



**TOURISM
INFRASTRUCTURE AND
ENTERPRISE
ZONE
AUTHORITY**

Gardens of Malasag
Eco Tourism Village
Malasag, Cugman,
Cagayan de Oro City

(+63) 917-896-8873
tiezagardensofmalasag@gmail.com
www.tieza.gov.ph

MEMORANDUM

FOR : MARK T. LAPID
Chief Operating Officer

THRU : MR. JETRO NICOLAS F. LOZADA
Assistant Chief Operating Officer
Assets Management Sector

: ATTY. MARIA TERESA C. ALVAREZ
Manager, Operations Department

FROM : RESIDENT MANAGER

**SUBJECT : REHIRING OF 29 JOB ORDERS FOR THE
PERIOD JULY 01 TO DECEMBER 31, 2021**

DATE : JUNE 03, 2021

This is to recommend rehiring of the following personnel on Job Order Basis for Gardens of Malasag Eco-Tourism Village for the period July 01 to December 31, 2021:

1. Abarquez, Carlo Emmanuel L.
2. Amandy, Aldren C.
3. Artajo, Bernard S.
4. Artajo, Romel S.
5. Balanban, Vilma L.
6. Banaag, Fe D.
7. Fabre, Joselito D.
8. Gabao, Noreta I.
9. Generale, Johnrey R.
10. Jamaca, Lito C.
11. Jaraula, Teodora C.
12. Jemenia, Alven S.
13. Labadan, Joseph A.
14. Labininay, Jerry C.
15. Lalocan, Mario M.
16. Malin, Virgilio E.
17. Montalba, Jovencio L.



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18. Navarro, Sammy J.
19. Nilles, Lamberto, Jr. P.
20. Pinagawa, Sarawagan A.
21. Rabadon, Amie E.
22. Sagiiron, Mercy A.
23. Salahag, Merydith L.
24. Salmoro, Ricky F.
25. Saquilabon, Emy H.
26. Sumonda, Remedios S.
27. Tabian, Vanessa U.
28. Torcende, Antonio L.
29. Ugyab, Jobert D.

Attached is the detailed list of tasks of each of the above named Job Order Employees.

For your kind consideration and approval.


MA. CARMELA L. MARQUEZ

RECOMMENDING APPROVAL:

ATTY. MARIA TERESA C. ALVAREZ
Manager, Operations Department

JETRO NICOLAS F. LOZADA
ACOO-Assets Management Sector

APPROVED:

MARK T. LAPID
Chief Operating Officer



Tourism Infrastructure & Enterprise Zone Authority
Gardens of Malasag Eco-Tourism Village
Cugman, Cagayan de Oro City
CP :09178968873



REHIRING OF JOB ORDERS FOR THE PERIOD JULY 01 TO DECEMBER 31, 2021		
NAME	RATE PER DAY with 20% PREMIUM	TASKS
1. ABARQUEZ, CARLO EMMANUEL L.	679.96	<ol style="list-style-type: none">1. Acts as canvasser of items needed to be purchase2. Maintenance in computer (PC trouble shooting) and CCTV setup3. Conducts periodic check-up of all vehicles for maintenance and trouble shooting and prepares trip ticket for every travel made and PR for fuel and oil needs of cetain vehicle4. Conducts periodic check-up of generator set, water pump and airconditioning units for maintenance and trouble shooting.5. Drives service vehicles to ferry guests & employees during day off of assigned driver6.Perform other related tasks.
2. AMANDY, ALDREN C.	641.51	<ol style="list-style-type: none">1. Assist the resident manager to determine necessary repairs needed of the cottages and function halls2. Prepare lay out and requisition for materials needed for a certain repair.3. Assist the resident manager to determine necessary repairs on electrical lines and connections within GMETV premises4. Sound system operator during functions5.Perform other related tasks.
3. ARTAJO, BERNARD S.	603.71	<ol style="list-style-type: none">1. Feeds and Clean the animals and its cages2. Cleans the surrounding of the aviary and report any damages for repairs3. Watch man of the hanging bridge4. Performs tribal dance and participates in welcome dance and cultural show (Talaandig tribal musician, use ethnic indigenous musical instrument)5. Waiter - reliever when the need arise6. Perform other related tasks.

NAME	RATE PER DAY with 20% Premium	TASKS
4. ARTAJO, ROMEL S.	603.71	<ol style="list-style-type: none"> 1. Cleans and prepares cottages, dormitory rooms and family rooms according to standards 2. Cleans and replace linens and toiletries of newly guest vacated cottages 3. Performs monthly inventory of supplies (linens, coffee, etc.) 4. Talaandig Tribal musician ethnic/ indigenous musical instrument and dancer for cultural show 5. Perform other related tasks.
5. BALANBAN, VILMA L.	603.71	<ol style="list-style-type: none"> 1. Cleans and prepares cottages, dormitory rooms and family rooms according to standards 2. Cleans and replace linens and toiletries of newly guest vacated cottages 3. Street sweeper around the vicinity of the cottages 4. Performs tribal dance and participates in welcome dance and cultural show (Umayamnon tribe) 5. Perform other related tasks.
6. BANAAG, FE D.	720.77	<ol style="list-style-type: none"> 1. Alternate Restaurant Cashier and Front Office Clerk/Cashier 2. Responsible for guest check in and check out and maintains and update reservation chart 3. Answer queries/phone including giving information. 4. Receives payments, issues receipt and prepares daily collection report. 5. Prepares turn over sheet of accountable forms and change fund. 7. Perform other related tasks.
7. FABRE, JOSELITO D.	679.96	<ol style="list-style-type: none"> 1. Drives service vehicles to ferry guests & employees 2. Prepares trip ticket for every travel made 3. Informs RM necessary periodic check up needed of the service vehicle. 4. Prepares requisition slip to supply officer for fuel, oil and lubricants of vehicle used including tires when the need arise 5. Perform other related tasks.
8. GABAO, NORITA I.	603.71	<ol style="list-style-type: none"> 1. Street and ground sweeper and toilet caretaker 2. Alternate garbage collector around the village 3. Performs tribal dance and participates in welcome dance and cultural show (Tigwahanon tribe) 4. Perform other related tasks.

