

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 January 1 to June 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	100%	1	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	5	5	5	
		Number of best practices sustained	Arlin B. Flandez / Maria Teresa A. Cruz	1	100%	1	5	5	4	4.6667	
		Number of Sales Confirmation on selected IGP Projects	Maria Teresa A. Cruz	79	100%	79	5	5	4	4.6667	
	Financial Management Services	Number of Audit Programs prepared within January 15 of every year	Maria Teresa A. Cruz	1	100%	1	4	5	4	4.3333	
		Number of monthly IGP Financial Reports verified within 7 days from receipt	Arlin B. Flandez / Maria Teresa A. Cruz	237	108%	257	4	5	4	4.3333	↑ due to untimely reports
		Number of Property, Plant and Equipment disposal assisted in relation with adherence to provisions of RA9184	Maria Teresa A. Cruz/Leonardo Toraja Jr.	2	200%	4	4	5	4	4.3333	↑ due to new office relocation

No.	MFOs/PAPs	Success Indicators	Persons Responsible	Target	Percentage of Accomplishments	Details of Accomplishment	Rating				Remarks
							Q1	E2	T3	A4	
		Number of harvest/sale of farm products (rice, copra, mango, etc.)	Maria Teresa A. Cruz/Leonardo Toraja Jr.	25	52%	13	5	5	4	4.6667	↓ Only 13 harvests were advised to our ofc.
		Number of of physical inventory count witnessed within the day	Maria Teresa A. Cruz/Leonardo Toraja Jr.	14	93%	13	5	5	4	4.6667	↓ SPPMO didn't have their beginning inventory count.
		Number of Public biddings assisted in relation with RA 9184	Maria Teresa A. Cruz	5	160%	8	5	5	5	5	↑ due to increased goods requirement
		Number of Accounts Receivable Confirmation Letters - RF and STF	Arlin B. Flandez / Maria Teresa A. Cruz/Leonardo Toraja Jr.	400	105%	420	4	5	4	4.3333	
		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%	1911	4	5	4	4.3333	↓ due to the strength of the BAC committees
	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						60	65	56	60.333	
	Average Rating									4.641	
	Adjectival Rating						Very Satisfactory				

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

Received by:

OVPPRGEA

Date: _____

Calibrated by:



REMBERTO A. PATINDOL

Chairman, PMT

Date: _____

Recommending Approval:

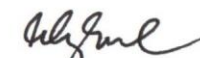


REMBERTO A. PATINDOL

Vice President for Admin. & Finance

Date: _____

Approved:



EDGARDO E. TULIN

President

Date: _____