



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	4.55 4.61	70%	3.19 3.23
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.82	30%	1.45
TOTAL NUMERICAL RATING			4.64 4.68

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.64

4.68

4.64

4.68

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

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.

"Exhibit B" Covid-19 pandemic period

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 30, 2020.


MARIA TERESA A. CRUZ
 Ratee

Approved: 
ALLEN GLENNIE P. LAMBERT
 Immediate Supervisor 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	PI 1. Internal Audit Operations Manual	Designed and prepared the content of the Internal Audit Manual	25%	100%	4.0	4.0	4.0	4.0	
	PI 2. Number of Appraised procedures (adequacy or efficiency)	Appraised the procedure of VSU Financial flow and approving authorities	2	100%	5.0	5.0	5.0	5.0	
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 Act of 2007	Regularly adhered and monitored compliance to Citizen's charter	100%	100%	5.0	5.0	5.0	5.0	
UMFO 6. GENERAL ADMINISTRATION SUPPORT SERVICES (GASS)									
GASS 1. Efficient and customer-friendly frontline service	PI 1. Zero complaint from clients in compliance with CSC's Public Service Delivery Audit or PASADA in 2003	Zero complaint/s from clients	0	100%	5.0	5.0	5.0	5.0	
GASS 2. Submission of Agency	PI 1. Number of PPMP submitted on or before prescribed deadline.	Reviewed and approved the PPMP requirement for the succeeding year	1	1	5.0	5.0	5.0	5.0	

MFOs/PAPs	Success Indicators	Tasks Assigned	2020 Target	Actual Accomplishment	Rating				Remarks
					Q1	E2	T3	A4	
UMFO 6. GENERAL ADMINISTRATION SUPPORT SERVICES (GASS)									
GASS 2. Submission of Agency	PI 2. Number of PRs prepared and submitted	Reviewed and approved the PRs requirement for the succeeding year	3	3	5.0	5.0	5.0 4.0	5.0 4.7	
GASS 6. Number of Operation/process evaluated	PI 1. Number of monthly BRF and IGF Financial Reports verified within 7 days from receipt	Verified the financial accuracy of reported FRs and related working paper/s	150	175	5.0	5.0	4.0	4.7	
		a. Reviewed the data reported and validated the corrections made by the reviewer.	100%	100%	5.0	5.0	4.0	4.7	
		b. Maintained copy data from submitted IGF and BRF projects Financial reports.	100%	100%	5.0	5.0	5.0 4.0	5.0 4.7	
	PI 2. Number of tallied deposit slips against official receipts issued	Verified remittances made thru deposit slips as reported in the submitted financial report.	150	226	4.0	5.0	5.0	4.7	
	PI 3. Number of Property, Plant and Equipment physical inventory count witnessed	Witnessed the actual physical inventory	2	6	5.0	5.0	4.0	4.7	
	PI 4. Number of Property, Plant and Equipment disposal assisted in relation with adherence to provisions of RA 9184	Witnessed the disposal of PPEs in the main campus	0	10	5.0	4.0	5.0	4.7	
	PI 5. Number of harvest/sale of farm products (rice, copra, mango, etc.) witnessed	Witness the various harvesting to identify the share of the university	14	24	5.0	5.0	5.0	5.0	
Best practice sustained	PI1. Inclusion of fund transfer as payment mode of accounts receivable in IGF Projects	Reviewed the included fund transfer payment made within IGF projects.	150	226	5.0	5.0	5.0	5.0	

MFOs/PAPs	Success Indicators	Tasks Assigned	2020 Target	Actual Accomplishment	Rating				Remarks
					Q1	E2	T3	A4	
UMFO 6. GENERAL ADMINISTRATION SUPPORT SERVICES (GASS)									
Best practice sustained	PI 2. Number of Accounts Receivable Confirmation Letters answered - BRF and IGF released within Baybay	Validated the existence of the reported various VSU's accounts receivables.	25	79	5.0	5.0	5.0	5.0	
Innovations/changes for continued Improvement or Improved Services	PI 1. Establishment of VSU data base on existing internal controls of BRF and IGF projects	Initiated the establishment of internal control database on BRF and IGF projects	1	30%	2.0	2.0	2.0	2.0	Covid 19 pandemic protocol
	PI 2. Establishment of VSU component campus data base on existing BRF and IGF projects	Collected data for data base from the different component campuses	1	1	5.0	5.0	5.0	5.0	
	PI 3. Check the compliance of units/offices, colleges with their Citizen's charter.	Verified the work process if in compliance with their Citizen's Charter.	1	30%	2.0	2.0	2.0	2.0	Covid 19 pandemic protocol
	PI 4. Membership to a formal investigation	Upheld confidentiality while the case is in process. Promoted integrity and impartiality. (Per Memo No 21 series of 2019)	1	90.00%	5.0	5.0	5.0	5.0	
		Attended in-house hearings to have a clear understanding on the case.	10	10	5.0	5.0	5.0	5.0	
	PI 5. Special assignment per Memorandum 417 series of 2019	Audited the Terminal Leave Credits of Retiring Faculty Members	3	3	5.0	5.0	5.0	5.0	
	PI 6..Globe subsidy: Communications for heads/personnel with excess globe charges	Sent communication letters advising heads of offices on their globe excess charges against allowed subsidy	25	27	5.0	5.0	5.0	5.0	
Total Overall Rating					102	102	96	100	100

Average Rating (Total Over-all rating divided by 4)		4.61 4.5 93
Additional Points:		
Approved Additional points (with copy of approval)	XX	
FINAL RATING		4.61 4.5 93
ADJECTIVAL RATING		Outstanding

**Comments & Recommendations
for Development Purpose:**

Improve VSI data base
on BRF & IGF projects

Evaluated & Rated by:

ALLEN GLENNIE P. LAMBERT

Dept/Unit Supervisor

Date: 2/11/21

Recommending Approval:

Dean/Director

Date:

Approved by:

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, 2020

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						

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		82				
Average Score		4.82				

Overall recommendation : _____


ALLEN GLENNIE P. LAMBERT
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Maria Teresa A. Cruz
Performance Rating: July to December 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 learning of our Internal Auditors.

Prepared by:


ALLEN GLENNIE P. LAMBERT
Supervising Head

Conforme:


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