TESDA-QP-03-F08

Rev. No. 03-05/04/22

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| tesda logo  **PERFORMANCE EVALUATION INSTRUMENT**  **FOR INTERNAL AUDITORS** |
| |  |  |  | | --- | --- | --- | | 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   |  |  |  |  | | --- | --- | --- | --- | |  | | | | |  | | | | | Evaluated by: | |  | Discussed with: | |  | |  |  | | Signature over Printed Name  (Lead Auditor) | |  | Signature over Printed Name  (Auditor) | |  | |  |  | | Date | |  | Date | |