

# OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, LOUELLA CHAN-AMPAC, 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 to June 30, 2017.

LOUELLA CHAN-AMPAC  
Head of Unit

Date: 7/3/17

REMBERTO A. PATINDOL  
Chairman, PMT

CONNEL D. ANTIPASO  
Executive Officer

Date: \_\_\_\_\_

Approved:

EDGARDO E. TULIN  
President

| MFO No. | MFOs/PAPs                               | Success Indicators   | Persons Responsible                | Jan.-June 2017 Target | Percentage of Accomplishments as of June 30, 2017 | 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/ Louella C. Ampac | 1                     | 100%  | 1                         | 5      | 5  | 5  | 5    |         |
|         |   | Number of Prior years ICS recommendations monitored within 20 days from report submission                              | Arlin B. Flandez/ Louella C. Ampac | 2                     | 100%  | 2                         | 5      | 5  | 5  | 5    |         |
|         |   | Number of additional assignments conducted, verified and submitted to OP/concerned offices within 30 days from receipt | Arlin B. Flandez/Louella C. Ampac  | 3                     | 133%  | 4                         | 5      | 5  | 5  | 5    |         |
|         | Financial Management Services           | Number of Audit Programs prepared within January 15 of every year  | Louella C. Ampac                   | 1                     | 100%  | 1                         | 5      | 5  | 5  | 5    |         |
|         |   | Number of Monthly IGP Financial Reports verified within 7 days from receipt  | Arlin B. Flandez/Louella C. Ampac  | 281                   | 80%   | 226                       | 5      | 4  | 5  | 4.67 |         |



| MFO No. | MFOs/PAPs                                  | Success Indicators   | Persons Responsible                                   | Jan.-June 2017 Target | Percentage of Accomplishments as of June 30,2017 | Details of Accomplishment | Rating |    |    |      | Remarks |
|---------|--|--|---|-----------------------|--|---------------------------|--------|----|----|------|---------|
|         |  |  |   |                       |  |                           | Q1     | E2 | T3 | A4   |         |
|         |  | Number of harvest/sale of farm products ( rice, copra, mango and etc.) witnessed within the day    | Leonardo Toraja, Jr.                                  | 25                    | 96%  | 24                        | 5      | 5  | 5  | 5    |         |
|         |  | Number of physical inventory count witnessed within the day  | Leonardo Toraja Jr. Arlin B. Flandez/Louella C. Ampac | 16                    | 75%  | 12                        | 5      | 5  | 4  | 4.67 |         |
|         |  | Number of Public Biddings assisted in relation with adherence to provisions of the Procurement Law | Louella C. Ampac                                      | 9                     | 89%  | 8                         | 5      | 5  | 4  | 4.67 |         |
|         |  | Number of Canvass Papers/Request for Quotation opened, processed and verified within the day       | Leonardo Toraja Jr. Arlin B. Flandez/Louella C. Ampac | 2718                  | 122%   | 3315                      | 5      | 5  | 5  | 5    |         |
|         |  | Number of queries on financial matters ushered/ attended efficiently                               | Louella C. Ampac                                      | 54                    | 102%   | 55                        | 5      | 5  | 5  | 5    |         |
|         | Efficient and customer-friendly assistance | Zero complaint from clients  | all IASO Staff  | No complaint          | 100%   | No complaint              | 5      | 5  | 5  | 5    |         |
|         | Total Over-all Rating                      |  |   |                       |  |                           |        |    |    | 4.91 |         |
|         | Average Rating                             |  |   |                       |  |                           |        |    |    | 4.91 |         |
|         | Adjectival Rating                          |  |   |                       |  |                           |        |    |    | 0/5  |         |

Received by: \_\_\_\_\_

Calibrated by: \_\_\_\_\_

REMBERTO A. PATINDOL  
PMT

Approved by: \_\_\_\_\_

EDGARDO E. TULIN  
President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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