

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.

  
MARIA TERESA A. CRUZ  
 Dept/Unit Head



  
ALLEN GLENNIE P. LAMBERT  
 Designation of Immediate Supervisor

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>	
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 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 Publicbiddings 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 Maria Teresa A. CRuz	6 6	8 15	5	5	5	5	
	Office meetings conducted	Maria Teresa A. Cruz	2	3	5	5	5	5	
	Attendance to seminars, trainings and workshops	Arlin B. Flandez Maria Teresa A. Cruz	2 2	2 3	5	5	5	5	
	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	
<b>Not included in this rating period</b>	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.
<b>Total Over-all Rating</b>					90	90	89	89.7	

Average Rating							4.98	
Adjectival Rating					Outstanding			

Received by:

DILBERTO O. FERRAREN

Planning Office

Date: MAR 10 2022

Recommending Approval:

DANIEL LESLIE S. TAN

Vice President

Date: MAR 09 2022

Approved by:

EDGARDO E. TULIN

President

Date: MAR 09 2022

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