TESDA-OP-IAS-01-F11-C

 Rev. No. 00 10/21/2020

|  |
| --- |
|  **PERFORMANCE EVALUATION INSTRUMENT** **FOR MEMBER AUDITORS**  |
| Name of auditor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Assignment: Member Auditor Audit period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Audited process(es): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Evaluation Criteria** | **Rating****(Encircle Rating)***(1 = Lowest Rating**5 = Highest Rating)* | **Comments** |
| 1. **Planning Stage**
 |  |  |
| * Compliance Audit Forms and Checklists are prepared and complete
 | 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 submission of Audit Report to PO/DO concerned
 | 1 2 3 4 5 |  |
| Average Rating |  |  |

Other Comments:    Evaluated by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature over Printed Name Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Member Auditor/Team Member)  |

**PERFORMANCE EVALUATION INSTRUMENT**

**FOR LEAD AUDITORS and MEMBER AUDITORS**

*INSTRUCTIONS*

1. This Performance Evaluation Instrument shall be accomplished by the following personnel every after end of every audit assignment:

|  |  |  |
| --- | --- | --- |
| **Auditor** | **Evaluator** | **Form No.** |
| 1. LEAD | 1. Regional Compliance Audit Focal Person

(of the Auditor- and Auditee-Region) | TESDA-OP-IAS-01-F10-A |
| 1. All member auditors in a team
 | TESDA-OP-IAS-01-F10-B |
| 2. MEMBER | 1. Regional Compliance Audit Focal Person
 | TESDA-OP-IAS-01-F11-A |
| 1. Lead Auditor
 | TESDA-OP-IAS-01-F11-B |
| 1. Fellow member auditors in a team
 | TESDA-OP-IAS-01-F11-C |

The number of evaluation instruments to be accomplished will depend on the actual audit conducted by the auditor being evaluated. It shall be 50% but not less than three (3) of their actual audits conducted.

1. This form shall be accomplished as follows:
	1. **Name of Auditor –** name of the concerned auditor being evaluated
	2. **Audit period** **–** (mm/dd-dd/yyyy) the inclusive dates of the actual conduct of audit during which the performance of the auditor is being evaluated
	3. **Audited process(es) –** area/process among the program registration requirements where the auditor being evaluated was assigned to audit
	4. Below columns shall reflect the following information:

|  |  |
| --- | --- |
| Evaluation Criteria | Performance criteria where the compliance auditor is being evaluated |
| Rating | The score assigned by the evaluator based on the performance of the compliance auditor is being evaluated. Rating scale is from 1 to 5, 1 being the lowest and 5 being the highest. |
| Comments | This section should be used to: support performance rating/score, indicate problem areas and provide guidance to auditors on how to improve performance. Comments MUST be provided for average ratings below 3.5 and are highly recommended for all other ratings. |

* 1. **Average Rating –** computed by dividing the sum of ratings assigned per criteria (the “Rating” column) over the total number of criteria (8 for Lead Auditors and 6 for Member Auditors)
	2. **Other Comments –** additional observations noted for which does not fall to any evaluation criteria that has been provided
	3. **Evaluated by –** name and signature of the Regional Compliance Audit Focal Person /Lead Auditor/Member Auditor who accomplishes the form and the date it was signed