OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, _____Maria Teresa A. Cruz_____, Head 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 31_____, 20__21__.

(signature)
MARIA TERESA A. CRUZ
Dept/Unit Head

Approved:

RECEIVED
DATE: MAR 1 0 2022
BY: _____

(signature)
ALLEN GLENNIE P. LAMBERT
Designation of Immediate Supervisor

MFOs/PAPs	Success Indicators	Unit/Persons Responsible	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 to Republic Act No. 9485 otherwise known as the Anti-Red Tape Act of 2007	Arlin B. Flandez / Maria Teresa A. Cruz / Leonardo Toraja Jr.	100%	100%	5	5	5	5	
Efficient and customer-friendly frontline service	Zero complaint from clients in compliance with CSC's Public Service Delivery Audit or PASADA in 2003	Arlin B. Flandez / Maria Teresa A. Cruz / Leonardo Toraja Jr.	0	0	5	5	5	5	
Submission of Agency Procurement Plan	Number of PPMP submitted on or before prescribed deadline.	Leonardo Toraja Jr./ Maria Teresa A. Cruz	1	2	5	5	5	5	
	Number of Purchase Requests submitted on or before prescribed deadline.	Leonardo Toraja Jr./ Maria Teresa A. Cruz	3	3	5	5	5	5	
	Number of monthly Financial Reports verified from BRF and IGF projects -	Arlin B. Flandez / Maria Teresa A. Cruz	99	145	5	5	5	5	
	Number of Substantiated Official Receipts reported in the Projects' monthly Financial Report.	Arlin B. Flandez / Maria Teresa A. Cruz	23	23	5	5	5	5	

	Number of Property, Plant and Equipment physical inventory count witnessed	Maria Teresa A. Cruz /Leonardo Toraja Jr.	19	14	5	5	4	4.7	↓ Inventory was affected by the enforced skeletal workforce.
	Number of harvest/sales of farm products (rice, copra, mango, etc.) witnessed	Maria Teresa A. Cruz /Leonardo Toraja Jr.	5	6	5	5	5	5	
	Number of Public biddings assisted in relation with RA 9184	Arlin B. Flandez	30	61	5	5	5	5	
	Petty Cash Custodianship	Arlin B. Flandez	1	1	5	5	5	5	
	Discharge of duties as office dDRC	Arlin B. Flandez	100%	100%	5	5	5	5	
	Meetings attended	Arlin B. Flandez	6	8	5	5	5	5	
		Maria Teresa A. CRuz	6	15					
	Office meetings conducted	Maria Teresa A. Cruz	2	3	5	5	5	5	
	Attendance to seminars, trainings and workshops	Arlin B. Flandez	2	2	5	5	5	5	
		Maria Teresa A. Cruz	2	3					
	Communication letters released	Maria Teresa A. Cruz	6	13	5	5	5	5	
	OPCR and IPCR submitted	Arlin B. Flandez / Maria Teresa A. Cruz / Leonardo Toraja Jr	12	12	5	5	5	5	
Innovations: Baseline Assessment of Internal Control System Project	Preliminary in-unit meetings and workshops were initiated.	Arlin B. Flandez / Maria Teresa A. Cruz / Leonardo Toraja Jr	0	3	5	5	5	5	
	Special Assignment per Memorandum 417 series of 2019	Maria Teresa A. Cruz	2	2	5	5	5	5	
Not included in this rating period	Number of Property, Plant and Equipment disposal assisted in relation with adherence to provisions of RA 9184	Maria Teresa A. Cruz /Leonardo Toraja Jr.	0	0					→ I was removed from the Disposal committee but was able to surpass the target for the year.

							4.98	
Average Rating								
Adjectival Rating					Outstanding			

Received by:

DILBERTO O. FERRAREN
Planning Office

Date: **MAR 1 0 2022**

Recommending Approval:

DANIEL LESLIE S. TAN
Vice President

Date:_____

Approved by:

EDGARDO E. TULIN
President

Date:_____

1 – quality
2 – Efficiency
3 – Timeliness
4 - Average