



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	4.70	70%	3.29
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
TOTAL NUMERICAL RATING			4.77

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, 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 January 1 to June 30, 2022

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	
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	Zero	Zero	5	5	5	5	
Submission of Agency Procurement Plan	Number of PPMP submitted or or before prescribed deadline	Prepared and submitted the PPMP requirementr for the succeeding year	1	1	5	5	5	5	
	Number of Purchase Request request submitted on or before orescribed deadline	Prepared and submitted Purchase Request on or before prescribed deadline	1	1	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	100	141	5	5	5	5	
	Number of Substantiated Official Reciepts reported in the Projects monthly Financial Report	Checked the reported Official Receipts against the report of collections prepared by Cash Division	700	1976	5	5	5	5	
	Number of Working Papers prepared	Review the reports and prepare working papers as the result of the review	5	8	5	5	5	5	
	Number of Public Bidding assisted in relation with RA9184	Act as BAC secreatriat member	50	52	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	

MFOs/PAPs	Success Indicators	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q1	E2	T3	A4	
	Meetings attended	Attended virtual meetings/orientation	6	9	5	5	5	5	
	Number of communication prepared for salary deduction RE: Excess GLOBE	Prepared communication for salary deduction RE: Excess Globe	6	3	5	5	4	4.7	
	Number of communication prepared for AR confirmation	Prepared communication for AR confirmation	30	50	5	5	5	5	
	OPCR and IPCR submitted	Prepared and submitted IPCRs and OPCR's	12	6	5	5	5	5	
	Percentage of NC'S received and acted	NC's acted and complied	Zero	0%	5	5	5	5	
	Percentage of CAR'S received and acted	NC's acted and complied	0	1%	5	5	5	5	
Innovations: Baseline Assessment of Internal Control System	In-unit meetings and workshops	Attended in-unit meetings and workshops	3	3	5	5	5	5	
Best Practice	Fund transfer adjustments in inter-office transactions		0	9	5	5	5	5	
	Attendance to seminars, trainings and workshop	Attended virtual seminar and workshop	1	0	0	0	0	0	
Total Over-all Rating					85	85	84	84.66	
Average Rating (Total Over-all rating divided by 4)		4.7			Comments & Recommendations for Development Purpose: <i>send to training for professional development.</i>				
Additional Points:									
Approved Additional Points (with copy of approval)		4.7							
Final Rating									
Adjectival Rating		OUSTANDING							

Evaluated & Rated by:

Recommending Approval:

Approved by:


MARIA TERESA A. CRUZ

Dept/Unit Head

Date: 7/11/22


ALLEN GLENNIE P. LAMBERT

Executive Assistant

Date: 7/15/22


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 to June 2022

Name of Staff: ARLIN B. FLANDEZ

Position: Administrative 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						

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	√91				
Average Score	4.92				

Overall recommendation : I recommend for promotion.


MARIA TERESA A. CRUZ
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Arlin B. Flandez

Performance Rating: January to June 2022

Aim: To be more effective and efficient audit staff.

Proposed Interventions to Improve Performance: To encourage the audit staff to be more analytical in the performance of audit work.

Date: Jan - June 30, 2022

Target Date: 1st semi annual of 2022

First Step: Attend the Virtual Training on Tools and Techniques in Audit

Result: My staff will learn ideas on new techniques in audit.

Date: Jan - Jun 2022

Target Date: 1st semi annual of 2022

Next Step: Enhance computer skills and writing essays

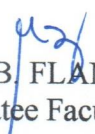
Outcome: This will aid in writing communications and audit reports.

Final Step/Recommendation: Recommends attendance to training, seminars, and workshops related to work and others as deemed necessary for professional growth.

Prepared by:


MARIA TERESA A. CRUZ
Unit Head

Conforme:


ARLIN B. FLANDEZ
Name of Ratee Faculty/Staff