

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, Maria Teresa A. Cruz, Head of the Internal Audit Service, 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, 2024.


MARIA TERESA A. CRUZ
 Dept/Unit Head

Approved:

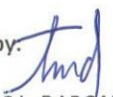

PROSE IVY G. YEPES
 President

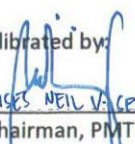


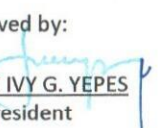
Received by
 J. V. Cruz
 10/1/24

MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Compliance Audit	Number of compliance audits undertaken	Maria Teresa A. Cruz / Leonardo S. Toraja Jr.	6	3 ✓	5	4	3	4	50%
Citizen's Charter Compliance	Percentage Compliance to Citizen's Charter in compliance with Republic Act No. 9485 otherwise known as the Anti-Red Tape Act of 2007	Maria Teresa A. Cruz / Leonardo S. Toraja Jr.	100%	100%	5	5	5	5	
Efficient and customer-friendly frontline service	Zero complaints from clients in compliance with CSC's Public Service Delivery Audit or PASADA in 2003	Maria Teresa A. Cruz / Leonardo S. Toraja Jr.	100%	100%	5	5	5	5	
	Percentage of NCs received and acted	Maria Teresa A. Cruz	Zero	Zero	5	5	5	5	
	Percentage of CARs received and acted	Maria Teresa A. Cruz	Zero	Zero	5	5	5	5	
	Number of witnessed Property, Plant, and Equipment physical inventory	Maria Teresa A. Cruz / Leonardo S. Toraja Jr.	2	1 ✓	5	5	5	5	50%
	Number of witnessed Property, Plant, and Equipment disposal	Maria Teresa A. Cruz / Leonardo S. Toraja Jr.	2	1 ✓	5	5	5	5	50%

	Number of harvests/sales of farm products (rice, copra, mango, etc.) witnessed	Maria Teresa A. Cruz / Leonardo S. Toraja Jr.	30	15	4	4	4	4	
	Discharge of duties as office deputy DRC	Leonardo S. Toraja Jr.	100%	100%	5	4	5	4.67	
	Meetings attended	Maria Teresa A. Cruz	6	5	5	5	5	5	
	Number of mentoring or coaching	Maria Teresa A. Cruz	30	15	5	5	5	5	
	Attendance to seminars, trainings, and workshops	Maria Teresa A. Cruz	2	1	5	5	5	5	
	Communication letters released	Maria Teresa A. Cruz	10	24	5	5	5	5	
	OPCR and IPCR timely submission	Maria Teresa A. Cruz / Leonardo S. Toraja Jr	6	3	5	5	5	5	
Petty Cash Custodianship/ Travels	Number of replenishments/liquidations completed	Maria Teresa A. Cruz / Leonardo S. Toraja Jr	2	2	5	5	4	4.67	
	Special Assignment per Memorandum 417 series of 2019	Maria Teresa A. Cruz	4	9	5	5	4	4.67	
Total Over-all Rating					79	77	75	77	
Average Rating					4.93 75	4.81 25	4.68 75	4.81 25	
Adjectival Rating					Outstanding				

Received by: 
TONI MARC L. DARGANTES
 Planning Office
 Date: 9/6/2024

Calibrated by: 
MOISES NEIL V. CAPIND
 Chairman, PMT
 Date: 9/6/2024

Approved by: 
PROSE IVY G. YEPES
 President
 Date: 9/11/2024

1 – quality

2 – Efficiency

3 – Timeliness

4 – Average