



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	4.976	70%	3.48
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.78	30%	1.43
TOTAL NUMERICAL RATING			4.91

TOTAL NUMERICAL RATING: 4.91

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.91

ADJECTIVAL RATING: OUTSTANDING

Prepared by: ARLIN B. FLANDEZ
Name of Staff

Reviewed by: MARIA TERESA A. CRUZ
Department/Office Head

Recommending Approval:

Approved:

SANTIAGO T. PEÑA, JR.

Executive Assistant

EDGARDO E. TULIN

President

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INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Maria Teresa A. Cruz, of the Office of the 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 2 to June 30, 2020.


MARIA TERESA A. CRUZ
 Ratee

Approved:


SANTIAGO PEÑA, JR.
 Head of Unit

MFOs/PAPs	Success Indicators	Tasks Assigned	2020 Target	Actual Accomplishment	Rating				Remarks
					Q1	E2	T3	A4	
UMFO 5. SUPPORT TO OPERATIONS (STO)									
STO 1. ISO Aligned Documents	1. Internal Audit Operations Manual	Design and prepare the content of the Internal Audit Manual	25%	100%	5	5	5	5	
	2. Number of Appraised procedures (adequacy or efficiency)	Appraisal of procedures of VSU Spring water and Pavilion	1	90%	5	5	4	4.6667	
STO 2. Citizen's Charter Compliance	1. 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 and monitors compliance to Citizen's charter	100%	100%	5	5	5	5	
UMFO 6. GENERAL ADMINISTRATION SUPPORT SERVICES (GAS)									
GASS 1. Efficient and customer-friendly frontline service	1. Zero complaint from clients in compliance with CSC's Public Service Delivery Audit or PASADA in 2003	No complaint/s from clients	0	100%	5	5	5	5	
GASS 2. Submission of Agency Procurement Plan	1. Number of PPMP submitted on or before prescribed deadline.	Review and Approve the PPMP requirement for the succeeding year	1	100%	5	5	5	5	
GASS 6. Number of Operation/process evaluated	1. Number of monthly BRF and IGF Financial Reports verified within 7 days from receipt	Verify the financial accuracy of reported FRs and related working paper/s	150	198	5	5	5	5	

MFOs/PAPs	Success Indicators	Tasks Assigned	2020 Target	Actual Accomplishment	Rating				Remarks
					Q1	E2	T3	A4	
		a. Review the data reported and validate the corrections made by the reviewer.	100%	100%					
		b. Maintain ecopy data from submitted IGF and BRF projects Financial reports.	100%	100%					
	2. Number of tallied deposit slips against official receipts issued	Verify remittances made thru deposit slips as reported in the submitted financial report.	300	325	5	5	5	5	
	3. Number of Property, Plant and Equipment physical inventory count witnessed	Witness the actual physical inventory	0	0%					The Property office did not conduct physical inventory.
	4. Number of Property, Plant and Equipment disposal assisted in relation with adherence to provisions of RA 9184	Witness the disposal of PPEs in the main campus	1	100%	5	5	5	5	
	5. Number of harvest/sale of farm products (rice, copra, mango, etc.) witnessed	Witness the various harvesting to identify the share of the university	15	21	5	5	5	5	
Best practice sustained	1. Inclusion of fund transfer as payment of accounts receivable in IGF Projects	Review the included fund transfer payment made within IGF projects.	25	31	5	5	5	5	
	2. Number of Accounts Receivable Confirmation Letters answered - BRF and IGF released within Baybay	Validate the existence of the reported various VSU's accounts receivables.	25	27	5	5	5	5	
Innovations/changes for continued Improvement or	1. Establishment of VSU component campus data base on existing BRF and IGF projects	Collect data for data base from the different component campuses	0	0					On Hold for 2nd semi-annual period.
	2. Check the compliance of units/offices, colleges with their Citizen's charter.	Verify the work process if in compliance with their Citizen's Charter.	0	0					On Hold for 2nd semi-annual period.

MFOs/PAPs	Success Indicators	Tasks Assigned	2020 Target	Actual Accomplishment	Rating				Remarks
					Q1	E2	T3	A4	
Miscellaneous services	2. Membership to a formal investigation	Uphold confidentiality while the case is in process. Promote integrity and impartiality. (Per Memo No 21 series of 2019)	1	90.00%	5	5	5	5	
		Attend in-house hearings to have a clear understanding on the case.	12	12					
	3. Special assignment per Memorandum 417 series of 2019	Audit the Terminal Leave Credits of Retiring Faculty Members	3	100%	5	5	5	5	
	4. Globe subsidy: Communications for heads/personnel with excess globe charges	Send communication letters advising on their globe excess charges against allowed subsidy	5	5	5	5	5	5	

Average Rating (Total Over-all rating divided by 4)		69.667
Additional Points:		
Approved Additional points (with copy of approval)	XX	
FINAL RATING		4.976
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

Please for the release of charges

Evaluated & Rated by:
by:

SANTIAGO A. PEÑA, JR.
Dept/Unit Head

Date: _____

Recommending Approval:

Dean/Director

Date: _____

Approved

EDGARDO E. TULIN
President

Date: _____

1 – Quality 2 – Efficiency 3 – Timeliness 4 – Average

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Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 2 to June 30, 2020

Name of Staff: MARIA TERESA A. CRUZ

Position: Head, Office of the Internal Audit

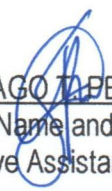
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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. 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		4.8				
Average Score		4.775 or 4.78				

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


SANTIAGO TAPENA, JR.
 Printed Name and Signature
 Executive Assistant, OP

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EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Maria Teresa A. Cruz
Performance Rating: January to June 2020

Aim:

To be more efficient and well organized in managing the unit.

Proposed Interventions to Improve Performance: To attend trainings and workshops (work related and otherwise) in order update oneself in work related updates that will be beneficial to current work assignment and continuously improve to be a well-rounded person

Date: October 20-23, 2020 Target Date: October to December 2020

First Step: Attendance to Operations and Management Audit (Association of Government Internal Auditors, Inc.)

Result: To provide guidance and assistance to the Internal Auditors in adequately discharging their statutory and professional responsibilities in auditing their respective agencies

Date: October 27-30, 2020 Target Date: October to December 2020


Next Step: Attendance to Cash Management and its Internal Control System

Outcome: This seminar will guide auditors to a better understanding on the internal control system of cash.


Final Step/Recommendation:

Recommends attendance to trainings, seminars and workshops related to the nature of work or otherwise for the continuous development and and learning of our Internal Auditors.

Prepared by:


SANTIAGO T. PEÑA, JR.
Supervising Head

Conforme:


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