



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff : ARLIN B. FLANDEZ

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.89	70%	3.42
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
<b>TOTAL NUMERICAL RATING</b>			<b>4.87</b>

TOTAL NUMERICAL RATING: 4.87


Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: \_\_\_\_\_

FINAL NUMERICAL RATING 4.87

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  
Dean/Director

Approved:

  
EDGARDO E. TULIN

President

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, ARLIN B. FLANDEZ, of the Office of the Internal Audit (OHIA) 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 1 to June 30, 2021

  
ARLIN B. FLANDEZ  
Ratee

  
MARIA TERESA A. CRUZ  
Head of Unit

MFOs/PAPs	Success Indicators	Tasks Assigned	2021 Target	Actual Accomplishment	Rating				Remarks
					Q1	E2	T3	A4	
UMFO 5. SUPPORT TO OPERATIONS (STO)									
STO 2. Citizen's Charter Compliance	PI 1. 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 to Citizens charter	100%	100%	5	5	5	5	
	PI 2. Number of IPCRs, OPCR's prepared and submitted	Prepared and submitted IPCR's and OPCR's	2	2	5	5	5	5	
UMFO 6. GENERAL ADMINISTRATION SUPPORT SERVICES (GASS)									
GASS 1. Efficient and customer-friendly frontline service	PI 1. Zero complaint from clients in compliance with CSC's Public Service Delivery Audit or PASADA 2003	No Complaint/s from clients	0	100%	5	5	5	5	
GASS 2. Submission of Agency Procurement Plan	PI 1.Number of PPMP submitted on or before prescribed deadline	Prepared and submitted the PPMP requirement for the succeeding year	1	1	5	5	5	5	
	PI 2. Number of Purchase Request submitted on or before prescribed deadline	Prepared and submitted the Purchase Request on or before prescribed deadline	3	3	5	5	5	5	
GASS 6. Verification of Financial Reports of BRF and IGF Projects	PI 1. Number of monthly Financial Reports verified from BRF and IGF projects- Active Projects	Checked the financial report of all BRF and IGF projects -Active Projects	100	108	5	5	4	4.67	
	PI 1a. Number of monthly Financial Reports verified from BRF and IGF projects- Inactive Projects	Checked the financial report of all BRF and IGF projects - Inactive Projects	50	55	5	5	4	4.67	



MFOs/PAPs	Success Indicators	Tasks Assigned	2021 Target	Actual Accomplishment	Rating				Remarks
					Q1	E2	T3	A4	
	PI 2. Number of Substantiated Official Receipts reported in the Projects monthly Financial Report	Checked the reported Official Receipts against the report of collections prepared by Cash Division	739	1585	5	5	5	5	
	P2 a Number of Working Papers prepared	Review the reports and prepare working papers as the result of the review	2	2	5	5	5	5	
	PI 6. Number of Public Bidding assisted in relation with RA9184	Act as BAC secretariat member	30	59	5	5	5	5	
Innovations/changes for continued improvement or improved services	PI 1. Number of appraised procedures and personnel efficiency	Assisted in appraising procedures and personnel efficiency	1	1	5	4	5	4.67	
Evaluation of Internal control of BRF and IGF Projects	PI 1. Number of Internal controls evaluated on BRF and IGF Projects	Assisted in evaluating Internal Control on BRF and IGF Projects	1	1	5	4	5	4.67	
Financial Management Services	PI 1. Number of communication prepared for salary deduction RE: Excess Globe	Prepared communication for salary deduction RE: Excess Globe	5	4	5	5	4	4.67	
	PI 2. Petty Cash Custodianship	Act as Petty Cashier	100%	100%	5	5	5	5	
	PI 3. Performed duties as dDRC	Exercise the functions as stated in OP Memorandum No. 181 s2019 dated April 3 2019	100%	100%	5	5	5	5	
Total Over-all Rating					75	73	72	73.35	
Average Rating (Total Over-all rating divided by 4)		4.89	Comments & Recommendations for Development Purpose:  Attend trainings & seminars						
Additional Points:									
Approved Additional Points (with copy of approval)									
Final Rating		4.89							
Adjectival Rating		OUTSTANDING							

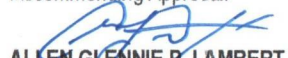
Evaluated & Rated by:

  
**MARIA TERESA A. CRUZ**

Dept/Unit Head

Date: \_\_\_\_\_

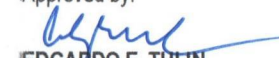
Recommending Approval:

  
**ALLEN GLENNIE P. LAMBERT**

Executive Assistant

Date: \_\_\_\_\_

Approved by:

  
**EDGARDO E. TULIN**

President

Date: \_\_\_\_\_

1-Quality; 2-Efficiency; 3-Timeliness; 4-Average





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June, 2021

Name of Staff: ARLIN B. FLANDEZ Position: Administrative Aide VI

**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		50 8				

B. Leadership & Management ( <i>For supervisors only to be rated by higher supervisor</i> )		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		58				
Average Score		4.83				

Overall recommendation : \_\_\_\_\_

  
 MARIA TERESA A. CRUZ

Printed Name and Signature  
 Head, Internal Audit



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Arlin B. Flandez  
Performance Rating: January to June 2021

Aim: To be an effective and efficient audit staff and BAC secretariat.

Proposed Interventions to Improve Performance: To train the audit staff with audit strategies in the performance of audit work and/or follow-up training on the IRR of RA 9184.

Date: May 17-21, 2021

Target Date: 2<sup>nd</sup> Quarter of 2021

First Step: Attend the Virtual Training on RA9184 and Its Revised Implementing Rules and Regulations

Result: My staff will learn ideas on how other government agencies-SUCs, LGUs, GOCCs, etc. are doing innovations in audit.

Date: no training schedule found

Target Date: June 2021

Next Step: Enhance computer skills and writing essays

Outcome: This will aid in writing communications and audit reports.

Final Step/Recommendation: Recommends attendance to trainings, seminars and workshops related to work and others as deemed necessary for intellectual growth, for a chance to have a work break and grow linkages (meeting new friends at seminars).

Prepared by:

  
MARIA TERESA A. CRUZ  
Unit Head

Conforme:

  
ARLIN B. FLANDEZ  
Name of Ratee Faculty/Staff