NAME	RATE PER DAY with 20% Premium	TASKS
9. GENERALE,JOHNREY R.	641.51	<ol style="list-style-type: none"> 1. Presents menu and takes order from customers 2. Sets table in accordance with laid down standards 3. Takes charge in the preparation of the dining for reservation and booked function. 4. Maintain cleanliness of the dining area 5. Perform other related tasks.
10. JAMACA,LITO C.	603.71	<ol style="list-style-type: none"> 1. In-Charge in the production of vegetables, herbs and flowers below the restaurant and its surrounding 2. Labels trees and flowers 3. Lawn mower and grass cutter operator on his designated area and street sweeper. 4.Assists in ground and maintenance works. 5. Performs other related tasks.
11. JARULA, TEODORA C.	720.77	<ol style="list-style-type: none"> 1. Receives payment and Issues food check and official receipt and prepares daily collection report. 2. Prepares turnover sheet of accountable forms and change funds 3. Forward any unpaid bills to the Front Office 4. Maintain cleanliness of cashier's booth 5. Perform other duties that may assigned from time to time
12. JEMENIA, ALVEN S.	603.71	<ol style="list-style-type: none"> 1. In charge in beautification of the flowers from gate entrance to crossing 2. Lawn mower and grass cutter operator on his designated area and streetsweeper. 3. Provides assistance to waiter on disposing foods from restaurant to function hall 4. Perform other related tasks.
13. LABADAN, JOSEPH A.	764.02	<ol style="list-style-type: none"> 1. Supervises and coordinates cooking/kitchen activities with the food production staff considering the food cost, variety and cycle of menus, platability and presentation of food and utilization of leftovers. 2. Prepares and cooks food of all type either on a regular basis or functions with conformity to the set standards and specifications 3. Monitors the inventory and stock control of food equipment, supplies and ingredients and ensures its availability from time to time 4. Cleans the area before leaving the post 5. Perform other related task.

NAME	RATE PER DAY with 20% Premium	TASKS
14. LABININAY, JERRY C.	641.51	<ol style="list-style-type: none"> 1. Constructs small furniture like tables, chairs and other items needed at Malasag . 2. Takes charge of all repair works of cottages /buildings and furnitures, including water lines and connections 3. Operates the sound system and alternate waiter when there is function. 4. Perform other related tasks.
15. LALOCAN, MARIO M.	603.71	<ol style="list-style-type: none"> 1. In-charge of water pump and water line from source to GMETV 2. In-charge of pruning of trees-every Monday only 3. Replace busted bulbs within GMETV perimeter per schedule 4. Perform other related tasks.
16. MALIN, VIRGILIO E.	603.71	<ol style="list-style-type: none"> 1. Garbage Collector around the vicinity of GMETV 2. Maintains the cleanliness and beautification of the campground area and rose garden 3. Performs tribal dance and participates in welcome dance and cultural show (Subanon tribe) 4. Perform other related tasks.
17. MONTALBA, JOVENCIO L.	720.77	<ol style="list-style-type: none"> 1. Purchase items base on market list received and/ or Purchase Request 2. Coordinates with the cost controller in case of prices differ from the PO to actual market price 3. Requests cash advance for the supplies needed to be purchased. 4. Liquidates receipts and cash excess/refund to cashier after purchasing 5. Perform other related tasks.
18. NAVARRO, SAMMY J.	641.51	<ol style="list-style-type: none"> 1. In-charge of the repair of the perimeter fence, beds, hanging bridge, chairs and tables. 2. Checks/repairs water source and pipelines 3. Alternate water pump operator and sound system operator. 5. Alternate waiter when the need arise. 6. Perform other related tasks.

NAME	RATE PER DAY with 20% Premium	TASKS
19. NILLES, LAMBERTO, JR. P.	679.96	<ol style="list-style-type: none"> 1. Designated as swimming pool life guard 2. Maintains the swimming pool equipment and cleanliness and treatment 3. Monitor's the upkeep/cleanliness swimming pool area 4. Perform other related tasks.
20. PINAGAWA, SARAWAGAN A.	603.71	<ol style="list-style-type: none"> 1. In-Charge in the production of vegetables and herbs 2. In-Charge of the flower garden below the restaurant and its surrounding 3. Labels trees and flowers 4. Lawn mower and grass cutter operator on his designated area and street sweeper 5. Perform other related tasks.
21. RABADON, AMIE E.	720.77	<ol style="list-style-type: none"> 1. Acts as Front Office cashier and manages bookings. 2. Acts as supply officer and prepares daily collections report. 3. Responsible for guest check in and check out. 4. Maintains and updates reservation chart. 5. Answers queries/phone call including giving information 6. Receives payment and issues receipts 7. Prepare/submits related reports as Front Office Cashier. 8. Receives and inspects incoming supplies and maintains inventory of stocks. 9. Perform other related tasks.
22. SAGI-IRON, MERCY A.	603.71	<ol style="list-style-type: none"> 1. Maintains cleanliness and orderliness of the entire grounds at Malasag 2. Street sweeper and toilet caretaker 3. Dishwasher reliever 4. Performs abaca weaving and participates in welcome dance & cultural show for guests (Umayamnon tribe) 5. Perform other related tasks.

