TESDA-QP-03-F08

 Rev. No. 03-05/04/22

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| tesda logo**PERFORMANCE EVALUATION INSTRUMENT****FOR INTERNAL AUDITORS** |
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|  |  |  |
| --- | --- | --- |
| Name of auditor | : |  |
|  |  |  |
| Assignment | : | Auditor  |
|  |  |  |
| Audit date | : |  |
|  |  |  |
| Audited process(es) | : |  |

|  |  |  |
| --- | --- | --- |
| **Evaluation Criteria** | **Rating** **(Encircle Rating)** | **Comments** |
| 1. **Planning Stage**
 |  |  |
| * Checklist is complete and questions are concise
 |  1 2 3 4 5 |  |
| 1. **Conduct of Audit**
 |  |  |
| * The auditor had knowledge of the process, procedures, system
 |  1 2 3 4 5 |  |
| * Practices the necessary traits as an auditor
 |  1 2 3 4 5 |  |
| * Audit conducted as scheduled
 |  1 2 3 4 5 |  |
| * Statement of findings are accurate and verifiable
 |  1 2 3 4 5 |  |
| * Timely preparation and distribution of IQA Report and CAR
 |  1 2 3 4 5 |  |
| Average Rating |  |  |

 *Note: 1= Lowest Rating 5 = Highest Rating* Recommendations for Development Purposes

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|  |
| Evaluated by: |  | Discussed with: |
|  |  |  |
| Signature over Printed Name(Lead Auditor) |  | Signature over Printed Name(Auditor) |
|  |  |  |
| Date  |  | Date |

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