



**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	4.91	70%	3.43
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.44
<b>TOTAL NUMERICAL RATING</b>			<b>4.87</b>

TOTAL NUMERICAL RATING: 4.87

Add: Additional Approved Points, if any

TOTAL NUMERICAL RATING: 4.87

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 Secretary

Approved:

EDGARDO E. TULIN  
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ARLIN B. FLANDEZ of the Office of the Head for 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 July 1 to December 31, 2021

  
ARLIN B. FLANDEZ  
 Ratee

  
MARIA TERESA A. CRUZ  
 Head of Unit

MFOs/PAPs	Success Indicators	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q1	E2	T3	A4	
Citizen's Charter Compliance	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	
Submission of Agency Procurement Plan	Number of IPCRs, OPCR's prepared and submitted	Prepared and submitted IPCRs and OPCR's	4	4	5	5	5	5	
Efficient and customer-friendly frontline service	Zero complaint from clients in compliance with CSC's Public Service Delivery Audit or PASADA 2003	No Complaint/s from clients	0	0	5	5	5	5	
	Number of monthly Financial Reports verified from BRF and IGF projects	Checked the financial report of all BRF and IGF projects	99	145	5	5	4	4.67	
	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	23	23	5	5	4	4.67	
	Number of Working Papers prepared	Review the reports and prepare working papers as the result of the review	5	5	5	5	5	5	
	Number of Public Bidding assisted in relation with RA9184	Act as BAC secretariat member	30	61	5	5	5	5	
	Meetings attended	Attended virtual meetings/orientation	6	8	5	5	5	5	
	Attendance to seminars, trainings and workshop	Attended virtual seminar and workshop	2	2	5	5	5	5	

MFOs/PAPs	Success Indicators	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q1	E2	T3	A4	
	Number of communication prepared for salary deduction RE: Excess GLOBE	Prepared communication for salary deduction RE: Excess Globe	5	5	5	5	4	4.67	
	Petty Cash Custodianship	Act as Petty Cashier	1	1	5	5	5	5	
	Discharged of duties as office dDRC	Exercise the functions as stated in OP Memorandum No. 21 s2021 dated Jan. 4 2021	100%	100%	5	5	5	5	
Total Over-all Rating					60	60	57	59	
Average Rating (Total Over-all rating divided by 4)		4.91							
Additional Points:									
Approved Additional Points (with copy of approval)		4.91							
Final Rating									
Adjectival Rating									
					Comments & Recommendations for Development Purpose: <i>Attendance to audit related trainings and computer skills improvement</i>				

Evaluated & Rated by:

Recommending Approval:

Approved by:



MARIA TERESA A. CRUZ

Dept/Unit Head

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



ALLEN GLENNIE P. LAMBERT

Executive Assistant

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



EDGARDO E. TULIN

President

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

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





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December , 2021

Name of Staff: ARLIN B. FLANDEZ Position: Admininstrative 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				

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		70				
Average Score		4.83				

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

  
 MARIA TERESA A. CRUZ  
 Printed Name and Signature  
 Head, Internal Audit

**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.



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Arlin B. Flandez  
Performance Rating: July to December 2021

Aim:

To be an effective and efficient audit staff and BAC secretary.

Proposed Interventions to Improve Performance: To train the audit staff with new audit strategies in the performance of audit work thru trainings.

Date: July 1-2, 2021

Target Date: 3<sup>rd</sup> Quarter of 2021

First Step: Attend the Virtual Training on First Government Internal Auditors Summit

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

Date: Sep 1-3, 2021

Target Date: 3<sup>rd</sup> Quarter of 2021

Next Step: Equip the audit staff with the concept and theories on Operational and Management Audit.

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, 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