NAME	RATE PER DAY with 20% Premium	TASKS
23. SALAHAG, MERYDITH L.	720.77	<ol style="list-style-type: none"> 1. Responsible for guest check in and check out and manages bookings. 2. Maintains and update reservation chart 3. Answer queries/phone call including giving information. 4. Received payments and issues receipt 5. Prepares/submits related reports as Front Office Cashier. 6. Performs tribal dance and participates in welcome dance and cultural show (Bukidnon tribe) 7. Performs other related tasks
24. SALMORO, RICKY F.	603.71	<ol style="list-style-type: none"> 1. In charge in beautification of the flowers in flower shower (in between of two function hall) 2. Incharge in propagating ornamental plants/seedlings 3. Alternate kitchen aide 4. Lawn mower and grass cutter operator on his designated area 5. Perform other related tasks.
25. SAQUILABON, EMY H.	679.96	<ol style="list-style-type: none"> 1. Cooks and prepares food for a la carte and functions 2. Chops and apportions meats and fish following established serving portion, properly arranging them in freezers for easy retrieval 3. Maintains food portion control 4. Maintains cleanliness of Kitchen area 5. Perform other related tasks.
26. SUMONDA, REMEDIOS S.	679.96	<ol style="list-style-type: none"> 1. Conducts cleaning and dusting of cottages, dormitory rooms and family rooms 2. Cleans and replaces linens and toiletries of newly guest vacated cottages 3. Performs monthly inventory of supplies (linens, coffee, etc.) 4. Performs tribal dance and participates in welcome dance and cultural show (Pulangihon/Bukidnon Tribe) 5. Perform other related tasks.
27. TABIAN, VANESSA U.	603.71	<ol style="list-style-type: none"> 1. Washes dirty and linens from cottages and function hall 2. Assist in cleaning the cottages and dormitory areas 3. Alternate Dishwasher 4. Perform other related tasks.

NAME	RATE PER DAY with 20% Premium	TASKS
28. TORCENDE, ANTONIO L.	679.96	<ol style="list-style-type: none"> 1. Cooks and prepares food for a la carte and functions 2. Chops and apportions meats and fish following established serving portion, properly arranging them in freezers for easy retrieval 3. Maintains food portion control and cleanliness of Kitchen area 5. Perform other related tasks.
29. UGYAB, JOBERT D.	603.71	<ol style="list-style-type: none"> 1. Cleans and prepares cottages, dormitory rooms and family rooms according to standards 2. Cleans and replace linens and toiletries of newly guest vacated cottages 3. Assigned as helper of the carpenter when the need arise 4. Perform tribal dance and participates in welcome dance and cultural show (Talaandig Tribal musician ethnic/ indigenoues musical instrument) 5. Perform other related tasks.

NAME : ABAROQUEZ, CARLO EMMANUEL L.
DEPARTMENT :

BEHAVIORAL (10)

DATE : June 3, 2021

POOR (1.00)	UNSATISFACTORY (2.00)	SATISFACTORY (3.00)	VERY SATISFACTORY (4.00)	OUTSTANDING (5.00)	POINT SCORE
A. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.					
<input type="checkbox"/> Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.	<input type="checkbox"/> Uncooperative and difficult to deal with. Must be closely supervised to do the job.	<input type="checkbox"/> Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.	<input checked="" type="checkbox"/> Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.	<input type="checkbox"/> Always exhibit a high degree of enthusiasm in the performance of assigned task. Always courteous to the general public and maintains harmonious, functional and personal relationships with his supervisors and co-workers.	4.00
B. QUALITY OF WORK / PERFORMANCE (2.5): The ability to set high standards for own personal performance; strive for quality work; put forth extra effort to ensure quality work.					
Considering the following factors, indicate your rating (Poor to Outstanding) below: > Develops and implements new solutions, procedures and concepts. > Demonstrates accuracy, thoroughness and reliability > Shows organization and completeness > Pays attention to details > Consistently delivers what is required when required					
POOR (.50)	UNSATISFACTORY (1.00)	SATISFACTORY (1.50)	VERY SATISFACTORY (2.00)	OUTSTANDING (2.50)	POINT SCORE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2.00
C: PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work. Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets.					
Absences: 0 1-10 11-20 21-30 31 or more		Rating: 2.5 2.0 1.50 1.00 .50		Tardiness/Undertime: 0 1-10 11-20 21-30 31 or more	
		Rating		8.00	
Equivalent Point Score:					2.00

MA CARABELA LV. MARQUEZ
Resident Manager

NAME : AMANDY, ALDREN C.
DEPARTMENT :

BEHAVIORAL (10)

DATE : June 3, 2021

POOR (1.00)	UNSATISFACTORY (2.00)	SATISFACTORY (3.00)	VERY SATISFACTORY (4.00)	OUTSTANDING (5.00)	POINT SCORE
<p>A. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.</p>					
<input type="checkbox"/> Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.	<input type="checkbox"/> Uncooperative and difficult to deal with. Must be closely supervised to do the job.	<input type="checkbox"/> Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.	<input checked="" type="checkbox"/> Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.	<input type="checkbox"/> Always exhibit a high degree of enthusiasm in the performance of assigned task. Always courteous to the general public and maintains harmonious, functional and personal relationships with his supervisors and co-workers.	4.00
<p>B: QUALITY OF WORK / PERFORMANCE (2.5): The ability to set high standards for own personal performance; strive for quality work; put forth extra effort to ensure quality work.</p>					
<p>Considering the following factors, indicate your rating (Poor to Outstanding) below:</p> <ul style="list-style-type: none"> > Develops and implements new solutions, procedures and concepts. > Demonstrates accuracy, thoroughness and reliability > Shows organization and completeness > Pays attention to details > Consistently delivers what is required when required 					
<input type="checkbox"/> POOR (.50)	<input type="checkbox"/> UNSATISFACTORY (1.00)	<input type="checkbox"/> SATISFACTORY (1.50)	<input checked="" type="checkbox"/> VERY SATISFACTORY (2.00)	<input type="checkbox"/> OUTSTANDING (2.50)	2.00
<p>C: PUNCTUALITY and ATTENDANCE (2.5): Regularly in reporting for work.</p> <p>Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets.</p>					
<p>Absences</p> <p>0 1-10 11-20 21-30 31 or more</p>		<p>Tardiness/Under time</p> <p>0 1-10 11-20 21-30 31 or more</p>		<p>Rating</p> <p>2.5 2.0 1.50 1.00 .50</p>	
<p>Equivalent Point Score: 8.25</p>					2.25

