

PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM
IQA Auditor Performance Evaluation

Auditor _____ Evaluation Date _____

Please rate the Auditor 1 – Needs Improvement, 2 – Average, 3 – Good

Part I Criteria	Rating
1. Ethical, i.e. fair, truthful, sincere, honest and discreet	
2. Open-minded, i.e. willing to consider alternative ideas or point of view	
3. Diplomatic, i.e. tactful in dealing with people	
4. Observant, i.e. actively aware of physical surroundings and activities	
5. Perceptive, i.e. instinctively aware of and able to understand situations	
6. Versatile, i.e. adjusts readily to different situations	
7. Tenacious, i.e. persistent, focused on achieving objectives	
8. Decisive, i.e. reaches timely conclusions based on logical reasoning and analysis	
9. Self reliant, i.e. acts and functions independently while interacting effectively with others	
10. Knowledge on management system requirements	
11. Timely preparation of CARs and PARs until closed out	
12. Correct preparation of CARs and PARs	
13. Knowledge in root cause analysis	
Part I Subtotal	/13 =

Part II Additional Criteria for Lead Auditor only	Rating
1. Effective planning of internal audits	
2. Timely preparation of internal audit report	
3. Effective presentation of internal audit results	
Part II Subtotal	/3 =

Lead Auditor Rating: (Part I Subtotal + Part II Subtotal)/2 = _____		
Auditor Rating : Part I Subtotal = _____		
Additional Remarks (if any)		
Evaluated by:	Acknowledged by:	Noted by: