



"Exhibit A"

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, Maria Teresa A. Cruz, Head of the Office of the Head for 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, 2021.

[Signature]
MARIA TERESA A. CRUZ
Dept/Unit Head

Approved:

[Signature]
ALLEN GLENNIE P. LAMBERT
Executive Assistant, OP

MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target	Actual Accomplishment	Rating				Remarks
					Q1	E	T	A	
ISO Aligned Documents	PI 1. Audit Program prepared for the year	Maria Teresa A. Cruz	1	1	4	5	5	4.7	
Citizen's Charter Compliance	PI 2. Percentage Compliance to Citizen's Charter in compliance to Republic Act No. 9485	Arlin B. Flandez / Maria Teresa A. Cruz / Leonardo	100%	100%	5	5	5	5	
	PI 2. Number of IPCRs, OPCR's prepared and submitted	Maria Teresa A. Cruz / Arlin B. Flandez	7	7	5	5	5	5	
Efficient and customer-friendly frontline service	PI 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	0	5	5	5	5	
Submission of Agency Procurement Plan	PI 1. Number of PPMP submitted on or before prescribed deadline.	Arlin B. Flandez / Maria Teresa A. Cruz	1	1	5	5	5	5	
	PI 2. Number of Purchase Requests submitted on or before prescribed deadline.	Arlin B. Flandez / Maria Teresa A. Cruz	3	3	5	5	5	5	
Verification of Financial Reports of BRF and IGF Projects	PI 1. Number of monthly Financial Reports verified from BRF and IGF projects - ACTIVE PROJECTS	Arlin B. Flandez / Maria Teresa A. Cruz	100	108	5	5	4	4.7	

	PI 2. 1b. Number of Substantiated Official Receipts reported in the Projects' monthly Financial Report	Arlin B. Flandez / Maria Teresa A. Cruz/Leonardo Toraja Jr.	739	1585	5	5	5	5	
	PI 3. Number of Property, Plant and Equipment physical inventory count witnessed	Maria Teresa A. Cruz/Leonardo Toraja Jr.	6	6	5	5	5	5	SPPMO, Firearms and makapuno seedlings
	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.	1	2%	5	5	5	5	Alangalang and VSU Main
	PI 5. Number of harvest/sale of farm products (rice, copra, mango, etc.) witnessed	Maria Teresa A. Cruz/Leonardo Toraja Jr.	15	15	5	5	5	5	copra and rice harvests
	PI 6. Number of Public biddings assisted in relation with RA 9184	Arlin B. Flandez	30	59	5	5	5	5	
Innovations/changes for continued Improvement or Improved Services	PI 1. Number of appraised procedures and personnel efficiency	Arlin B. Flandez / Maria Teresa A. Cruz/Leonardo Toraja Jr.	2	6	5	5	5	5	Farmi bidding, hostel covid users, update of designated inspectors, DOH Plant Nursery, cattle, rice
	PI 2. Number of miscellaneous services rendered (membership to investigation committee)	Maria Teresa A. Cruz	1	1	5	5	5	5	Completed
Evaluation of Internal controls of BRF & IGF Projects	PI 1. Number of Internal controls evaluated on BRF and IGF Projects	Arlin B. Flandez / Maria Teresa A. Cruz	2	3	5	5	5	5	hostel, rice proj, designated inspectors
Financial Management Services	PI 2. Petty Cash Custodianship	Arlin B. Flandez	1	1	5	5	5	5	
	PI 3. Number of tracer communications responded	Maria Teresa A. Cruz	5	12	5	5	5	5	
	PI 4. Number of audit findings released thru ISO communications	Maria Teresa A. Cruz	3	3	5	5	5	5	seednet, hostel, rice
	PI 5. Number of communications responded by mobile phone subsidy beneficiaries	Maria Teresa A. Cruz	2	2	5	5	5	5	
	PI 6. Number of Requests./ Proposals submitted	Maria Teresa A. Cruz	2	2	5	5	4	4.7	
	PI 7. Performed duties as dDRC	Arlin B. Flandez	100%	100%	5	5	5	5	

Additions*	PI 1a. Number of monthly Financial Reports verified from BRF and IGF projects - INACTIVE PROJECTS	Arlin B. Flandez / Maria Teresa A. Cruz/Leonardo Toraja Jr.	*55	55	5	5	5	5	Temporarily non earning IGF and BRF projects
Best Practice sustained	PI 1a. Inclusion of Fund Transfer as payments of accounts receivable in IGF Projects	Arlin B. Flandez / Maria Teresa A. Cruz/Leonardo Toraja Jr.	*6	6	5	5	5	5	apartelle, colis, lanada, ponce, beach resort
	Attendance to meetings as member to a Committee	Maria Teresa A. Cruz	*2	3	5	5	5	5	RMIC, VSU Disposal Committee, VSU Safety and Health
	PI 3. Special Assignment per Memorandum 417 series of 2019	Maria Teresa A. Cruz	4	4	5	5	4	4.7	
Total Over-all Rating					124	125	122	124	
Average Rating								4.96	
Adjectival Rating					Outstanding				

Received by:



DANIEL LESLIE S. TAN
Planning Office

Date: JUL 30 2021

Recommending Approval:



REMBERTO A. PATINDOL
Vice President

Date: 7/27/21

Approved by:



EDGARDO E. TULIN
President

Date: _____

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