MA. CARMELA LV. MARQUEZ
Resident Manager

NAME : ARTAJO, BERNARD S.
DEPARTMENT :

BEHAVIORAL (10)

DATE : June 3, 2021

POOR (1.00)	UNSATISFACTORY (2.00)	SATISFACTORY (3.00)	VERY SATISFACTORY (4.00)	OUTSTANDING (5.00)	POINT SCORE
A. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.					
<input type="checkbox"/> Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.	<input type="checkbox"/> Uncooperative and difficult to deal with. Must be closely supervised to do the job.	<input type="checkbox"/> Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.	<input checked="" type="checkbox"/> Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.	<input type="checkbox"/> Always exhibit a high degree of enthusiasm in the performance of assigned task. Always courteous to the general public and maintains harmonious, functional and personal relationships with his supervisors and co-workers.	4.00
B: QUALITY OF WORK / PERFORMANCE (2.5): The ability to set high standards for own personal performance; strive for quality work; put forth extra effort to ensure quality work.					
Considering the following factors, indicate your rating (Poor to Outstanding) below: > Develops and implements new solutions, procedures and concepts. > Demonstrates accuracy, thoroughness and reliability > Shows organization and completeness > Pays attention to details > Consistently delivers what is required when required					
<input type="checkbox"/> POOR (.50)	<input type="checkbox"/> UNSATISFACTORY (1.00)	<input type="checkbox"/> SATISFACTORY (1.50)	<input checked="" type="checkbox"/> VERY SATISFACTORY (2.00)	<input type="checkbox"/> OUTSTANDING (2.50)	POINT SCORE 2.00
C: PUNCTUALITY and ATTENDANCE (2.5): Regularly in reporting for work. Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets.					
Absences: 0 1-10 11-20 21-30 31 or more		Tardiness/Undertime 0 1-10 11-20 21-30 31 or more		Rating 2.5 2.0 1.50 1.00 .50	Rating 2.5 2.0 1.50 1.00 .50
Equivalent Point Score: 8.50					2.50

MA. CARMELA LV. MARQUEZ
Resident Manager

NAME : ARTAJO, ROMEL S.
DEPARTMENT :

BEHAVIORAL (10)

DATE : June 3, 2021

POOR (1.00)	UNSATISFACTORY (2.00)	SATISFACTORY (3.00)	VERY SATISFACTORY (4.00)	OUTSTANDING (5.00)	POINT SCORE
A. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.					
<input type="checkbox"/> Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.	<input type="checkbox"/> Uncooperative and difficult to deal with. Must be closely supervised to do the job.	<input type="checkbox"/> Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.	<input checked="" type="checkbox"/> Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.	<input type="checkbox"/> Always exhibit a high degree of enthusiasm in the performance of assigned task. Always courteous to the general public and maintains harmonious, functional and personal relationships with his supervisors and co-workers.	4.00
B: QUALITY OF WORK / PERFORMANCE (2.5): The ability to set high standards for own personal performance; strive for quality work; put forth extra effort to ensure quality work.					
Considering the following factors, indicate your rating (Poor to Outstanding) below: > Develops and implements new solutions, procedures and concepts. > Demonstrates accuracy, thoroughness and reliability > Shows organization and completeness > Pays attention to details > Consistently delivers what is required when required					
<input type="checkbox"/> POOR (.50)	<input type="checkbox"/> UNSATISFACTORY (1.00)	<input type="checkbox"/> SATISFACTORY (1.50)	<input checked="" type="checkbox"/> VERY SATISFACTORY (2.00)	<input type="checkbox"/> OUTSTANDING (2.50)	2.00
C: PUNCTUALITY and ATTENDANCE (2.5): Regularly in reporting for work. Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets.					
Absences 0 1-10 11-20 21-30 31 or more		Tardiness/Undertime 0 1-10 11-20 21-30 31 or more		Rating 2.5 2.0 1.50 1.00 .50	2.25
Equivalent Point Score 8.25					

MA. CARMELA LV. MARQUEZ
Resident Manager

NAME : **BALANBAN, VILMA L.**
 DEPARTMENT :

BEHAVIORAL (10)

DATE : **June 3, 2021**

POOR (1.00)	UNSATISFACTORY (2.00)	SATISFACTORY (3.00)	VERY SATISFACTORY (4.00)	OUTSTANDING (5.00)	POINT SCORE
A. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.					4.00
<input type="checkbox"/> Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.	<input type="checkbox"/> Uncooperative and difficult to deal with. Must be closely supervised to do the job.	<input type="checkbox"/> Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.	<input checked="" type="checkbox"/> Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.	<input type="checkbox"/> Always exhibit a high degree of enthusiasm in the performance of assigned task. Always courteous to the general public and maintains harmonious, friendly and personal relationships with his supervisors and co-workers.	

B. QUALITY OF WORK / PERFORMANCE (2.5): The ability to set high standards for own personal performance; strive for quality work; put forth extra effort to ensure quality work.

