

EP# 190
2/13/20

"Exhibit A"

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR) REVISED

I, MARIA TERESA A. CRUZ, 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 31, 2019.


MARIA TERESA A. CRUZ
 Head, Internal Audit Service Office

Approved:


SANTIAGO J. PEÑA, JR.
 Executive Assistant, OP



Personnel Composition	Position Title/Designation	Number
Supervisor	Executive Assistant, OP	1
Head	Internal Auditor IV	1
Staff: Regular Admin Staff	Administrative Aide VI	1
Job Order Staff	Administrative Aide III	1
TOTAL		4

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

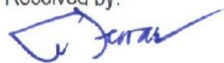
No.	MFOs/PAPs	Success Indicators	Persons Responsible	Target	Percentage of Accomplishments	Details of Accomplishments	Rating				Remarks
							Q1	E2	T3	A4	
UMFO 5. SUPPORT TO OPERATIONS (STO)											
STO 1.	ISO Aligned Documents	PI 1. Internal Audit Operations Manual	Arlin B. Flandez / Maria Teresa A. Cruz	1	60%	70%	4	4	4	4	
		PI 2. Audit of Mobile Subsidy	Arlin B. Flandez / Maria Teresa A. Cruz/Leonardo Toraja Jr.	0	100%	1	5	5	5	5	
STO 2.	Citizen's Charter Compliance	PI 1. 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%	100%	5	5	5	5	
UMFO 6. GENERAL ADMINISTRATION SUPPORT SERVICES (GASS)											

No.	MFOs/PAPs	Success Indicators	Persons Responsible	Target	Percentage of Accomplishments	Details of Accomplishments	Rating				Remarks
							Q1	E2	T3	A4	
GASS 1.	Efficient and customer-friendly frontline service	PI. Zero complaint from clients in compliance with CSC's Public Service Delivery Audit or	Arlin B. Flandez / Maria Teresa A. Cruz/Leonardo Toraja Jr.	0	100%	100%	5	5	5	5	
GASS 2.	Submission of Agency Procurement Plan	PI 1. Number of PPMP submitted on or before prescribed deadline.	Arlin B. Flandez / Maria Teresa A. Cruz	1	100%	100%	5	5	5	5	
GASS 5.	Number of financial systems evaluated	PI 1. Collection system of randomly selected RF and STF project.	Arlin B. Flandez / Maria Teresa A. Cruz	2	150%	3	5	5	5	5	
		PI 2. Procurement system of randomly selected RF and STF project.	Arlin B. Flandez / Maria Teresa A. Cruz	3	100%	3	5	5	5	5	
		PI 3. Inventory system of randomly selected RF and STF projects	Arlin B. Flandez / Maria Teresa A. Cruz/Leonardo Toraja Jr.	2	150%	3	5	5	5	5	
GASS 6.	Number of Operation/process evaluated	PI 1. Number of monthly RF and STF Financial Reports verified within 7 days from receipt	Arlin B. Flandez / Maria Teresa A. Cruz	210	70%	147	4	4	4	4	
	Best practice sustained	PI 1a. All collections are issued official receipts, intact and deposited on the day or the following day. (Collection Management)	Arlin B. Flandez / Maria Teresa A. Cruz	100%	100%	100%	5	5	5	5	
		PI 1b. Proofing of Official Receipts reported in the Projects' monthly Financial Report	Arlin B. Flandez / Maria Teresa A. Cruz/Leonardo Toraja Jr.	210	70%	147	4	4	4	4	
		PI 2. Number of Public biddings assisted in relation with RA 9184	Arlin B. Flandez	15	67%	10	5	5	5	5	
		PI 3. Number of harvest/sale of farm products (rice, copra, mango, etc.) witnessed	Maria Teresa A. Cruz/Leonardo Toraja Jr.	15	140%	21	5	5	5	5	
		PI 4. Petty Cash Custodian	Arlin B. Flandez	100%	100%	100%	5	5	5	5	
	Financial Management Services	PI 1. Number of Accounts Receivable Confirmation Letters - BRF and IGF released	Arlin B. Flandez / Maria Teresa A. Cruz	30	117%	35	5	5	5	5	
	Total Over all Rating						72	72	72	216	
	Average Rating						4.8	4.8	4.8	4.80	

No.	MFOs/PAPs	Success Indicators	Persons Responsible	Target	Percentage of Accomplishments	Details of Accomplishments	Rating				Remarks
							Q1	E2	T3	A4	
	Total Adjectival Rating						Outstanding				

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

Received by:



DILBERTO O. FERRAREN

OVPPRGEA

Date: _____

Calibrated by:

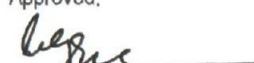


REMBERTO A. PATINDOL

Chairman, PMT

Date: _____

Approved:



EDGARDO E. TULIN

President

Date: 2-17-20