



**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	4.88	70%	3.42
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.49	30%	1.35
<b>TOTAL NUMERICAL RATING</b>			<b>4.77</b>

TOTAL NUMERICAL RATING: **4.77**

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

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

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 Assistant

Approved:

  
**EDGARDO E. TULIN**  
President

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

I, Maria Teresa A. Cruz, of the Office of the 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 January 2 to June 30, 2022.

  
MARIA TERESA A. CRUZ  
 Ratee

Approved: ALLEN GLENNIE P. LAMBERT  
 Immediate Supervisor

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
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	To strictly adhere to compliance to Citizen's charter	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	Always treat clients with importance and give your best service with a smile	zero	zero	5	5	5	5	
Submission of Agency Procurement Plan	Number of PPMP submitted on or before the prescribed deadline.	To review and approve the PPMP requirement for the current year	1	1	5	5	5	5	
	Number of Purchase Requests submitted on or before prescribed deadline.	To prepare and submit purchase request before the prescribed deadline	1	1	5	5	5	5	
	Number of monthly Financial Reports verified from BRF and IGF projects	To verify the effectiveness of controls of the reported FRs and do a financial audit	100	141	5	5	4	4 6 7	
	Number of Substantiated Official Receipts reported in the Projects' monthly Financial Report.	To verify the cash management of the project.	700	1976	5	5	5	5	

	Number of working papers prepared	To prepare a separate working paper for check and balance.	5	8	5	5	5	5	
	Number of Property, Plant and Equipment physical inventory count witnessed	Witness the actual physical inventory	5	13	5	5	5	5	
	Number of harvest/sales of farm products (rice, copra, mango, etc.) witnessed	Appraise procedures and personnel efficiency of projects/units/offices	15	17	5	5	5	5	
	Meetings attended	To attend university webinars	6	23	5	5	5	5	See attached
	Office Communication letters released	To send communication letters to make it official and documented.	40	48	5	5	5	5	
	Accounts Receivable Confirmation letters released	To send A/R confirmation letters to validate the outstanding receivables reported by the project.	0	133	5	5	5	5	
	OPCR and IPCR submitted on time	To assess the office and individual performance per semi-annual.	3	325	4	4	4	4	
	Percentage of NCs received and acted	To maintain compliance with tasks to avoid NC	zero	zero	5	5	5	5	
	Percentage of CARs received and acted	To abide by university requirements on time to avoid CAR.	0	1	5	4	5	4 6 7	
Innovations: Baseline Assessment of Internal Control System Project	Attendance to seminars, trainings and workshops	To attend training, seminars and workshops to keep abreast of the changing government IRRs	1	1	5	5	5	5	2 <sup>nd</sup> Government Internal Auditors Summit (June 2022)
	Special Assignment per Memorandum 417 series of 2019	To prioritize and finish the audit of V/S of faculty retirees.	3	3	5	5	4	4 6 7	

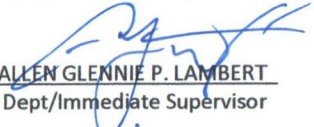
	Number of Disposal of unserviceable property and equipment witnessed	To witness the release of unserviceable property and equipment.	0	1	5	5	5	5	
	Number of Expiration/ or Sale of farm animals and plants witnessed	To witness and document the destruction and sale of farm animals.	0	12	5	5	5	5	
	Fund transfer adjustment in inter-office transactions	To objectively examine and evaluate the submitted FRs	0	9	5	5	4	4 .6 7	
<b>Total Overall Rating</b>					9 9	9 8	9 6	9 7 .6 7	

<b>Average Rating (Total Over-all rating divided by 4)</b>		<b>4.88</b>
<b>Additional Points:</b>		
<b>Approved Additional points (with copy of approval)</b>	XX	
<b>FINAL RATING</b>		<b>4.88</b>
<b>ADJECTIVAL RATING</b>		<b>Outstanding</b>

**Comments & Recommendations for Development Purpose:**

- . sustain best practices*
- . prepare & update audit plans(5)*

Evaluated & Rated by:

  
ALLEN GLENNIE P. LAMBERT  
Dept/Immediate Supervisor

Date: 7/15/22

Recommending Approval:

\_\_\_\_\_  
Dean/Director

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

Approved by:

  
EDGARDO E. TULIN  
President

Date: 7/15/22

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 3 to June 30, 2022

Name of Staff: Maria Teresa A. Cruz

Position: Internal Auditor IV

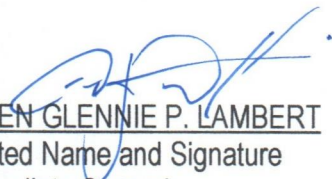
**Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.**

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

Total Score		4.58				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>		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		4.4				
Average Score		4.49				

Overall recommendation : very satisfactory

  
**ALLEN GLENNIE P. LAMBERT**  
 Printed Name and Signature  
 Immediate Supervisor

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Maria Teresa A. Cruz

Performance Rating: January to June 2022

Aim: To be more well organized in managing the conduct of an audit.

Proposed Interventions to Improve Performance: To attend training and workshops that will enhance techniques in the conduct of audits.

Date: Jan – Jun 2022

Target Date: 1<sup>st</sup> semi-annual of 2022

First Step: Attendance to Tools and Techniques (Association of Government Internal Auditors, Inc.)

Result: I was unable to attend the Tools and Techniques training due to slots being full.

Date: Jan – Jun 2022

Target Date: 1<sup>st</sup> semi-annual of 2022

Next Step: Attendance to COA, CSC, or DBM seminars, training, and workshops.


Outcome: Continually update 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: Recommends attendance to more training, seminars, and workshops related to the nature of work for the continuous improvement of techniques and have an early reservation.

Prepared by:

  
ALLEN GLENNIE P. LAMBERT  
Supervising Head

Conforme:

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