Considering the following factors, indicate your rating (Poor to Outstanding) below:

- > Develops and implements new solutions, procedures and concepts.
- > Demonstrates accuracy, thoroughness and reliability
- > Shows organization and completeness
- > Pays attention to details
- > Consistently delivers what is required when required

POOR (.50)	UNSATISFACTORY (1.00)	SATISFACTORY (1.50)	VERY SATISFACTORY (2.00)	OUTSTANDING (2.50)	POINT SCORE																																				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2.00																																				
C. PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work. Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets.																																									
<table><tr><td>Absences</td><td>Rating</td><td>Tardiness/Undertime</td><td>Rating</td><td></td><td>2.50</td></tr><tr><td>0</td><td>2.5</td><td>0</td><td>2.5</td><td></td><td></td></tr><tr><td>1-10</td><td>2.0</td><td>1-10</td><td>2.0</td><td></td><td></td></tr><tr><td>11-20</td><td>1.50</td><td>11-20</td><td>1.50</td><td></td><td></td></tr><tr><td>21-30</td><td>1.00</td><td>21-30</td><td>1.00</td><td></td><td></td></tr><tr><td>31 or more</td><td>.50</td><td>31 or more</td><td>.50</td><td></td><td></td></tr></table>						Absences	Rating	Tardiness/Undertime	Rating		2.50	0	2.5	0	2.5			1-10	2.0	1-10	2.0			11-20	1.50	11-20	1.50			21-30	1.00	21-30	1.00			31 or more	.50	31 or more	.50		
Absences	Rating	Tardiness/Undertime	Rating		2.50																																				
0	2.5	0	2.5																																						
1-10	2.0	1-10	2.0																																						
11-20	1.50	11-20	1.50																																						
21-30	1.00	21-30	1.00																																						
31 or more	.50	31 or more	.50																																						
Equivalent Point Score					8.50																																				

MA. CARMELA LV. MARQUEZ
 Resident Manager

NAME : BANAG, FE D.
DEPARTMENT :

BEHAVIORAL (10)

DATE :

June 3, 2021

POOR (1.00)	UNSATISFACTORY (2.00)	SATISFACTORY (3.00)	VERY SATISFACTORY (4.00)	OUTSTANDING (5.00)	POINT SCORE
A. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.					
<input type="checkbox"/> Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.	<input type="checkbox"/> Uncooperative and difficult to deal with. Must be closely supervised to do the job.	<input type="checkbox"/> Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.	<input checked="" type="checkbox"/> Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.	<input type="checkbox"/> Always exhibit a high degree of enthusiasm in the performance of assigned task. Always courteous to the general public and maintains harmonious, functional and personal relationships with his supervisors and co-workers.	4.00
B: QUALITY OF WORK / PERFORMANCE (2.5): The ability to set high standards for own personal performance; strive for quality work; put forth extra effort to ensure quality work.					
Considering the following factors, indicate your rating (Poor to Outstanding) below: > Develops and implements new solutions, procedures and concepts. > Demonstrates accuracy, thoroughness and reliability > Shows organization and completeness > Pays attention to details > Consistently delivers what is required when required					
<input type="checkbox"/> POOR (.50)	<input type="checkbox"/> UNSATISFACTORY (1.00)	<input type="checkbox"/> SATISFACTORY (1.50)	<input checked="" type="checkbox"/> VERY SATISFACTORY (2.00)	<input type="checkbox"/> OUTSTANDING (2.50)	2.00
C: PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work. Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets.					
Absences: 0 1-10 11-20 21-30 31 or more		Rating 2.5 2.0 1.50 1.00 .50		Tardiness/Under time 0 1-10 11-20 21-30 31 or more	
		Rating 2.5 2.0 1.50 1.00 .50		8.50	
Equivalent Point Score:					2.50

MA. CARMELA LV. MARQUEZ
Resident Manager

NAME : **FABRE, JOSELITO D.**
DEPARTMENT :

BEHAVIORAL (10)

DATE : June 3, 2021

POOR (1.00)	UNSATISFACTORY (2.00)	SATISFACTORY (3.00)	VERY SATISFACTORY (4.00)	OUTSTANDING (5.00)	POINT SCORE
A. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.					
<input type="checkbox"/> Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.	<input type="checkbox"/> Uncooperative and difficult to deal with. Must be closely supervised to do the job.	<input type="checkbox"/> Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.	<input checked="" type="checkbox"/> Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.	<input type="checkbox"/> Always exhibit a high degree of enthusiasm in the performance of assigned task. Always courteous to the general public and maintains harmonious, functional and personal relationships with his supervisors and co-workers.	4.00
B. QUALITY OF WORK / PERFORMANCE (2.5): The ability to set high standards for own personal performance; strive for quality work; put forth extra effort to ensure quality work.					
Considering the following factors, indicate your rating (Poor to Outstanding) below: > Develops and implements new solutions, procedures and concepts. > Demonstrates accuracy, thoroughness and reliability > Shows organization and completeness > Pays attention to details > Consistently delivers what is required when required					
<input type="checkbox"/> POOR (.50)	<input type="checkbox"/> UNSATISFACTORY (1.00)	<input type="checkbox"/> SATISFACTORY (1.50)	<input checked="" type="checkbox"/> VERY SATISFACTORY (2.00)	<input type="checkbox"/> OUTSTANDING (2.50)	POINT SCORE 2.00
C. PUNCTUALITY and ATTENDANCE (2.5): Regularly in reporting for work. Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets.					
Absences: 0 1-10 11-20 21-30 31 or more		Rating 2.5 2.0 1.50 1.00 .50		Tardiness/Under time 0 1-10 11-20 21-30 31 or more	
		Rating 2.5 2.0 1.50 1.00 .50		Equivalent Point Score: 8.50	

MA. CARMELA LV. MARQUEZ
Resident Manager

NAME : GABAO, NORETA I.
DEPARTMENT :

BEHAVIORAL (10)

