

	<b>DAVAO CITY WATER DISTRICT</b>	DOCUMENT CODE	<b>PM-09-02-F02</b>
	<b>INTERNAL QUALITY AUDITOR PERFORMANCE RATING</b>	REVISION NUMBER	0
		PAGE NUMBER	Page 1 of 1
SECTION	<b>PERFORMANCE EVALUATION</b>	EFFECTIVITY DATE	August 1, 2018
SUBJECT	<b>INTERNAL QUALITY AUDIT</b>		

NAME OF AUDITOR	DATE OF AUDIT
	TIME OF AUDIT

**PART ONE:** To be filled-up by Auditees and Co-Auditor

Please rate the Auditor based on the following from 1 to 5 (1 as the lowest and 5 the highest)

PRINCIPLES OF AUDITING	RATING		TOTAL SCORE
	AUDITEE	CO-AUDITOR	
1. <u>ETHICAL CONDUCT</u> : Conducts audit with trust, integrity, confidentiality and discretion			
2. <u>FAIR PRESENTATION</u> : Audit reports reflect truthfully and accurately the audit activities			
3. <u>DUE PROFESSIONAL CARE</u> : Exercise diligence and judgement in auditing			
4. <u>INDEPENDENCE</u> : Exercise impartiality and objective of the audit			
5. <u>EVIDENCED-BASED APPROACH</u> : Conducts audit based on verifiable evidences			
RATED BY :			
	SIGNATURE OVER PRINTED NAME	AVE. SCORE	

**PART TWO:** To be filled-up by the Lead Auditor

Please rate the Auditor based on the following from 1 to 5 (1 as the lowest and 5 the highest)

PRINCIPLES OF AUDITING	RATING	REMARKS (Auditee / Co-Auditor / Lead Auditor)			
1. <u>ETHICAL</u> : Fair, truthful, sincere, honest and discreet					
2. <u>OPEN-MINDED</u> : Consider alternative ideas or points of view					
3. <u>DIPLOMATIC</u> : Tactful in dealing with people					
4. <u>OBSERVANT</u> : Actively aware of physical surroundings and activities					
5. <u>PERCEPTIVE</u> : Aware of and able to understand situations					
6. <u>VERSATILE</u> : Adjust readily to different situations					
7. <u>TENACIOUS</u> : Persistent and focused on achieving objectives					
8. <u>DECISIVE</u> : Exercise logical reasoning and analysis					
9. <u>SELF-RELIANT</u> : Acts and functions independently while interacting effectively with others					
AVERAGE SCORE					
RATED BY: Lead Auditor		DATE:			
<b>LEGEND:</b>	Average Score	Overall Average Score	FINAL RATING	PASSING MARK	
Excellent ( E ) = 5					
Very Satisfactory (VS) = 4 - 4.99					
Satisfactory (S) = 3 - 3.99	PART ONE				
Fair (F) = 2 - 2.99					
Poor (P) = 1.00 & below	PART TWO				