



**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	4.89	70%	3.42
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.82	30%	1.45
<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 4.87

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by:

  
MARIA TERESA A. CRUZ  
Office Head

Reviewed by:

  
DANIEL LESLIE S. TAN  
OIC President

Approved:

  
DANIEL LESLIE S. TAN  
OIC President

**"Exhibit B"**

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


I, Maria Teresa A. Cruz, 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 29, 2023.

  
**MARIA TERESA A. CRUZ**

Ratee

1/15/24

Approved:

  
**DANIEL LESLIE S. TAN**  
OIC President  
1/15/24

MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Compliance Audit	Number of compliance audits completed	To audit specific processes in the university as identified for the year	3	3	5	5	3	4.33	
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	To strictly adhere to compliance to Citizen's charter	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	Always treat clients with importance and give your best service with a smile	Zero	Zero	5	5	5	5	
Project Procurement Management Plan	Number of PPMP submitted based on approved budget for the year	To plan, review, and approve the PPMP requirement for the following year.	0	1	5	5	5	5	EPA 2024
	Percentage of NCs received and acted	To maintain compliance with tasks to avoid NC	Zero	Zero	5	5	5	5	

	Percentage of CARs received and acted	To abide by university requirements on time to avoid CAR.	Zero	Zero	5	5	5	5	
	Number of witnessed Property, Plant, and Equipment physical inventory	To attest to the physical existence of the inventory at the supply warehouses.	0	1	5	5	5	5	
	Number of harvests/sales of farm products (rice, copra, mango, etc.) witnessed	To witness the conduct of harvest/sale and to safeguard the share of the university.	0	24	5	5	5	5	
	Discharge of duties of office dDRC	To monitor the duties being discharged by the office dDRC	100%	100%	5	5	5	5	
	Meetings attended	Attend meetings as required in my function	0	4	5	5	5	5	see Annex A attached
	One-on-one office meetings conducted	To monitor the accomplished and pending tasks.	6	6	5	5	5	5	
	Coaching and Mentoring done	To coach clerk in audit and to mentor on how to go about the audit	0	15	5	5	5	5	
	Attendance to seminars, trainings, and workshops	To update and improve the skill level of the employee.	1	5	5	5	5	5	see Annex A attached
	Communication letters released	To document and make formal a transaction with other offices.	0	21	5	5	5	5	
	OPCR and IPCR submitted	To submit the accomplishments	3	3	5	5	5	5	




		based on the target works commitment.							
	Vouchers prepared and processed	To prepare pre-travel and petty cash vouchers.	2	2	5	5	5	5	
	Liquidation of cash advances on travel and petty cash	To submit petty cash fund liquidation of expenses	2	2	5	5	5	5	
	In-unit meetings and workshops and actual implementation	To assess the baseline internal controls of processes audited.	3	3	5	5	3	4.33	
	Special Assignment per Memorandum 417 series of 2019	To verify the accuracy of the Vacation and Sick leave balances of faculty retirees.	0	10	5	5	3	4.33	
<b>Total Over-all Rating</b>					95	95	89	93	

<b>Average Rating (Total Over-all rating divided by 4)</b>		<b>4.89</b>
<b>Additional Points:</b>		
<b>Approved Additional points (with copy of approval)</b>	XX	
<b>FINAL RATING</b>		<b>4.89</b>
<b>ADJECTIVAL RATING</b>		<b>Outstanding</b>

**Comments & Recommendations for Development Purpose:**

*Responsible & effective official.*

Evaluated & Rated by:

  
 DANIEL LESLIE S. TAN  
 Dept/Immediate Supervisor

Date: 1/15/24

Recommending Approval:

\_\_\_\_\_  
 Dean/Director

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

Approved by:

  
 DANIEL LESLIE S. TAN  
 OIC President

Date: 1/15/24

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average

**TRACKING TOOL FOR MONITORING TARGETS**

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 <sup>st</sup> week	2 <sup>nd</sup> week	3 <sup>rd</sup> week	4 <sup>th</sup> week	
<b>UMFO 5. Administration</b>								
<b>Support to Operations (STO)</b>								
Compliance Audit	❖ To appraise existing processes, and check on its compliance and risk management	MTACruz / LSToraja Jr	July to December 2023	x	x	x	x	
	❖ To prepare working papers- data collection	MTACruz / LSToraja Jr	July to December 2023	x	x	x	x	
Citizen's Charter Compliance	❖ To regularly adhere and monitor compliance with the Citizen's Charter and EODB	MTACruz / LSToraja Jr	July to December 2023	x	x	x	x	
	❖ Zero complaints from clients in compliance with the CSC Public Service Delivery Audit or PASADA of 2003	MTACruz / LSToraja Jr	July to December 2023	x	x	x	x	
<b>UMFO 6. GENERAL ADMINISTRATION SUPPORT SERVICES (GASS)</b>	❖ To plan, review, and approve the operational requirement for PPMP 2024.	MTACruz / LSToraja Jr	July to December 2023	x				October
	❖ To maintain compliance with the deliverables to avoid NC/s.	MTACruz / LSToraja Jr	July to December 2023	x	x	x	x	

	❖ To abide by university requirements on time to avoid CARs.	MTACruz / LSToraja Jr	July to December 2023	x	x	x	x	
OPCR/IPCR Targets and Accomplishments	❖ To submit IPCR and OPCR targets and accomplishments with ratings	MTACruz / LSToraja Jr	July to December 2023				x	July
Designation as dDRC	❖ To discharge duties as dDRC ❖ To monitor the duties being discharged by the dDRCs	MTACruz / LSToraja Jr	July to December 2023	x	x	x	x	
	❖ To attest to the physical existence of the inventories during the Physical count.	MTACruz / LSToraja Jr	July to December 2023			x		July
	❖ To witness the conduct of harvests/sales from animal and farm products (rice, copra, etc.)	MTACruz / LSToraja Jr	July to December 2023	x	x	x	x	
	❖ To attend webinars initiated by the university	MTACruz / LSToraja Jr	July to December 2023	x	x	x	x	
	❖ To draft and deliver relevant communication letters	MTACruz / LSToraja Jr	July to December 2023	x	x	x	x	
	❖ To accomplish special assignment per Memo 417 s2019	MTACruz / LSToraja Jr	July to December 2023	x	x	x	x	



Miscellaneous services	❖ To witness the release of unserviceable property and equipment to winning bidders	MTACruz / LSToraja Jr	July to December 2023				x	July
	❖ To witness the expiration/sale of farm animals and plants	MTACruz / LSToraja Jr	July to December 2023	x	x	x	x	
Baseline Assessment of Internal Control System Project	❖ To carry-out in-house meetings and workshops on BAICS	MTACruz / LSToraja Jr	July to December 2023	x	x	x	x	
	❖ To attend seminars. trainings and workshops	MTACruz / LSToraja Jr	July to December 2023	x	x	x	x	
	❖ To handle petty cash for the immediate petty needs of the office.	MTACruz / LSToraja Jr	July to December 2023	x	x	x	x	

Prepared by:

  
MARIA TERESA A. CRUZ  
 Unit Head



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY 1 – DECEMBER 29, 2023

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
Total Score	57				
<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	25				
Average Score	4.82				

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

**DANIEL LESLIE S. TAN**  
Printed Name and Signature  
Head of Agency

## PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2nd	
/	3rd	
/	4th	

Name of Office: Internal Audit Service

Head of Office: Maria Teresa A. Cruz


Number of Personnel: 1


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Twice a week (Mondays and Thursdays)				
Coaching	Twice a week (Tuesdays and Wednesdays)				

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

Noted by:

  
MARIA TERESA A. CRUZ  
 Immediate Supervisor

  
DANIEL LESLIE S. TAN  
 Next Higher Supervisor

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Maria Teresa A. Cruz  
Performance Rating: July to December 2023

Aim: To be more equip 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: July – December 2023

Target Date: July - December 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 since I was to attend the PICPA seminar.

Date: July – December 2023


Target Date: 2<sup>nd</sup> 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, Procurement, 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 trainings, seminars, and workshops related to the nature of work for the continuous improvement of techniques since internal audit works encompasses the agency as a whole.

Prepared by:

  
DANIEL LESLIE S. TAN  
Supervising Head

Conforme:

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