DATE : June 3, 2021

POOR (1.00)	UNSATISFACTORY (2.00)	SATISFACTORY (3.00)	VERY SATISFACTORY (4.00)	OUTSTANDING (5.00)	POINT SCORE
A. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.					
<input type="checkbox"/> Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.	<input type="checkbox"/> Uncooperative and difficult to deal with. Must be closely supervised to do the job.	<input type="checkbox"/> Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.	<input checked="" type="checkbox"/> Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.	<input type="checkbox"/> Always exhibit a high degree of enthusiasm in the performance of assigned task. Always courteous to the general public and maintains harmonious, functional and personal relationships with his supervisors and co-workers.	4.00
B: QUALITY OF WORK / PERFORMANCE (2.5): The ability to set high standards for own personal performance; strive for quality work; put forth extra effort to ensure quality work.					
Considering the following factors, indicate your rating (Poor to Outstanding) below: > Develops and implements new solutions, procedures and concepts. > Demonstrates accuracy, thoroughness and reliability > Shows organization and completeness > Pays attention to details > Consistently delivers what is required when required					
<input type="checkbox"/> POOR (.50)	<input type="checkbox"/> UNSATISFACTORY (1.00)	<input type="checkbox"/> SATISFACTORY (1.50)	<input checked="" type="checkbox"/> VERY SATISFACTORY (2.00)	<input type="checkbox"/> OUTSTANDING (2.50)	POINT SCORE
C: PUNCTUALITY and ATTENDANCE (2.5): Regularly in reporting for work. Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets.					
Absences 0 1-10 11-20 21-30 31 or more		Rating 2.5 2.0 1.50 1.00 .50		Tardiness/Undertime 0 1-10 11-20 21-30 31 or more	
		Rating 2.5 2.0 1.50 1.00 .50		Equivalent Point Score 8.50	
					2.50

MA. CARMELA LV. MARQUEZ
Resident Manager

NAME : GENEAL, JOHNREY R.
DEPARTMENT :

BEHAVIORAL (10)

DATE : June 3, 2021

POOR (1.00)	UNSATISFACTORY (2.00)	SATISFACTORY (3.00)	VERY SATISFACTORY (4.00)	OUTSTANDING (5.00)	POINT SCORE
A. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.					
<input type="checkbox"/> Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.	<input type="checkbox"/> Uncooperative and difficult to deal with. Must be closely supervised to do the job.	<input type="checkbox"/> Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.	<input checked="" type="checkbox"/> Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.	<input type="checkbox"/> Always exhibit a high degree of enthusiasm in the performance of assigned task. Always courteous to the general public and maintains harmonious, functional and personal relationships with his supervisors and co-workers.	4.00
B. QUALITY OF WORK / PERFORMANCE (2.5): The ability to set high standards for own personal performance; strive for quality work; put forth extra effort to ensure quality work.					
Considering the following factors, indicate your rating (Poor to Outstanding) below: <ul style="list-style-type: none"> > Develops and implements new solutions, procedures and concepts. > Demonstrates accuracy, thoroughness and reliability > Shows organization and completeness > Pays attention to details > Consistently delivers what is required when required 					
<input type="checkbox"/> POOR (.50)	<input type="checkbox"/> UNSATISFACTORY (1.00)	<input type="checkbox"/> SATISFACTORY (1.50)	<input checked="" type="checkbox"/> VERY SATISFACTORY (2.00)	<input type="checkbox"/> OUTSTANDING (2.50)	POINT SCORE
C: PUNCTUALITY and ATTENDANCE (2.5): Regularly in reporting for work. Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets.					
Absences 0 1-10 11-20 21-30 31 or more		Rating 2.5 2.0 1.50 1.00 .50		Tardiness/Undertime 0 1-10 11-20 21-30 31 or more	
		Rating 2.5 2.0 1.50 1.00 .50		Equivalent Point Score: 8.50	
					2.50
					2.00

MA. CARMELA LV. MARQUEZ
Resident Manager

NAME : JAMACA, LITO C.

BEHAVIORAL (10)

DATE : June 3, 2021

DEPARTMENT :

POOR (1.00)	UNSATISFACTORY (2.00)	SATISFACTORY (3.00)	VERY SATISFACTORY (4.00)	OUTSTANDING (5.00)	POINT SCORE
A. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.					
<input type="checkbox"/> Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.	<input type="checkbox"/> Uncooperative and difficult to deal with. Must be closely supervised to do the job.	<input type="checkbox"/> Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.	<input checked="" type="checkbox"/> Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.	<input type="checkbox"/> Always exhibit a high degree of enthusiasm in the performance of assigned task. Always courteous to the general public and maintains harmonious, functional and personal relationships with his supervisors and co-workers.	4.00
B. QUALITY OF WORK / PERFORMANCE (2.5): The ability to set high standards for own personal performance; strive for quality work; put forth extra effort to ensure quality work.					
Considering the following factors, indicate your rating (Poor to Outstanding) below: <ul style="list-style-type: none"> > Develops and implements new solutions, procedures and concepts. > Demonstrates accuracy, thoroughness and reliability > Shows organization and completeness > Pays attention to details > Consistently delivers what is required when required 					
POOR (.50)	UNSATISFACTORY (1.00)	SATISFACTORY (1.50)	VERY SATISFACTORY (2.00)	OUTSTANDING (2.50)	POINT SCORE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2.00
C. PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work. Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets.					
Absences		Tardiness/Undertime		Rating	
0 1-10 11-20 21-30 31 or more		2.5 2.0 1.50 1.00 .50		0 1-10 11-20 21-30 31 or more	
				Rating	2.5
				Equivalent Point Score	8.50

MA. CARMELA LV. MARQUEZ
Resident Manager

NAME : JARAULA, TEODORA C.
DEPARTMENT :

BEHAVIORAL (10)

DATE :

