



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	4.92	70%	3.44
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.76	30%	1.43
TOTAL NUMERICAL RATING			4.87

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

Vision:

A globally competitive university for science, technology, and environmental conservation.

Mission:

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARIA TERESA A. CRUZ, of the Internal Audit Service Office (IASO) 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, 2021.


MARIA TERESA A. CRUZ
Ratee


ALLEN GLENNIE P. LAMBERT
Executive Secretary, OP

MFO No.	MFOs/PAPs	Success Indicators	Tasks Assigned	2021 Target	Actual Accomplishment	Rating				Remarks
						Q1	E2	T3	A4	
	UMFO 5. SUPPORT TO OPERATIONS (STO)									
STO 1.	STO 1. ISO Aligned Documents	PI 1. Audit Program prepared for the year	Design and prepare the Audit plans for the year	1	1	4	5	5	4.7	
STO 2.	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 and monitors compliance to Citizen's charter	100%	100%	5	5	5	5.0	
		PI 2. Number of IPCRs, OPCR's prepared and submitted	Submit IPCR and OPCR's accomplishments with ratings	5	5	5	5	5	5.0	
	UMFO 6. GENERAL ADMINISTRATION SUPPORT SERVICES (GASS)									
GASS 1.	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 in 2003	Always give satisfaction to all clients with a smile	0	100%	5	5	5	5.0	
GASS 2.	GASS 2. Submission of Agency Procurement Plan	PI 1. Number of PPMP submitted on or before prescribed deadline.	Review and Approve the PPMP requirement for the current year	1	1	5	5	5	5.0	
		PI 2. Number of Purchase Requests submitted on or before the deadline	Prepare and submit purchase request before the prescribed deadline	3	3	5	5	5	5.0	
GASS 6.	Verification of Financial Reports of BRF and IGF Projects	PI 1. Number of monthly BRF and IGF Financial Reports verified within 7 days from receipt. ACTIVE PROJECTS	Verify the financial accuracy of reported FRs and related working paper/s	100	108	5	5	4	4.7	

MFO No.	MFOs/PAPs	Success Indicators	Tasks Assigned	2021 Target	Actual Accomplishment	Rating				Remarks
						Q1	E2	T3	A4	
			a. Review the data reported and validate the corrections made by the reviewer.	100%	100%	4	5	5	4.7	
			b. Maintain copy data from submitted IGF and BRF projects Financial reports.	100%	100%	5	5	5	5.0	
		PI 2. Number of substantiated official receipts reported in the project's monthly Financial Report	Verify remittances made thru deposit slips as reported in the submitted financial report.	739	1585	5	5	5	5.0	
		PI 3. Number of Property, Plant and Equipment physical inventory count witnessed	Witness the actual physical inventory	6	6	5	5	5	5.0	SPPMO, Firearms and makapuno seedlings
		PI 4. Number of Property, Plant and Equipment disposal assisted in relation with adherence to provisions of RA 9184	Verify the financial accuracy of reported FRs and related working paper/s	1	2	5	5	5	5.0	Alangalang and VSU Main
		PI 5. Number of harvest/sale of farm products (rice, copra, mango, etc.) witnessed	Monitor remittance date of collections the financial accuracy of FRs and related working paper/s	15	15	5	5	5	5.0	copra, rice harvests
	Innovations/changes for continued Improvement or Improved Services	PI1. Number of appraised procedures and personnel efficiency	Appraise procedures and personnel efficiency of projects/units/offices	2	6	5	5	5	5.0	Farmi bidding, hostel covid users, update of designated inspectors, DOH Plant Nursery, cattle, rice


MFO No.	MFOs/PAPs	Success Indicators	Tasks Assigned	2021 Target	Actual Accomplishment	Rating				Remarks
						Q1	E2	T3	A4	
		PI 2. Number of miscellaneous services rendered (membership to investigation committee)	Uphold confidentiality while the case is in process. Promote integrity and impartiality. (Per Memo No 21 series of 2019)	1	1	5	5	5	5.0	
		2. Attendance to meetings as Member to a formal investigation	Attend in-house hearings to have a clear understanding on the case.	4	4	5	5	5	5.0	
	Evaluation of Internal Controls of BRF and IGF Projects	PI 1. Number of evaluated Internal Controls of BRF and IGF Projects	Verify the controls and make recommendation/s.	2	3	5	5	5	5.0	hostel, rice proj, sustained yield, inspectors update
	Financial Management Services	PI 3. Number of tracer communications responded	Write reminder letters to project managers for unsubmitted financial reports	5	12	5	5	5	5.0	DOH Nursery, market, cattle, duck & poultry, goat&sheep, piggery, abaca stripping, pili, eco-farmi, coco food, pavilion, dass-crc/lfp
		PI 4 Number of Audit findings released thru ISO communications	Communication is sent for discrepancy on data or basis for practice	3	3	5	5	5	5.0	seednet, hostel, rice
		PI 5 Number of communications responded by mobile phone subsidy beneficiaries .	Send bill communication letters on their globe excess charges against allowed subsidy	2	2	5	5	5	5.0	HSVC, RCG
		PI 6. Number of Requests/ Proposals submitted	Make communication on requests and proposal	2	2	5	5	4	4.7	
	Additions:*	PI 1a. Number of monthly BRF and IGF Financial Reports verified within 7 days from receipt. IINACTIVE PROJECTS	Verify the financial accuracy of reported FRs and related working paper/s	*55	55	5	5	5	5.0	Temporarily non-earning IGF and BRF projects.

MFO No.	MFOs/PAPs	Success Indicators	Tasks Assigned	2021 Target	Actual Accomplishment	Rating				Remarks
						Q1	E2	T3	A4	
	Best practice sustained	PI1. Inclusion of fund transfer as payment of accounts receivable in IGF Projects	Review the included fund transfer payment made within IGF projects.	*6	6	5	5	4	4.7	apartelle, colis. Lanada, ponce, beach resort
	Miscellaneous services	PI 1a. Attendance to meetings Membership to a Committee	Attend meetings as member	*2	3	5	5	5	5.0	Records Management Improvement Committee, VSU Disposal Committee and VSU Safety and Health Committee
		3. Special assignment per Memorandum 417 series of 2019	Audit the Terminal Leave Credits of Retiring Faculty Members	*4	4	5	5	4	4.7	
	Total Over-all Rating					123.0	125.0	121.0	123.0	


Average Rating (Total Over-all rating divided by 4)		4.92
Additional Points:		
Approved Additional points (with copy of approval)		XX
FINAL RATING		4.92
ADJECTIVAL RATING	OUTSTANDING	

Comments & Recommendations for Development Purpose:

Evaluated & Rated by:


ALLEN GLENNIE P. LAMBERT
 Executive Secretary
 Date: _____

Recommending Approval:


REMBERTO A. PATINDOL
 Vice President for Admin. & Finance
 Date: 7/27/21

Approved by:


EDGARDO E. TULIN
 President
 Date: _____



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 2 to June 30, 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		58				
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		23				
Average Score		4.76				

Overall recommendation : _____


ALLEN GLENNIE P. LAMBERT
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Maria Teresa A. Cruz

Performance Rating: January to June 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 work related updates that will be beneficial to current work assignment and continuously improve to be a well-rounded person

Date: May 26-28, 2021

Target Date: May 2021

First Step: Attendance to Cash Management and its Internal Audit (Association of Government Internal Auditors, Inc.)

Result: I was unable to attend the Cash management training due to inability to make early reservations since all the slots were taken quickly.

Date: January – June 2021

Target Date: January to June 2021

Next Step: Continually search for updates in the issued circulars/issuances related to internal auditing.

Outcome: There is a new revised Philippine Government Internal Audit Manual for our thorough study.

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