



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	4.91	70%	3.44
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.82	30%	1.45
TOTAL NUMERICAL RATING			4.89

TOTAL NUMERICAL RATING: 4.89

Add: Additional Approved Points, if any

TOTAL NUMERICAL RATING: 4.89

FINAL NUMERICAL RATING 4.89

ADJECTIVAL RATING: Outstanding

Prepared by:

Reviewed by:


MARIA TERESA A. CRUZ.
Name of Staff


ALLEN GLENNIE P. LAMBERT
Executive Secretary

Approved:



EDGARDO E. TULIN
President

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, Maria Teresa A. Cruz, Head of the Internal Audit Service 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, 2023.


MARIA TERESA A. CRUZ
 Dept/Unit Head

Approved:


EDGARDO E. TULIN
 President



MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Compliance Audit	Number of compliance audits completed	Maria Teresa A. Cruz / Leonardo Toraja Jr.	2	2	5	5	4	4.67	
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	Maria Teresa A. Cruz / Leonardo Toraja Jr.	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	Maria Teresa A. Cruz / Leonardo Toraja Jr.	Zero	Zero	5	5	5	5	
	Percentage of NCs received and acted	Maria Teresa A. Cruz	Zero	Zero	5	5	5	5	
	Percentage of CARs received and acted	Maria Teresa A. Cruz	Zero	1	5	5	5	5	
	Number of witnessed Property, Plant, and Equipment physical inventory	Maria Teresa A. Cruz / Leonardo Toraja Jr.	1	1	5	5	5	5	
	Number of witnessed Property, Plant, and Equipment Disposal	Maria Teresa A. Cruz / Leonardo Toraja Jr.	1	1	5	5	5	5	

	Number of harvests/sales of farm products (rice, copra, mango, etc.) witnessed	Maria Teresa A. Cruz /Leonardo Toraja Jr.	16	19	5	5	5	5	
	Discharge of duties as office dDRC	Leonardo S. Toraja Jr.	100%	100%	5	5	5	5	
	Meetings attended	Maria Teresa A. Cruz	6	7	5	5	5	5	
	One-on-one office meetings conducted	Maria Teresa A. Cruz	6	6	5	5	5	5	
	Attendance to seminars, trainings, and workshops	Maria Teresa A. Cruz	1	1	5	5	5	5	
	Communication letters released	Maria Teresa A. Cruz	10	18	5	5	5	5	
	OPCR and IPCR submitted	Maria Teresa A. Cruz / Leonardo Toraja Jr	6	3	5	5	4	4.67	
Innovations: Baseline Assessment of Internal Control System Project	In-unit meetings and workshops and actual implementation	Maria Teresa A. Cruz / Leonardo Toraja Jr	2	2	5	5	4	4.67	
	Special Assignment per Memorandum 417 series of 2019	Maria Teresa A. Cruz	2	4	5	5	4	4.67	
Total Over-all Rating					80	80	76	78.67	
Average Rating					5	5	4.75	4.92	
Adjectival Rating					Outstanding				

Received by:

TONI MARC L. DARGANTES
Planning Office

Date: JUL 31 2023

Calibrated by:

DANIEL LESLIE S. TAN
Chairman, PMT

Date: JUL 31 2023

Approved by:

EDGARDO E. TULIN
University President

Date: AUG. 4, 2023

- 1 – quality
- 2 – Efficiency
- 3 – Timeliness
- 4 – Average



Instrument for Performance Effectiveness of Administrative Staff

 Rating Period: July 1 to December 29, 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
Score	Total 59				
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	4.82				

Overall recommendation : _____


 EDGARDO E. TULIN
 Printed Name and Signature
 Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Maria Teresa A. Cruz

Performance Rating: January to June 2023

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 audit.

Date: Jan – Jun 2023

Target Date: 1st semi-annual of 2023

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 2023


Target Date: 1st semi-annual of 2023

Next Step: Attendance at COA, CSC, DBM, or others offering seminars, training, and workshops related to Internal Audit, Accounting, IT, Human Resources, Cash handling, and others.

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 to have an early reservation.

Prepared by:


EDGARDO E. TULIN
Supervising Head

Conforme:


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