June 3, 2021

POOR (1.00)	UNSATISFACTORY (2.00)	SATISFACTORY (3.00)	VERY SATISFACTORY (4.00)	OUTSTANDING (5.00)	POINT SCORE
A. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.					
<input type="checkbox"/> Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.	<input type="checkbox"/> Uncooperative and difficult to deal with. Must be closely supervised to do the job.	<input type="checkbox"/> Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.	<input checked="" type="checkbox"/> Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.	<input type="checkbox"/> Always exhibit a high degree of enthusiasm in the performance of assigned task. Always courteous to the general public and maintains harmonious, functional and personal relationships with his supervisors and co-workers.	4.00
B. QUALITY OF WORK / PERFORMANCE (2.5): The ability to set high standards for own personal performance; strive for quality work; put forth extra effort to ensure quality work.					
Considering the following factors, indicate your rating (Poor to Outstanding) below: > Develops and implements new solutions, procedures and concepts. > Demonstrates accuracy, thoroughness and reliability > Shows organization and completeness > Pays attention to details > Consistently delivers what is required when required					
<input type="checkbox"/> POOR (.50)	<input type="checkbox"/> UNSATISFACTORY (1.00)	<input type="checkbox"/> SATISFACTORY (1.50)	<input checked="" type="checkbox"/> VERY SATISFACTORY (2.00)	<input type="checkbox"/> OUTSTANDING (2.50)	2.00
C. PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work. Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets.					
Absences 0 1-10 11-20 21-30 31 or more		Rating 2.5 2.0 1.50 1.00 .50		Tardiness/Undertime 0 1-10 11-20 21-30 31 or more	
		Rating 2.5 2.0 1.50 1.00 .50		8.25	
Equivalent Point Score:					2.25

MA. CARMELA LV. MARQUEZ
Resident Manager

NAME : JEMENIA, ALVEN S.

BEHAVIORAL (10)

DATE : June 3, 2021

POOR (1.00)	UNSATISFACTORY (2.00)	SATISFACTORY (3.00)	VERY SATISFACTORY (4.00)	OUTSTANDING (5.00)	POINT SCORE
A. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.					
<input type="checkbox"/> Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.	<input type="checkbox"/> Uncooperative and difficult to deal with. Must be closely supervised to do the job.	<input type="checkbox"/> Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.	<input checked="" type="checkbox"/> Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.	<input type="checkbox"/> Always exhibit a high degree of enthusiasm in the performance of assigned task. Always courteous to the general public and maintains harmonious, functional and personal relationships with his supervisors and co-workers.	4.00
B. QUALITY OF WORK / PERFORMANCE (2.5): The ability to set high standards for own personal performance; strive for quality work; put forth extra effort to ensure quality work.					
Considering the following factors, indicate your rating (Poor to Outstanding) below: > Develops and implements new solutions, procedures and concepts. > Demonstrates accuracy, thoroughness and reliability > Shows organization and completeness > Pays attention to details > Consistently delivers what is required when required					
<input type="checkbox"/> POOR (.50)	<input type="checkbox"/> UNSATISFACTORY (1.00)	<input type="checkbox"/> SATISFACTORY (1.50)	<input checked="" type="checkbox"/> VERY SATISFACTORY (2.00)	<input type="checkbox"/> OUTSTANDING (2.50)	2.00
C. PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work. Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets.					
Absences 0 1-10 11-20 21-30 31 or more		Rating 2.5 2.0 1.50 1.00 .50		Tardiness/Undertime 0 1-10 11-20 21-30 31 or more	
		Rating 2.5 2.0 1.50 1.00 .50		Equivalent Point Score: 8.50	

MA. CARMELA LV. MARQUEZ
Resident Manager

NAME : LABADAN, JOSEPH A.
DEPARTMENT :

BEHAVIORAL (10)

DATE : June 3, 2021

POOR (1.00)	UNSATISFACTORY (2.00)	SATISFACTORY (3.00)	VERY SATISFACTORY (4.00)	OUTSTANDING (5.00)	POINT SCORE
<p>A. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.</p>					
<input type="checkbox"/> Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.	<input type="checkbox"/> Uncooperative and difficult to deal with. Must be closely supervised to do the job.	<input type="checkbox"/> Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.	<input checked="" type="checkbox"/> Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.	<input type="checkbox"/> Always exhibit a high degree of enthusiasm in the performance of assigned task. Always courteous to the general public and maintains harmonious, functional and personal relationships with his supervisors and co-workers.	4.00
<p>B. QUALITY OF WORK / PERFORMANCE (2.5): The ability to set high standards for own personal performance; strive for quality work; put forth extra effort to ensure quality work.</p>					
<p>Considering the following factors, indicate your rating (Poor to Outstanding) below:</p> <ul style="list-style-type: none"> > Develops and implements new solutions, procedures and concepts. > Demonstrates accuracy, thoroughness and reliability > Shows organization and completeness > Pays attention to details > Consistently delivers what is required when required 					
<input type="checkbox"/> POOR (.50)	<input type="checkbox"/> UNSATISFACTORY (1.00)	<input type="checkbox"/> SATISFACTORY (1.50)	<input checked="" type="checkbox"/> VERY SATISFACTORY (2.00)	<input type="checkbox"/> OUTSTANDING (2.50)	POINT SCORE
<p>C: PUNCTUALITY and ATTENDANCE (2.5): Regularly in reporting for work. Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets:</p>					
<p>Absences</p> <p>0 1-10 11-20 21-30 31 or more</p>		<p>Tardiness/Undertime</p> <p>0 1-10 11-20 21-30 31 or more</p>		<p>Rating</p> <p>2.5 2.0 1.50 1.00 .50</p>	<p>Rating</p> <p>2.5 2.0 1.50 1.00 .50</p>
<p>Equivalent Point Score: 8.50</p>					2.50

MA. CARMELA LV. MARQUEZ
Resident Manager

NAME : LABININAY, JERRY C.
DEPARTMENT :

