



**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	4.87	70%	3.41
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.78	30%	1.42
<b>TOTAL NUMERICAL RATING</b>			<b>4.83</b>


TOTAL NUMERICAL RATING: 4.83


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

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


FINAL NUMERICAL RATING 4.83

ADJECTIVAL RATING: OUTSTANDING

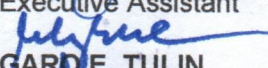
Prepared by:   
ARLIN B. FLANDEZ  
Name of Staff

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

Recommending Approval:

  
SANTIAGO T. PEÑA, JR.  
Executive Assistant

Approved:

  
EDGARDO E. TULIN  
President

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"Exhibit A"

**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 1 to December 31, 2020.

ARLIN B. FLANDEZ

Ratee

MARIA TERESA A. CRUZ

Head of Unit

MFOs/PAPs	Success Indicators	Tasks Assigned	2020 Target	Actual Accomplishment	Rating				Remarks
					Q1	E2	T3	A4	
UMFO 5. SUPPORT TO OPERATIONS (STO)									
STO. ISO ALLIGNED DOCUMENTS	1. Internal Audit Operations Manual	Assisted in preparing & designing the content of Internal Audit Manual	25%	100%	5	5	5	5	
	2. Number of Appraised procedures (adequacy efficiency)	Assisted in appraising and summarising the procedures of	1	90%	4	4	4	4	
	3. ISO Deputy Document and Records Controllor	Exercise the function as stated in OP Memorandum No. 181s 2019 dated April 3, 2019	100%	100%	5	5	5	5	
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	Regularly adhere to Citizens charter	100%	100	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 Oubkic Service Delivery Audit or PASADA 2003	No Complaint/s from clients	0	0	5	5	5	5	
GASS 2. Submission of Agency Procuremetn Plan	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	



MFOs/PAPs	Success Indicators	Tasks Assigned	2020 Target	Actual Accomplishment	Rating				Remarks
					Q1	E2	T3	A4	
GASS 6. Number of operations/process evaluated	1. Number of monthly BRF and IGF Financial Reports verified within y dats from receipt	Checked the financial report of all BRF and IGF projects	150	198%	5	5	5	5	
	2. Number of working papers prepared	Review the reports and prepare working papers as thje result of the review	25	36%	5	5	5	5	
	3. Number of tallied deposit slips against official receipts issued	Checked the reported deposit slips againts the report of collections prepared by Cash Division	300	325%	5	5	4	4.66	
Best Practice sustained	Inclusion of fund transfer as payment of accounts receivable in IGF projects	Posted the fund transfer to financial report	25	31%	5	5	5	5	
Innovations/changes for continued improvement or improved services	1. Establishment pf VSU componet campus data base on existing BRF and IGF projects	Assisted in establishing pf VSU Component campus data base on existing BRF and IGF projects	0	0					On Hold for 2nd semi annual ratiog
	2. Check the compliance of units/offices, colleges with their citizens charter	Assisted in verifying the work process if in compliance to their Citizens charter	0	0					On Hold for 2nd semi annual ratiog
Miscellaneous services	Number of Public Biddings assisted in relation with RA 9184	Act as BAC secretariat member	20	27	5	5	5	5	
	Globe Subsidy: Communications for heads/personnel with excess globe charges	Prepared communication to heads/personnel with excess globe charges	5	5	4	5	5	4.66	



MFOs/PAPs	Success Indicators	Tasks Assigned	2020 Target	Actual Accomplishment	Rating				Remarks
					Q1	E2	T3	A4	
	Petty Cash Custodianship	Act as Petty Cashier	1	1	5	5	5	5	
Total Over-all Rating					63	64	63	63.32	

Average Rating (Total Over-all rating divided by 4)		63.32
Additional Points:		
Approved Additional Points (with copy of approval)		
Final Rating		4.87
Adjectival Rating		Outstanding

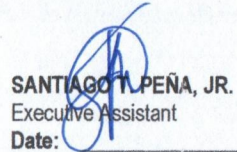
Comments & Recommendations for Development Purpose:

Evaluated & Rated by:

  
**MARIA TERESA A. CRUZ**  
 Dept/Unit Head

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

Recommending Approval:

  
**SANTIAGO T. PEÑA, JR.**  
 Executive Assistant  
 Date: \_\_\_\_\_

Approved by:

  
**EDGARDO E. TULIN**  
 President

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

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

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