



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	4.57	70%	3.20
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.37
TOTAL NUMERICAL RATING			4.57

TOTAL NUMERICAL RATING: 4.57

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 4.57

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

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 July 1 to December 30, 2020.

ARLIN B. FLANDEZ
Ratee

Approved: MARIA TERESA A. CRUZ
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	PI 3. ISO Deputy Document and Records Controller (dDRC)	Exercise the functions as stated in OP Memorandum No. 368 s 2020 dated July 1, 2020	100%	100%	4	4	4	4	
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 adhere to Citizen's charter	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%	5	5	5	5	
GASS 2. Submission of Agency	PI 1. Number of PPMP submitted on or before prescribed deadline.	Prepared and submitted the PPMP requirement for the succeeding year	1	1	5	5	5	5	
	PI 2. Number of PRs prepared and submitted	Prepared and submitted the PPMP requirement for the succeeding year	3	3	5	5	5	5	

[illegible]

Average Rating (Total Over-all rating divided by 4)		4.57
Additional Points:		
Approved Additional points (with copy of approval)	XX	
FINAL RATING		4.57
ADJECTIVAL RATING		Outstanding

**Comments & Recommendations
for Development Purpose:**

*Improve VSU data base
on BRF & IGF projects*

Evaluated & Rated by:


MARIA TERESA A. CRUZ
Dept/Unit Head

Date: _____

Recommending Approval:


ALLEN GLENNIE P. LAMBERT
Dean/Director

Date: _____

Approved by:


EDGARDO E. TULIN
President

Date: _____

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: OFFICE OF THE HEAD FOR INTERNAL AUDIT

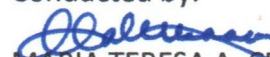
Head of Office: Maria Teresa A. Cruz

Number of Personnel: 2


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		July 30, 2020 October 5, 2020 November 3, 2020			
Coaching	Every Tuesdays				

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

Conducted by:


MARIA TERESA A. CRUZ
 Immediate Supervisor

Noted by:


ALLEN GLENNIE P. LAMBERT
 Next Higher Supervisor



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2020

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		4.58				

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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		11				
Average Score		4.58				

Overall recommendation : Recommending for Administrative Assistant level position


MARIA TERESA A. CRUZ
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Arlin B. Flandez
Performance Rating: July to December 2020

Aim:

To be an effective and efficient audit staff.

Proposed Interventions to Improve Performance: To equip the audit staff with audit strategies in the performance of audit work.

Date: July 24, 2020

Target Date: July to December 2020

First Step: Government Procurement under new Normal (webinar)

Result: Continuous learning thru relevant updates on the IRRs of RA 9184 and government's directives

Date: October 27-30, 2020

Target Date: October to December 2020


Next Step: Cash Management

Outcome: This seminar will guide auditors on how to safeguard the assets of the agency.

Final Step/Recommendation:

Recommends attendance to trainings, seminars and workshops related to work and otherwise are necessary for intellectual growth and a chance to have a work break and grow linkages (meeting new friends at seminars).

Prepared by:


MARIA TERESA A. CRUZ
Unit Head

Conforme:


ARLIN B. FLANDEZ
Name of Ratee Faculty/Staff