

COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF

Name of Administrative Staff: ARLIN B. FLANDEZ

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.64	70%	3.248
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.425
TOTAL NUMERICAL RATING			4.673

TOTAL NUMERICAL RATING: 4.673


Add: Additional Approved Points, if any:                     

TOTAL NUMERICAL RATING: 4.673

FINAL NUMERICAL RATING 4.673

ADJECTIVAL RATING: Outstanding

Prepared by:

  
ARLIN B. FLANDEZ  
Name of Staff

Reviewed by:

  
MARIA TERESA A. CRUZ  
Department/Office Head

Recommending Approval:

  
SANTIAGO T. PEÑA, JR.  
~~Dean/Director~~  
*Head*

Approved:

  
EDGARDO E. TULIN  
President

"Exhibit A"

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

I, ARLIN B. FLANDEZ, 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 July 1 to December 31, 2019.

ARLIN B. FLANDEZ

Ratee

SANTIAGO J. PEÑA, JR.

Executive Assistant, OP

MFO No.	MFOs/PAPs	Success Indicators	Tasks Assigned	2019 Target	Percentage of Accomplishment	Details of Accomplishment	Rating				Remarks
							Q1	E2	T3	A4	
UMFO 5. SUPPORT TO OPERATIONS (STO)											
STO 1.	ISO Aligned Documents	PI 3. ISO Deputy Document and Records Controller	Exercise the functions as stated in OP Memorandum No. 181 s 2019 dated April 3, 2019.	100%	100%	100%	5	5	5	5	
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	Regularly adhere to Citizen's charter	100%	100%	100%	5	5	5	5	
UMFO 6. GENERAL ADMINISTRATION SUPPORT SERVICES (GASS)											
GASS 1.	Efficient and customer-friendly frontline service	PI. Zero complaint from clients in compliance with CSC's Public Service Delivery Audit or PASADA in 2003	No complaint/s from clients	0	100%	100%	4	4	4	4	
GASS 5.	Number of financial systems evaluated	PI 1. Collection system of randomly selected RF and STF project.	Check the remittance of collections of 5 randomly selected projects	2	150%	3	5	5	5	5	
		PI 2. Procurement system of randomly selected RF and STF project.	Check the mode of purchases of 5 randomly selected projects	3	100%	3	4	4	4	4	
		PI 3. Inventory system of randomly selected RF and STF projects	Monitor the inventory of 5 randomly selected projects	2	150%	3	5	5	5	5	
GASS 6.	Number of Operation/process evaluated	PI 1. Number of monthly RF and STF Financial Reports (FRs) verified within 7 days from receipt	Check the reported monthly sales and collections in the Financial Report	210	93%	196	4	4	4	4	

MFO No.	MFOs/PAPs	Success Indicators	Tasks Assigned	2019 Target	Percentage of Accomplishment	Details of Accomplishment	Rating				Remarks
							Q1	E2	T3	A4	
	Best practice sustained	PI 1a. All collections are issued official receipts, intact and deposited on the day or the following day. (Collection Management)	Countercheck month-end cash on hand remittances, month's sale remittances and receivable collections	100%	100%	100%	5	5	5	5	
		PI 1b. Proofing of Official Receipts reported in the Projects' monthly Financial Report	Countercheck Official Receipts reported vis-à-vis Report of Collection from Cash Office	147	100%	147	4	4	4	4	
		P2. Number of Public Biddings assisted in relation with RA 9184 and its implementing Rules and Regulations (IRR)	Acts as BAC secretariat	10	160%	16	5	5	5	5	
		PI 4. Petty Cash Custodian	Ensure that petty expenses are lawful, necessary and documented	100%	100%	100%	5	5	5	5	
	Total Over-all Rating									4.6364	

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

	Average Rating (Total Over-all rating divided by 4)		
	Additional Points:		
	Approved Additional Points (with copy of approval)		
	Final Rating		5
	Adjectival Rating		Outstanding


Comments & Recommendations for Development Purpose:

*Improve the number of monthly RF and JRF Financial Reports submitted within 7 days of receipt.*

Evaluated & Rated by:

  
**SANTIAGO T. PEÑA, JR.**  
 Executive Assistant, OP  
 Date: \_\_\_\_\_

Recommending Approval:

  
**REMBERTO A. PATINDOL**  
 Vice President for Admin. & Finance  
 Date: \_\_\_\_\_

Approved by:

  
**EDGARDO E. TULIN**  
 President  
 Date: \_\_\_\_\_



Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2019  
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

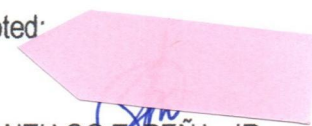

11. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1
12. Willing to be trained and developed	5	4	3	2	1
Total Score	4.75				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	Scale				
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					
Average Score	4.75				

Overall recommendation : Continue to attend trainings to keep abreast on government laws, policies and regulations updates

Rated by:

  
MARIA TERESA A. CRUZ  
Unit Head

Noted:

  
  
SANTIAGO T. PEÑA, JR.  
Immediate Supervisor



EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Arlin B. Flandez  
Performance Rating: 4.673

Aim:  
To be an effective and efficient Audit staff

Proposed Interventions to Improve Performance: Equip the audit staff with audit strategies and to gain knowledge on new implementing rules and regulations in the performance of audit work.

Date: February 18-20, 2020 Target Date: 1<sup>st</sup> Quarter of 2020

First Step: Attendance to Operations and Management Audit (AGIA)

Result: It will enhance the knowledge and skills of the Internal Auditor in evaluating the outcome, output, process and input of a program or project and whether these are effective, efficient, economical and ethical including compliance with laws, regulations, managerial policies, accountability measures and contractual obligations

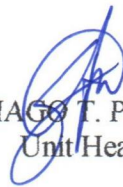
Date: March 18-20, 2020 Target Date: 1<sup>st</sup> Quarter of 2020

Next Step: Internal Control System for Property And Supply Management

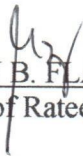
Outcome: Understanding the new systems and procedures in the management of supplies and properties of the governmentt

Final Step/Recommendation:  
Attendance to annual seminars, trainings and workshops are necessary for the continuous learning of a stronger internal audit staff.

Prepared by:

  
SANTIAGO T. PEÑA, JR.  
Unit Head

Conforme:

  
ARLIN B. FLANDEZ  
Name of Ratee Faculty/Staff