



TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY
Office Performance Commitment and Review (OPCR)

I, LEONARDO M. MENDOZA, Manager of the Internal Audit Department commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for period July to December 2020

Approved by:


POCHOLO J.D. PARAGAS
Chief Operating Officer


LEONARDO M. MENDOZA
Manager, Internal Audit Department

Date: January 5, 2021

Rating Scale :

5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Unsatisfactory
1 - Poor

STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATORS	Allotted Budget	Division Accountable	Actual Accomplishments	RATING				Remarks
					Q1	E2	T3	A4	
Audit of TIEZA systems, processes and procedures	80% of report on completed audit submitted within 20 w.d. after exit conference		OAD/FAD	100% of report on completed audit submitted within 20 w.d.			5.000	5.000	*Several Audit engagements in the Audit Plan for the 2nd semester were inevitably cancelled beyond our control due to COVID-19 and Internal Quality Audit was given higher priority
	85% of audit conducted against planned audit		OAD/FAD						



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STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATORS	Allotted Budget	Division / Individuals Accountable	Actual Accomplishments	RATING				Remarks
					Q1	E2	T3	A4	
SUPPORT Personnel Development Program	90% attendance of personnel scheduled for competency based training by HRSD.		Department Manager	90% of personnel with mission critical competency gaps sent to competency based training.		5,000		5,000	

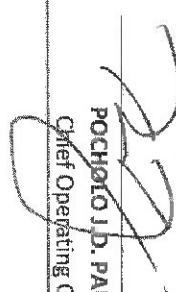
AVERAGE RATING

CATEGORY	RATING			
	Q1	E2	T3	A4
Strategic Objective 80% of report on completed audit submitted within 20 w.d. after exit conference 85% of audit plan conducted before end of the year			5,000	5,000
Core Function				



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Support Function 90% of personnel with mission critical competency gaps sent to competency based training.	5.000	5.000	5.000
Total Overall Rating			
Final Average Rating	5.000	5.000	10.000 5.000
Adjectival Rating			

Assessed by:	Final Rating by:
FRANCIS RANDY J. HORTELANO Manager, Corporate Planning Department	Atty. JOY M. BULAUTAN Chairperson, Performance Management Team
	 POCHOLO J.D. PARAGAS Chief Operating Officer



**TOURISM
INFRASTRUCTURE AND
ENTERPRISE
ZONE
AUTHORITY**

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JUSTIFICATION

Leonardo M. Mendoza received a rating score of five (5) in his Office Performance Commitment and Review (OPCR) for the period July 01 to December 31, 2020. This was a result of achieving the highest rating set forth in the performance indicator rating matrix agreed by the Department and the Head of the Agency.


POCHOLO J. D. PARAGAS
Chief Operating Officer

Audit Reports Submitted for second (2nd) Semester
July to December 2020

OFFICE	EXIT	OCOD SUBMISSION	No. of days
Human Resource Services Division - Leave Cards	07-Aug-20	17-Aug-20	6

Reports submitted

1

Reports submitted within 20 days after exit conference -

1

Average

100.00%

Prepared by:

MA. VICTORIA G. ORENCIA

Noted by:

LEONARDO M. MENDOZA
Manager, Internal Audit Department

List of Trainings attended
July to December 2020

Name of Employee	Trainings Attended	Date of Seminar
Rainer L. Cruz	ISO 9001: 2015 IQA Refresher Course	September 8 to 9, 2020

Total number of personnel	1
Number of personnel who attended the semina	1
	100.00%

Prepared by:

Noted by


MA. VICTORIA G. ORENCIA


LEONARDO M. MENDOZA