



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

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	4.96	70%	3.47
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.80	30%	1.44
TOTAL NUMERICAL RATING			4.91

TOTAL NUMERICAL RATING: 4.92 4.91

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.92 4.91

FINAL NUMERICAL RATING _____

ADJECTIVAL RATING: OUTSTANDING

Prepared by: ARLIN B. FLANDEZ
Name of Staff

Reviewed by: MARIA TERESA A. CRUZ
Department/Office Head

Recommending Approval: ALLEN GLENNIE P. LAMBERT
Executive Secretary

Approved: EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Maria Teresa A. Cruz, of the Office of the Head for Internal Audit 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 to December 31, 2021.


MARIA TERESA A. CRUZ
 Ratee

Approved: 
ALLEN GLENNIE P. LAMBERT
 Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Citizen's Charter Compliance	Percentage Compliance to Citizen's Charter in compliance to Republic Act No. 9485 otherwise known as the Anti-Red Tape Act of 2007	Regularly adhere and monitor compliance to Citizen's Charter.	100%	100%	5	5	5	5	
Efficient and customer-friendly frontline service	Zero complaint from clients in compliance with CSC's Public Service Delivery Audit or PASADA in 2003	Greet every client a smile when dealing with their concerns and ensure utmost customer satisfaction.	0	0	5	5	5	5	
Submission of Agency Procurement Plan	Number of PPMP submitted on or before prescribed deadline.	Review and approve the PPMP requirement for the succeeding year.	1	2	5	5	5	5	
	Number of Purchase Requests submitted on or before prescribed deadline.	Review and approve purchase request before the prescribed deadline.	3	3	5	5	5	5	
	Number of monthly Financial Reports verified from BRF and IGF projects -	Verify the financial accuracy of submitted financial reports as to acceptability.	99	145	5	5	5	5	
	Number of Substantiated Official Receipts reported in the Projects' monthly Financial Report.	Ensure that all Official Receipts for a particular project has been crosschecked.	23	23	5	5	5	5	

		Maintain e-working paper and monitoring of all submitted financial reports.	99	145	5	5	5	5	
		Review the data submitted and validate the correction/s of the reviewer if there is any.	99	145	5	5	5	5	
	Number of Property, Plant and Equipment physical inventory count witnessed	Witness the physical inventory of Property, Plant and Equipment.	19	14	5	5	4	4.7	
	Number of harvest/sales of farm products (rice, copra, mango, etc.) witnessed	Witness the harvest/sale of farm products (rice, copra, mango, etc.)	5	6	5	5	5	5	
	Meetings attended	Attend meetings to know the path goal of the host.	6	15	5	5	5	5	
	Office meetings conducted	Host an office meeting to discuss relevant matters related to work and accomplishments	2	3	5	5	5	5	
	Attendance to seminars, trainings and workshops	Attend trainings and workshop to enhance one's skills and learn new things.	2	3	5	5	5	5	
	Communication letters released	Compose communication letters as deemed necessary and relevant to work.	6	13	5	4	5	4.7	
	OPCR and IPCR submitted	Prepare accomplishment report on the 1 st semi-annual and its attachments.	12	12	5	5	5	5	
Innovations: Baseline Assessment of Internal Control System Project	Preliminary in-unit meetings and workshops were initiated.	A plan in progress to conduct and to gain a more comprehensive and thorough understanding of the agency's operations.	0	3	5	5	5	5	
	Special Assignment per Memorandum 417 series of 2019	Audit and verify the correct ending VL/SL balance of faculty retirees.	2	2	5	5	5	5	
Total Over-all Rating					85	84	84	84.4	

Average Rating (Total Over-all rating divided by 4)		4.96
Additional Points:		
Approved Additional points (with copy of approval)	XX	
FINAL RATING		4.96
ADJECTIVAL RATING		

**Comments & Recommendations
for Development Purpose:**

*Recommends attendance to
more trainings/seminars/workshops
related to work!*

Evaluated & Rated by:


ALLEN GLENNIE P. LAMBERT
Dept/Unit Head


Date: _____

Recommending Approval:

Dean/Director

Date: _____

Approved by:


EDGARDO E. TUIN
President

Date: _____

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1 to December 31, 2021

Name of Staff: MARIA TERESA A. CRUZ Position: Head, Office of the Head for Internal Audit


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
12.	Willing to be trained and developed	⑤	4	3	2	1

Total Score		4.75				
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		4.8				
Average Score		4.775 or 4.78				

Overall recommendation : Continue your attendance to trainings to keep abreast on new updates on government laws, policies and regulations.


 ALLEN GLENNIE P. LAMBERT
 Printed Name and Signature
 Executive Secretary, OP

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Maria Teresa A. Cruz
Performance Rating: July to December 2021

Aim: To be more efficient and well organized in managing the conduct of audit during this time of covid-19 pandemic.

Proposed Interventions to Improve Performance: To attend trainings and workshops (work related) in order to update oneself in audit related updates that will be beneficial to current work assignment and continuously improve to be a well-rounded person

Date: July 1-2, 2021

Target Date: 3rd Quarter of 2021

First Step: Attendance to the 1st Government Internal Auditors Summit (Association of Government Internal Auditors, Inc.)

Outcome: Attendance to the summit gave an eye opener on the what's going on with other SUCs audit office and a bird's eye view on how their audit offices are functioning. I was able to connect with other SUC auditors.

Date: September 1-3, 2021

Target Date: 3rd Quarter of 2021

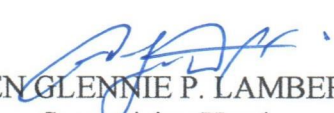
Next Step: Attendance to Operations and Management Audit (Association of Government Internal Auditors, Inc.)

Outcome: The training was very informative. I learned that every SUCs audit office must first make the Baseline Assessment of Internal Control System of its agency using the revised Philippine Government Internal Audit Manual before any engagement.

Final Step/Recommendation:

Recommends attendance to more trainings, seminars and workshops related to the nature of work for the continuous improvement of know-hows and have an early reservation.

Prepared by:


ALLEN GLENNIE P. LAMBERT
Supervising Head

Conforme:


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