

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

RECEIVED  
28 SEP 2020  
OFFICIALS

I, Maria Teresa A. Cruz, Head of the Office of the 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 January 1 to June 30, 2020.

MARIA TERESA A. CRUZ  
Dept/Unit Head

Approved:

SANTIAGO PENA JR.  
Executive Assistant, OP

MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target	Actual Accomplishment	Rating				Remarks
					Q1	E	T	A1	
UMFO 5. SUPPORT TO OPERATIONS (STO)									
STO 1. ISO Aligned Documents	1. Internal Audit Operations Manual	Arlin B. Flandez / Maria Teresa A. Cruz	25%	100%	4	5	4	4.3	
	2. Number of Appraised procedures (adequacy or efficiency)	Arlin B. Flandez / Maria Teresa A. Cruz	1	90%	5	5	4	4.7	
	3. ISO Deputy Document and Records Controller	Exercise the functions per OP Memorandum No. 181 s 2019	100%	100%	5	5	5	5	
STO 2. Citizen's Charter Compliance	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%	5	5	5	5	
UMFO 6. GENERAL ADMINISTRATION SUPPORT SERVICES (GASS)									
GASS 1. Efficient and customer-friendly frontline service	1. 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	100%	5	5	5	5	
GASS 2. Submission of Agency Procurement Plan	1. Number of PPMP submitted on or before prescribed deadline.	Arlin B. Flandez / Maria Teresa A. Cruz/Leonardo Toraja Jr.	1	1	5	5	5	5	
GASS 6. Number of Operation/process evaluated	1. Number of monthly RF and STF Financial Reports verified within 7 days from receipt	Arlin B. Flandez / Maria Teresa A. Cruz	150	198	5	5	5	5	
	2. Number of tallied deposit slips against official receipts issued	Arlin B. Flandez / Maria Teresa A. Cruz	300	325	5	5	5	5	



MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target	Actual Accomplishment	Rating				Remarks
					Q1	E	T	A	
	3. Number of Property, Plant and Equipment physical inventory count witnessed	Maria Teresa A. Cruz/Leonardo Toraja Jr.	0	0					The Property Office did not conduct physical inventory.
	4. Number of Property, Plant and Equipment disposal assisted in relation with adherence to provisions of RA 9184	Maria Teresa A. Cruz/Leonardo Toraja Jr.	1	100%	5	5	5	5	
	5. Number of harvest/sale of farm products (rice, copra, mango, etc.) witnessed	Maria Teresa A. Cruz/Leonardo Toraja Jr.	15	21	5	5	5	5	
Best practice sustained	1. Inclusion of fund transfer as payment of accounts receivable in IGF Projects	Arlin B. Flandez / Maria Teresa A. Cruz	25	31	5	5	5	5	
	2. Number of Accounts Receivable Confirmation Letters answered - BRF and IGF released within Baybay	Maria Teresa A. Cruz	25	27	5	5	5	5	
Innovations/changes for continued improvement or Improved Services	1. Establishment of VSU component campus data base on existing BRF and IGF projects	Arlin B. Flandez / Maria Teresa A. Cruz/Leonardo Toraja Jr.	0	0					On hold for 2nd semi annual period.
	2. Check the compliance of units/offices, colleges with their Citizen's charter.	Arlin B. Flandez / Maria Teresa A. Cruz/Leonardo Toraja Jr.	0	0					On hold for 2nd semi annual period.
Miscellaneous services	1. Number of Public biddings assisted in relation with RA 9184	Arlin B. Flandez	20	27	5	5	5	5	
	2. Membership to a formal investigation	Maria Teresa A. Cruz	1	1	5	5	5	5	
	3. Special assignment per Memorandum 417 series of 2019	Maria Teresa A. Cruz	3	3	5	5	5	5	
	4. Globe subsidy: Communications for heads/personnel with excess globe charges	Arlin B. Flandez / Maria Teresa A. Cruz	5	5	5	4	4	4.3	
	5. Petty Cash Custodianship	Arlin B. Flandez	1	1	5	5	5	5	
Total Over-all Rating								4.9	
Average Rating									
Adjectival Rating									
								Outstanding	

Received by:

DILBERTO O. FERRAREN  
Planning Office

Recommending Approval:

REMBERTO A. PATINDOL  
Vice President

Approved by:

EDGARDO E. TULIN  
President

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

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

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

1 - quality  
2 - Efficiency

3 - Timeliness  
4 - Average