

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

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 July 1 to December 30, 2020.

  
MARIA TERESA A. CRUZ

Dept/Unit Head

Approved:

  
ALLEN GLENNIE P. LAMBERT

Executive Assistant, OP



MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 5. SUPPORT TO OPERATIONS (STO)									
STO 1. ISO Aligned Documents	PI 1. Internal Audit Operations Manual	Maria Teresa A. Cruz	25%	100%	4	4	4	4	
	PI 2. Number of Appraised procedures (adequacy or efficiency)	Arlin B. Flandez / Maria Teresa A. Cruz/Leonardo Toraja Jr.	1	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%	5	5	5	5	
	PI 2. ISO Deputy Document and Records Controller (dDRC)	Arlin B. Flandez	100%	100%	4	4	4	4	
UMFO 6. GENERAL ADMINISTRATION SUPPORT SERVICES (GASS)									
GASS 1. Efficient and customer-friendly frontline service	PI. 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	PI 1. Number of PPMP submitted on or before the prescribed deadline.	Arlin B. Flandez / Maria Teresa A. Cruz	1	1	5	5	5	5	
	PI 2. Number of PRs prepared and submitted on or before the prescribed deadline	Arlin B. Flandez / Maria Teresa A. Cruz/Leonardo Toraja Jr.	3	3	5	5	5	5	

MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target	Actual Accomplishment	Rating				Remarks
					Q¹	E²	T³	A⁴	
UMFO 6. GENERAL ADMINISTRATION SUPPORT SERVICES (GASS)									
GASS 6. Operation/process evaluated	PI 1. Number of monthly BRF and IGF Financial Reports verified within 7 days from receipt	Arlin B. Flandez / Maria Teresa A. Cruz	150	175	5	5	4	4.67	
Financial Management Services	PI 2. Proofing of Official Receipts reported in the Projects' monthly Financial Report	Arlin B. Flandez / Maria Teresa A. Cruz/Leonardo Toraja Jr.	150	226	5	5	5	5	
	PI 3. Number of Property, Plant and Equipment physical inventory count witnessed	Maria Teresa A. Cruz/Leonardo Toraja Jr.	2	6	5	5	5	5	
	PI 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.	0	10	5	4	5	4.67	
	PI 5. Number of harvest/sale of farm products (rice, copra, mango, etc.) witnessed	Maria Teresa A. Cruz/Leonardo Toraja Jr.	14	24	5	5	5	5	
Best practice sustained	PI 1. Inclusion of fund transfer as payment mode of accounts receivable (Collection Management)	Arlin B. Flandez / Maria Teresa A. Cruz	150	226	5	5	5	5	
	PI 2. Number of Public biddings assisted in relation with RA 9184	Arlin B. Flandez	20	27	5	5	5	5	
Innovations/changes for continued Improvement or	PI 1. Establishment of VSU data base on existing internal controls of BRF and IGF projects	Arlin B. Flandez / Maria Teresa A. Cruz/Leonardo Toraja Jr.	2	30%	2	2	2	2	covid 19 pandemic
	PI 2. Establishment of VSU component campus data base on existing BRF and IGF projects	Arlin B. Flandez / Maria Teresa A. Cruz/Leonardo Toraja Jr.	1	1	5	5	5	5	
	PI 3. Check the compliance of units/offices, colleges with their Citizen's charter.	Arlin B. Flandez / Maria Teresa A. Cruz/Leonardo Toraja Jr.	1	0	2	2	2	2	covid 19 pandemic
	PI 4. Number of Accounts Receivable Confirmation Letters - BRF and IGF released	Arlin B. Flandez / Maria Teresa A. Cruz/Leonardo Toraja Jr.	25	79	5	5	5	5	
	PI 5. Membership to a formal investigation	Maria Teresa A. Cruz	1	1	5	5	5	5	



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					Q¹	E²	T³	A⁴	
UMFO 6. GENERAL ADMINISTRATION SUPPORT SERVICES (GASS)									
	PI 6. Special Assignment per Memorandum	Maria Teresa A. Cruz	3	3	5	5	5	5	
	PI 7. Globe Subsidy communications for Heads/personnel with excess globe charges	Maria Teresa A. Cruz	25	27	5	5	5	5	
	PI 8. Petty Cash Custodianship	Arlin B. Flandez	100%	100%	5	5	5	5	
Total Over-all Rating					102	101	101	101.33	
Average Rating								4.61	
Adjectival Rating					Outstanding				

Received by:

DANIEL LESLIE S. TAN

Planning Office

Date: FEB 17 2021

Recommending Approval:

REMBERTO A. PATINDOL

Vice President

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

Approved by:

EDGARDO E. TULIN

President

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

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