

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

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	4.7692	70%	3.338
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.6083	30%	1.382
TOTAL NUMERICAL RATING			4.72

TOTAL NUMERICAL RATING: 4.72
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING: 4.72

FINAL NUMERICAL RATING 4.72

ADJECTIVAL RATING: Outstanding

Prepared by:


ARLIN B. FLANDEZ
Name of Staff


Reviewed by:


MARIA TERESA A. CRUZ
Department/Office Head

Recommending Approval:


SANTIAGO T. PEÑA, JR.
Dean/Director
Head

Approved:



EDGARDO E. TULIN
President

"Exhibit A"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARIA TERESA A. CRUZ, of the Internal Audit Service Office (IASO) 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 31, 2019.


MARIA TERESA A. CRUZ
Ratee


SANTIAGO T. PEÑA, JR.
Executive Assistant, OP



MFO No.	MFOs/PAPs	Success Indicators	Tasks Assigned	2019 Target	Percentage of Accomplishment	Details of Accomplishment	Rating				Remarks
							Q1	E2	T3	A4	
UMFO 5. SUPPORT TO OPERATIONS (STO)											
STO 1.	ISO Aligned Documents	PI 1. Internal Audit Operations Manual	Design and prepare the content of the IASO Manual	1	70%	70%	4	4	4	4	
		PI 1. Audit on Mobile Subsidy	Prepare the Annual Audit Program	0	100%	1	5	5	5	5	
STO 2.	Citizen's Charter Compliance	PI 2. 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%	100%	5	5	5	5	
UMFO 6. GENERAL ADMINISTRATION SUPPORT SERVICES (GASS)											
GASS 1.	Efficient and customer-friendly frontline	PI. Zero complaint from clients in compliance with CSC's Public Service Delivery Audit or	No complaint/s from clients	0	100%	100%	5	5	5	5	
GASS 2.	Submission of Agency Procurement Plan	PI 1. Number of PPMP submitted on or before prescribed deadline.	Consolidate and Review the PPMP requirement for the succeeding year	1	100%	1	5	5	5	5	
GASS 5.	Number of financial systems evaluated	PI 1. Collection system of randomly selected RF and STF project.	Assess the collection system of 5 randomly selected projects	2	150%	3	5	5	5	5	
		PI 2. Procurement system of randomly selected RF and STF project.	Examine the procurement system of 5 randomly selected projects	3	100%	3	4	4	4	4	
		PI 3. Inventory system of randomly selected RF and STF projects	Inspect the inventory system of 5 randomly selected projects	2	150%	3	5	5	5	5	

Control No. 072

MFO No.	MFOs/PAPs	Success Indicators	Tasks Assigned	2019 Target	Percentage of Accomplishment	Details of Accomplishment	Rating				Remarks
							Q1	E2	T3	A4	
GASS 6.	Number of Operation/process evaluated	PI 1. Number of monthly RF and STF Financial Reports (FRs) verified within 7 days from receipt	Verify the financial accuracy of reported FRs and related working paper/s	210	93%	196	4	4	4	4	
	Best practice sustained	PI 1a. All collections are issued official receipts, intact and deposited on the day or the following day. (Collection Management)	Monitor remittance date of collections the financial accuracy of FRs and related working paper/s	100%	100%	100%	5	5	5	5	
		PI 1b. Proofing of Official Receipts reported in the Projects' monthly Financial Report	Validate completeness of accountatble forms	147	100%	147	5	5	5	5	
		PI 3. Number of harvest/sale of farm products (rice, copra, mango, etc.) witnessed	Witness the harvest/sale of farm produce	15	140%	21	5	5	5	5	
	Financial Management Services	PI 1. Number of Accounts Receivable Confirmation Letters - BRF and IGF released	Issue letter of confirmation for receivables	30	120%	36	5	5	5	5	
	Total Over-all Rating									4.7692	

1-Quality; 2-Efficiency; 3-Timeliness; 4-Average

	Average Rating (Total Over-all rating divided by 4)		
Additional Points:			
Approved Additional Points (with copy of approval)			
Final Rating			5
Adjectival Rating			Outstanding


Comments & Recommendations for Development Purpose:

Improve the number of monthly RF and STF Financial Reports verified within 7 days of receipt.

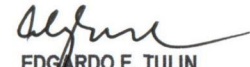
Evaluated & Rated by:


SANTIAGO PEÑA, JR.
 Executive Assistant, OP
 Date: _____

Recommending Approval:


REMBERTO A. PATINDOL
 Vice President for Admin. & Finance
 Date: _____

Approved by:


EDGARDO E. TULIN
 President
 Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2019
 Name of Staff: Maria Teresa A. Cruz Position: Internal Auditor IV

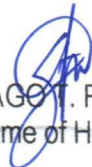
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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	4.4166				
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	4.6083				

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


SANTIAGO T. PEÑA, JR.
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Maria Teresa A. Cruz

Performance Rating: 4.77

Aim:

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

Proposed Interventions to Improve Performance: Attend seminars, trainings an workshops related to the conduct of Internal Audit to aid in organizing audit plans and programs.

Date: February 18-20, 2020

Target Date: 1st Quarter of 2020

First Step Attendance to Operations and Management Audit (AGIA)

Result: It will enhance the knowledge and skills of the Internal Auditor in evaluating the outcome, output, process and input of a program or project and whether these are effective, efficient, economical and ethical including compliance with laws, regulations, managerial policies, accountability measures and contractual obligations.

Date: March 18-20, 2020

Target Date: 1st Quarter of 2020

Next Step: Internal Control System for Property And Supply Management

Outcome: It will strengthen their ability to evaluate compliance and adequate controls on the new systems and procedures in the management of supplies and properties of the government.

Date: June 2020

Target Date: 2nd Quarter of 2020

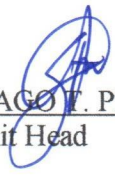
Next Step: Basic Internal Control Concepts And Internal Auditing Principles And Practices

Outcome: Exposure to different internal audit environment, learns the principles of effective internal audits, achievable internal audit objective, and the internal auditing approaches and procedures.

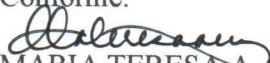
Final Step/Recommendation:

Recommended to attend trainings, seminars and workshops which are vital in the continuous learning and development of our Internal Auditor/s.

Prepared by:


SANTIAGO T. PEÑA, JR.
Unit Head

Conforme:


MARIA TERESA A. CRUZ
Name of Ratee Faculty/Staff