



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	4.82	70%	3.37
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.71	30%	1.41
TOTAL NUMERICAL RATING			4.78

TOTAL NUMERICAL RATING: 4.78

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.78

FINAL NUMERICAL RATING 4.78

ADJECTIVAL RATING: Outstanding

Prepared by:

Reviewed by:

LEONARDO S. TORAJA JR.

Name of Staff

MARIA TERESA A. CRUZ

Department/Office Head

Approved:

EDGARDO E. TULIN


President

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 July 1 to December 29, 2022.


MARIA TERESA A. CRUZ

Ratee

Approved: 
EDGARDO E. TULIN
President

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
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	Strictly adhered 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 treated clients with importance and gave the best service with a smile	Zero	100%	5	5	5	5	
Submission of Agency Procurement Plan	Number of PPMP submitted on or before the prescribed deadline.	Planned, reviewed and approved the PPMP-EPA requirement for the succeeding year	1	1	5	5	5	5	
	Number of Purchase Requests submitted on or before prescribed deadline.	Prepared and submitted purchase request before the prescribed deadline	1	3	5	5	5	5	
	Number of monthly Financial Reports verified from BRF and IGF projects	Verified the accuracy and completeness of the reported FRs	100	136	5	5	5	5	*This excludes 15 monthly FRs with no sales.
	Number of Substantiated Official Receipts reported in the Projects' monthly Financial Report.	Verified the accuracy and completeness of the reported collections	700	753	5	5	5	5	
	Number of harvest/sales of farm products (rice, copra, mango, etc.) witnessed	Appraised procedures and personnel efficiency of projects/units/offices	10	38	5	4	5	4.67	Rice-13 Farm animals-24 Copra-1 Death: Cattle -1 Giat-3 Sheep-2

	Office Communication letters released	Sent FM-VSU-03 v0 05-04-2020 letters to make communications official and documented.	0	45	5	5	5	5	
	OPCR and IPCR submitted on time	Assessed the office and individual performance per semi-annual.	6	6	5	5	4	4.67	
	Percentage of NCs received and acted	Maintained compliance with agency requirements and tasks to avoid NC	Zero	100%	5	5	5	5	
	Percentage of CARs received and acted	Submitted the university requirements on time to avoid CAR.	Zero	100%	5	5	5	5	
	Fund transfer adjustment in inter-office transactions	Located and recommended adjustments in the collections of projects with fund transfer payments.	0	11	5	5	5	5	
	Attendance to seminars, trainings and workshops	Attended trainings, seminars and workshops to keep abreast of the changing government IRRs	1	10	5	5	5	5	Outside trainings-3 In-house-7
	Meetings attended	Attended university webinars/face-to-face meetings	0	5	5	5	5	5	Interoffice-1 Ofc mtg-4
	Special Assignment per Memorandum 417 series of 2019	Completed audit of Vacation and Sick leave balances of Faculty retirees.	3	5	5	5	4	4.67	VBAntipaso, LMBorines DMEspina EBLañada EOMangaoang JDTan
Innovation/s: Baseline Assessment of Internal Control System (BAICS) Project	In-unit <u>meetings</u> and workshops	Conducted follow up on status of BAICS survey	0	3	5	5	5	5	
	Number of BAICs survey released	Issued BAICS survey to different offices	15	0	3	3	3	3	
Total Overall Rating					83	82	81	97.34	

Average Rating (Total Over-all rating divided by 4)		4.82
Additional Points:		
Approved Additional points (with copy of approval)	XX	
FINAL RATING		4.82
ADJECTIVAL RATING		Outstanding

**Comments & Recommendations
for Development Purpose:**

Pursue the Baseline Assessment of Internal
Control Systems

Evaluated & Rated by:


EDGARDO E. TULIN
Dept/Immediate Supervisor


Date: 1/11/2023

Recommending Approval:

Dean/Director

Date: _____

Approved by:


EDGARDO E. TULIN
President

Date: 1/11/2023

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1 to December 29, 2022

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
Score	Total 57				
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	23				
Average Score	80 4.71				

Overall recommendation : _____


 EDGARDO E. TULIN
 Printed Name and Signature
 Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Maria Teresa A. Cruz
Performance Rating: July to December 2022

Aim: To be more organized 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 2022

Target Date: 2nd semi-annual of 2022

First Step: Attendance to AGAP Convention-seminar

Result: To be able to gain more knowledge in the financial digitalization.

Date: July – December 2022


Target Date: 2nd semi-annual of 2022

Next Step: Attendance to PICPA seminars, training, and workshops.

Outcome: To keep abreast on the changing strategies in the changing environment. This seminar will provide CPE units to the agency's licensed professional.

Final Step/Recommendation: Recommends attendance to more training, seminars, and workshops related to the nature of work for the continuous improvement of techniques.

Prepared by:


EDGARDO E. TULIN
Supervising Head

Conforme:


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