSE IVY G. YEPES
 Next Higher Supervisor


TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 st week	2 nd week	3 rd week	4 th week	
UMFO 5. Administration								
Support to Operations (STO)								
Compliance Audit	❖ To appraise existing processes, and check on their compliance and risk management	MTACruz / LSToraja Jr	January to June 2024	x	x	x	x	
	❖ To prepare working papers- data collection	MTACruz / LSToraja Jr	January to June 2024	x	x	x	x	
Citizen's Charter Compliance	❖ To regularly adhere and monitor compliance with the Citizen's Charter and EODB	MTACruz / LSToraja Jr	January to June 2024	x	x	x	x	
	❖ Zero complaints from clients in compliance with the CSC Public Service Delivery Audit or PASADA of 2003	MTACruz / LSToraja Jr	January to June 2024	x	x	x	x	
UMFO 6. GENERAL ADMINISTRATION SUPPORT SERVICES (GASS)	❖ To plan, review, and approve the operational requirement for PPMP 2024.	MTACruz / LSToraja Jr	January 2024	x	x			
	❖ To maintain compliance with the deliverables to avoid NC/s.	MTACruz / LSToraja Jr	January to June 2024	x	x	x	x	

	❖ To abide by university requirements on time to avoid CARs.	MTACruz / LSToraja Jr	January to June 2024	x	x	x	x	
OPCR/IPCR Targets and Accomplishments	❖ To submit IPCR and OPCR targets and accomplishments with ratings	MTACruz / LSToraja Jr	January 2024		x			
Designation as dDRC	❖ To discharge duties as dDRC ❖ To monitor the duties being discharged by the dDRCs	MTACruz / LSToraja Jr	January to June 2024	x	x	x	x	
	❖ To attest to the physical existence of the inventories during the Physical count.	MTACruz / LSToraja Jr	January 2024			x		
	❖ To witness the conduct of harvests/sales from animal and farm products (rice, copra, etc.)	MTACruz / LSToraja Jr	January to June 2024	x	x	x	x	
	❖ To attend webinars initiated by the university	MTACruz / LSToraja Jr	January to June 2024	x	x	x	x	
	❖ To draft and deliver relevant communication letters	MTACruz / LSToraja Jr	January to June 2024	x	x	x	x	
	❖ To accomplish a special assignment per OP Memo 417 s2019	MTACruz / LSToraja Jr	January to June 2024	x	x	x	x	
Miscellaneous services	❖ To witness the release of unserviceable property and equipment to winning bidders	MTACruz / LSToraja Jr	February 2024		x			

	❖ To witness the expiration/sale of farm animals and plants	MTACruz / LSToraja Jr	January to June 2024	x	x	x	x	
Petty Cash Custodian/Travels	❖ To prepare pretravel. Petty cash and liquidation documents.	MTACruz / LSToraja Jr	January to June 2024	x	x	x	x	
	❖ To attend seminars. trainings and workshops	MTACruz / LSToraja Jr	January to June 2024	x	x	x	x	
	❖ To handle petty cash for the immediate petty needs of the office.	MTACruz / LSToraja Jr	January to June 2024	x	x	x	x	

Prepared by:


MARIA TERESA A. CRUZ
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Maria Teresa A. Cruz

Performance Rating: January to June 2024

Aim: To be a little organized in managing the conduct of an audit.

Proposed Interventions to Improve Performance: Attendance to training and workshops that will enhance her techniques in the conduct of audit.

Date: May 2024

Target Date: 1st semi-annual of 2024

First Step: Attendance to GACPA Annual National Convention and Seminar

Result: The new updates on PAG-IBIG, DBM, GSIS, Green Procurement, and Integrity and Ethics in the workplace.

Date: Jan – Jun 2024

Target Date: 1st semi-annual of 2024

Next Step: Attendance at COA, CSC, DBM, or others offering seminars, training, and workshops related to Internal Audit, Accounting, IT, Human Resources, Cash handling, and others.

Outcome: The scholarship committee is limiting the seminars to be attended. Hence, continual updates on oneself to adapt to the changing implementing rules and guidelines in the government. This will aid in the performance of the audit.

Final Step/Recommendation: Pursue the request to attend more training, seminars, and workshops related to the nature of work for the continuous improvement of techniques and to have an early reservation.

Prepared by:



PROSE IVY G. YEPES
Supervising Head

Conforme:



MARIA TERESA A. CRUZ
Name of Ratee/Faculty/Staff



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY 2 – JUNE 30, 2024

Name of Staff: MARIA TERESA A. CRUZ

Position: Internal Auditor IV

Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements

A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	3	2	1
3.	Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay	5	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1
5.	Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks	5	4	3	2	1
6.	Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	5	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
9.	Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university	5	4	3	2	1
10.	Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele	5	4	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1



INTERNAL AUDIT SERVICE

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12. Willing to be trained and developed	5	4	3	2	1
Total Score					
B. Leadership & Management (For supervisors only to be rated by higher supervisor)	Scale				
1. Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	5	4	3	2	1
2. Visionary and creative to draw strategic and specific plans and targets of the office/department aligned to that of the overall plans of the university.	5	4	3	2	1
3. Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.	5	4	3	2	1
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	1
5. Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit	5	4	3	2	1
Total Score	20				
Average Score	4.59				
Overall recommendation:					


PROSE IVY G. YEPES
 Head of Agency