

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, Maria Teresa A. Cruz, Head of the Office of the Head for Internal Audit commits to deliver ^{a.1} 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
Dept/Unit Head

Approved:


EDGARDO E. TULIN
President



FOs/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 with 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 complaints 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.	Zero	100%	5	5	5	5	
	Number of monthly Financial Reports verified from BRF and IGF projects	Arlin B. Flandez / Maria Teresa A. Cruz	100	136	5	5	5	5	*This excludes 15 monthly FRs with no sales.
	Number of Property, Plant and Equipment physical inventory count and witnessed	Maria Teresa A. Cruz / Leonardo Toraja Jr.	5	7	5	5	5	5	
	Number of Disposals of unserviceable property and equipment witnessed	Maria Teresa A. Cruz / Leonardo Toraja Jr	0	3	5	5	5	5	

	Number of harvests/sales of farm products (rice, copra, mango, etc.) witnessed	Maria Teresa A. Cru /Leonardo Toraja Jr.	10	38	5	5	5	5	Rice-13 Sheep-4 Goat-17 Cattle-3 Copra-1
	Number of Expiration or Sale of Farm Animals and plants witnessed	Maria Teresa A. Cru /Leonardo Toraja Jr.	0	6	5	5	5	5	Cattle-1 Goat-3 Sheep-2
	Communication letters released	Arlin B. Flandez / Maria Teresa A. Cruz	0	45	5	5	5	5	
	OPCR and IPCR submitted	Arlin B. Flandez / Maria Teresa A. Cruz / Leonardo Toraja Jr	6	6	5	5	4	4.67	
	Percentage of NCs received and acted	Arlin B. Flandez / Maria Teresa A. Cruz / Leonardo Toraja Jr	0	100%	5	5	5	5	
	Percentage of CARs received and acted	Arlin B. Flandez / Maria Teresa A. Cruz / Leonardo Toraja Jr	0	1	5	5	5	5	
	Petty Cash Custodianship	Arlin B. Flandez	100%	100%	5	5	5	5	
	Discharge of duties as office dDRC	Arlin B. Flandez/ Leonardo S. Toraja Jr.	100%	100%	4	5	5	4.67	,
	Attendance to seminars, trainings and workshops	Maria Teresa A. Cruz	1	10	5	5	5	5	Outside trainings-3 In-house-7
	Office Meetings conducted	Maria Teresa A. Cruz	3	8	5	5	5	5	Interoffice-2 Ofc mtg-6
	Special Assignment per Memorandum 417 series of 2019	Maria Teresa A. Cruz	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	Arlin B. Flandez / Maria Teresa A. Cruz / Leonardo Toraja Jr	0	3	5	5	5	5	
	Number of BAICs surveys released	Arlin B. Flandez / Maria Teresa A. Cruz / Leonardo Toraja Jr	15	0	3	3	3	3	
Total Over-all Rating					87	88	86	87.01	
Average Rating					4.83	4.89	4.78	4.83	
Adjectival Rating					Outstanding				

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average

Received by:

TONI MARC L. DARGANTES
Planning Office

Date: JAN 09 2023

Recommending Approval:

DANIEL LESLIE S. TAN
Chairman, PMT

Date: JAN 12 2023

Approved by:

EDGARDO B. TULIN
University President

Date: 1/17/2023