

FO-04-27  
Issue No. 1  
Rev. No. 0



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## DCWD CALIBRATION LABORATORY

### INTERNAL AUDITOR PERFORMANCE RATING (IAPR)

|                   |                |
|-------------------|----------------|
| Name of Auditor : | DATE OF AUDIT: |
|-------------------|----------------|

PART ONE: To be filled-up by Auditee's and Co-Auditor:

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

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

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

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

| PRINCIPLES OF AUDITING  | RATING       | REMARKS |
|---|--------------|---------|
| 1. <u>ETHICAL</u><br>Fair, truthful, sincere, honest and discreet.                                    |              |         |
| 2. <u>OPEN MINDED</u><br>Consider alternative ideas or points of view.                                |              |         |
| 3. <u>DIPLOMATIC</u><br>Tactful in dealing with people  |              |         |
| 4. <u>OBSERVANT</u><br>Actively aware of physical surroundings and activities.                        |              |         |
| 5. <u>PERCEPTIVE</u><br>Aware of and able to understand situations.                                   |              |         |
| 6. <u>VERSTILE</u><br>Adjust readily to different situations.   |              |         |
| 7. <u>TENACIOUS</u><br>Persistent and focused on achieving objectives.                                |              |         |
| 8. <u>DECISIVE</u><br>Exercise logical reasoning and analysis.  |              |         |
| 9. <u>SELF-RELIANT</u><br>Acts and functions independently while interacting effectively with others. |              |         |
| AVERAGE SCORE   |              |         |
| RATED BY:   | LEAD AUDITOR | DATE:   |

| LEGEND:                         | AVERAGE  | OVERALL AVERAGE SCORE | FINAL RATING | PASSING MARK |
|---------------------------------|----------|-----------------------|--------------|--------------|
| Excellent ( E ) = 5             |          |                       |              |              |
| Very Satisfactory (VS) = 4-4.99 | PART ONE |                       |              |              |
| Satisfactory (S) = 3-3.99       | PART TWO |                       |              |              |
| Fair (F) = 2-2.99               |          |                       |              |              |
| Poor (P) = 1.99 & BELOW         |          |                       |              |              |