

"Exhibit A"

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 January 1 to June 30, 2022.

MARIA TERESA A. CRUZ
Dept/Unit Head

Approved:

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 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	0	5	5	5	5	
Submission of Agency Procurement Plan	Number of PPMP submitted on or before prescribed deadline.	Arlin B. Flandez / Maria Teresa A. Cruz / Leonardo Toraja Jr.	1	1	5	5	5	5	
	Number of Purchase Requests submitted on or before prescribed deadline.	Arlin B. Flandez / Maria Teresa A. Cruz / Leonardo Toraja Jr.	1	1	5	5	5	5	
	Number of monthly Financial Reports verified from BRF and IGF projects	Arlin B. Flandez / Maria Teresa A. Cruz	100	141	5	5	5	5	*This excludes monthly FRs with no sales.

	Number of Substantiated Official Receipts reported in the Projects' monthly Financial Report.	Arlin B. Flandez / Maria Teresa A. Cruz	700	1976	5	5	5	5	
	Number of working papers prepared	Arlin B. Flandez / Maria Teresa A. Cruz	5	8	4	5	5	4.7	
	Number of Property, Plant and Equipment physical inventory count witnessed	Maria Teresa A. Cruz /Leonardo Toraja Jr.	5	13	5	5	4	4.7	
	Number of harvest/sales of farm products (rice, copra, mango, etc.) witnessed	Maria Teresa A. Cruz /Leonardo Toraja Jr.	15	17	5	5	5	5	
	Number of Public biddings assisted in relation with RA 9184	Arlin B. Flandez	50	52	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	9	5	5	5	5	
		Maria Teresa A. Cruz	6	23					
	Communication letters released	Arlin B. Flandez / Maria Teresa A. Cruz	50	238	5	5	5	5	
	OPCR and IPCR submitted	Arlin B. Flandez / Maria Teresa A. Cruz / Leonardo Toraja Jr	6	6	5	5	5	5	
	Special Assignment per Memorandum 417 series of 2019	Maria Teresa A. Cruz	3	3	5	5	5	5	JGuarte, RGuarte, ESudaria
	Number of Disposals of unserviceable property and equipment witnessed	Maria Teresa A. Cruz / Leonardo Toraja Jr	0	1	5	5	5	5	
	Number of Expiration or Sale of Farm Animals and plants witnessed	Maria Teresa A. Cruz / Leonardo Toraja Jr	0	2	5	5	5	5	
	Percentage of NCs received and acted	Arlin B. Flandez / Maria Teresa A. Cruz / Leonardo Toraja Jr	Zero	0%	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	
Innovations: Baseline Assessment of Internal Control System Project	In-unit meetings and workshops	Arlin B. Flandez / Maria Teresa A. Cruz / Leonardo Toraja Jr	3	3	5	5	5	5	
Best Practice	Fund transfer adjustments in inter-office transactions	Arlin B. Flandez / Maria Teresa A. Cruz / Leonardo Toraja Jr	0	9	5	5	5	5	
	Attendance to seminars, trainings and workshops	Maria Teresa A. Cruz	1	1	5	5	5	5	
Total Over-all Rating					1 0 9	1 1 0	1 0 9	1 0 9 4	
Average Rating					4 9 5	5	4 9 5	4 9 6	
Adjectival Rating					Outstanding				

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average

Received by: Toni Marc L. Dargantes
TONI MARC L. DARGANTES
Planning Office

Date: 7/12/2022

Recommending Approval: Daniel Leslie S. Tan
DANIEL LESLIE S. TAN
Chairman, PMT

Date: JUL 22 2022

Approved by: Edgardo E. Tulin
EDGARDO E. TULIN
University President

Date: 7/26/22