

FEB 08 2019

"Exhibit A"

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, FRANCISCO G. GABUNADA, JR., Head 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 30, 2018.


FRANCISCO G. GABUNADA, JR.
 Executive Assistant, OP

Approved:


EDGARDO E. TULIN
 President

Personnel Composition	Position Title/Designation	Number
Head	Executive Assistant, OP	1
Staff: Regular Admin Saff	Accountant II	1
	Administrative Aide VI	1
Job Order Staff	Administrative Aide III	1
	Sub-TOTAL	3
	GRAND TOTAL	4

Rating Equivalents:
 5 - Outstanding
 4 - Very Satisfactory
 3 - Satisfactory
 2 - Fair
 1 - Poor

No.	MFOs/PAPs	Success Indicators	Persons Responsible	Target	Percentage of Accomplishments	Details of Accomplishment	Rating				Remarks
							Q1	E2	T3	A4	
6	General Administration Support Services	Number of Internal Control Systems (ICS) evaluated within 45 days from start of review	Arlin B. Flandez / Maria Teresa A. Cruz	1	200%	2	5	5	5	5	
		Number of Prior Years ICS recommendations monitored within 20 days from report submission	Arlin B. Flandez / Maria Teresa A. Cruz	1	100%	1	5	4	5	4.6667	
		Number of best practices sustained	Arlin B. Flandez / Maria Teresa A. Cruz	1	100%	1	4	5	4	4.3333	
	Financial Management Services	Number of monthly IGP Financial Reports verified within 7 days from receipt	Arlin B. Flandez / Maria Teresa A. Cruz	233	89%	208	4	4	4	4	↓ Count decreased due to period consolidation
		Number of harvest/sale of farm products (rice, copra, mango, etc.)	Maria Teresa A. Cruz/Leonardo Toraja Jr.	25	80%	20	5	4	4	4.3333	↓ Some harvests did not advise the office.
		Number of of physical inventory count witnessed within the day	Maria Teresa A. Cruz/Leonardo Toraja Jr.	1	200%	2	5	4	5	4.6667	
		Number of Public biddings assisted in relation with RA 9184	Maria Teresa A. Cruz	10	180%	18	5	4	5	4.6667	↑ New projects.

No.	MFOs/PAPs	Success Indicators	Persons Responsible	Target	Percentage of Accomplishments	Details of Accomplishment	Rating				Remarks
							Q1	E2	T3	A4	
		Number of Public biddings assisted in relation with RA 9184	Maria Teresa A. Cruz	10	180%	18					↑ New projects.
		Number of Accounts Receivable Confirmation Letters - RF and STF	Arlin B. Flandez / Maria Teresa A. Cruz/Leonardo Toraja Jr.	105	174%	183	5	5	4	4.667	Thorough confirmation of receivables on RF and STF projects.
		Number of Canvass Papers/Request for Quotation opened, processed and verified within the day	Maria Teresa A. Cruz/Arlin B. Flandez/Leonardo Toraja Jr.	2000	96%	1916	5	4	5	4.667	↓ Efficiency of BAC proceedings.
	Efficient and customer-friendly assistance	Zero complaint from clients	Maria Teresa A. Cruz/Arlin B. Flandez/Leonardo Toraja Jr.	0	100%	0	5	5	5	5	
	Total Over-all Rating									4.6	
	Average Rating										
	Adjectival Rating										

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

Received by:


Calibrated by:

Recommending Approval:

Approved:

OVPPRGEA

Date: _____


REMBERTO A. PATINDOL
Chairman, PMT

Date: _____


REMBERTO A. PATINDOL
Vice President for Admin. & Finance

Date: _____


EDGARDO E. TULIN
President

Date: _____