

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, Maria Teresa A. Cruz, Head of the Internal Audit Service commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 1 to June 30, 2023.

  
**MARIA TERESA A. CRUZ**

Dept/Unit Head


Approved:

  
**EDGARDO E. TULIN**  
 President




MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Compliance Audit	Number of compliance audits completed	Maria Teresa A. Cruz / Leonardo Toraja Jr.	2	2	5	5	4	4.67	
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	Maria Teresa A. Cruz / Leonardo Toraja Jr.	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	Maria Teresa A. Cruz / Leonardo Toraja Jr.	Zero	Zero	5	5	5	5	
	Percentage of NCs received and acted	Maria Teresa A. Cruz	Zero	Zero	5	5	5	5	
	Percentage of CARs received and acted	Maria Teresa A. Cruz	Zero	1	5	5	5	5	Addressed.
	Number of witnessed Property, Plant, and Equipment physical inventory	Maria Teresa A. Cruz / Leonardo Toraja Jr.	1	1	5	5	5	5	
	Number of witnessed Property, Plant, and Equipment Disposal	Maria Teresa A. Cruz / Leonardo Toraja Jr.	1	1	5	5	5	5	

	Number of harvests/sales of farm products (rice, copra, mango, etc.) witnessed	Maria Teresa A. Cru /Leonardo Toraja Jr.	16	19	5	5	5	5	
	Discharge of duties as office dDRC	Leonardo S. Toraja Jr.	100%	100%	5	5	5	5	
	Meetings attended	Maria Teresa A. Cruz	6	7	5	5	5	5	
	One-on-one office meetings conducted	Maria Teresa A. Cruz	6	6	5	5	5	5	
	Attendance to seminars, trainings, and workshops	Maria Teresa A. Cruz	1	1	5	5	5	5	
	Communication letters released	Maria Teresa A. Cruz	10	18	5	5	5	5	
	OPCR and IPCR submitted	Maria Teresa A. Cruz / Leonardo Toraja Jr	6	3	5	5	4	4.67	
Innovations: Baseline Assessment of Internal Control System Project	In-unit meetings and workshops and actual implementation	Maria Teresa A. Cruz / Leonardo Toraja Jr	2	2	5	5	4	4.67	
	Special Assignment per Memorandum 417 series of 2019	Maria Teresa A. Cruz	2	4	5	5	4	4.67	
Total Over-all Rating					80	80	76	78.67	
Average Rating					5	5	4.75	4.92	
Adjectival Rating					Outstanding				

Received by:   
**TONI MARC L. DARGANTES**  
 Planning Office

Date: **JUL 31 2023**

Calibrated by:   
**DANIEL LESLIE S. TAN**  
 Chairman, PMT  
 Date: **JUL 31 2023**

Approved by:   
**EDGARDO E. TULIN**  
 University President

Date: \_\_\_\_\_

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