BEHAVIORAL (10)

DATE : June 3, 2021

POOR (1.00)	UNSATISFACTORY (2.00)	SATISFACTORY (3.00)	VERY SATISFACTORY (4.00)	OUTSTANDING (5.00)	POINT SCORE
A. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.					
<input type="checkbox"/> Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.	<input type="checkbox"/> Uncooperative and difficult to deal with. Must be closely supervised to do the job.	<input type="checkbox"/> Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.	<input checked="" type="checkbox"/> Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.	<input type="checkbox"/> Always exhibit a high degree of enthusiasm in the performance of assigned task. Always courteous to the general public and maintains harmonious, functional and personal relationships with his supervisors and co-workers.	4.00
B. QUALITY OF WORK / PERFORMANCE (2.5): The ability to set high standards for own personal performance; strive for quality work; put forth extra effort to ensure quality work.					
Considering the following factors, indicate your rating (Poor to Outstanding) below: > Develops and implements new solutions, procedures and concepts. > Demonstrates accuracy, thoroughness and reliability > Shows organization and completeness > Pays attention to details > Consistently delivers what is required when required					
<input type="checkbox"/> POOR (1.50)	<input type="checkbox"/> UNSATISFACTORY (1.00)	<input type="checkbox"/> SATISFACTORY (1.50)	<input checked="" type="checkbox"/> VERY SATISFACTORY (2.00)	<input type="checkbox"/> OUTSTANDING (2.50)	2.00
C: PUNCTUALITY and ATTENDANCE (2.5): Regularly in reporting for work. Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets.					
Absences 0 1-10 11-20 21-30 31 or more		Tardiness/Undertime 0 1-10 11-20 21-30 31 or more		Rating 2.5 2.0 1.50 1.00 .50	2.50
Equivalent Point Score: 8.50					

MA. CARMELA V. MARQUEZ
Resident Manager

NAME : LALOCAN, MARIO M.
DEPARTMENT :

BEHAVIORAL (10)

DATE : June 3, 2021

POOR (1.00)	UNSATISFACTORY (2.00)	SATISFACTORY (3.00)	VERY SATISFACTORY (4.00)	OUTSTANDING (5.00)	POINT SCORE
A. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.					
<input type="checkbox"/> Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.	<input type="checkbox"/> Uncooperative and difficult to deal with. Must be closely supervised to do the job.	<input type="checkbox"/> Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.	<input checked="" type="checkbox"/> Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.	<input type="checkbox"/> Always exhibit a high degree of enthusiasm in the performance of assigned task. Always courteous to the general public and maintains harmonious, functional and personal relationships with his supervisors and co-workers.	4.00
B: QUALITY OF WORK / PERFORMANCE (2.5): The ability to set high standards for own personal performance; strive for quality work; put forth extra effort to ensure quality work.					
Considering the following factors, indicate your rating (Poor to Outstanding) below: > Develops and implements new solutions, procedures and concepts. > Demonstrates accuracy, thoroughness and reliability > Shows organization and completeness > Pays attention to details > Consistently delivers what is required when required					
POOR (.50)	UNSATISFACTORY (1.00)	SATISFACTORY (1.50)	VERY SATISFACTORY (2.00)	OUTSTANDING (2.50)	POINT SCORE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2.00
C: PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work. Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets.					
Absences		Tardiness/Undertime			
0	Rating	0	Rating		
1-10	2.5	1-10	2.5		
11-20	2.0	11-20	2.0		
21-30	1.50	21-30	1.50		
31 or more	1.00	31 or more	1.00		
	.50		.50		
				8.50	
Equivalent Point Score:					2.50

MA. CARMELA LV. MARQUEZ
Resident Manager

NAME : MALIN, VIRGILIO E.
DEPARTMENT :

BEHAVIORAL (10)

DATE :

June 3, 2021

POOR (1.00)	UNSATISFACTORY (2.00)	SATISFACTORY (3.00)	VERY SATISFACTORY (4.00)	OUTSTANDING (5.00)	POINT SCORE
<p>A. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.</p>					
<input type="checkbox"/> Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.	<input type="checkbox"/> Uncooperative and difficult to deal with. Must be closely supervised to do the job.	<input type="checkbox"/> Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.	<input checked="" type="checkbox"/> Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.	<input type="checkbox"/> Always exhibit a high degree of enthusiasm in the performance of assigned task. Always courteous to the general public and maintains harmonious, functional and personal relationships with his supervisors and co-workers.	4.00
<p>B. QUALITY OF WORK / PERFORMANCE (2.5): The ability to set high standards for own personal performance; strive for quality work; put forth extra effort to ensure quality work.</p>					
<p>Considering the following factors, indicate your rating (Poor to Outstanding) below:</p> <ul style="list-style-type: none"> > Develops and implements new solutions, procedures and concepts. > Demonstrates accuracy, thoroughness and reliability > Shows organization and completeness > Pays attention to details > Consistently delivers what is required when required 					
<input type="checkbox"/> POOR (.50)	<input type="checkbox"/> UNSATISFACTORY (1.00)	<input type="checkbox"/> SATISFACTORY (1.50)	<input checked="" type="checkbox"/> VERY SATISFACTORY (2.00)	<input type="checkbox"/> OUTSTANDING (2.50)	2.00
<p>C: PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work. Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets.</p>					
<p>Absences</p> <p>0 1-10 11-20 21-30 31 or more</p>		<p>Rating</p> <p>2.5 2.0 1.50 1.00 .50</p>		<p>Tardiness/Undertime</p> <p>0 1-10 11-20 21-30 31 or more</p>	
		<p>Rating</p> <p>2.5 2.0 1.50 1.00 .50</p>		<p>Equivalent Point Score:</p> <p>8.50</p>	
					2.50

MA. CARMELA LV. MARQUEZ
Resident Manager

NAME : MONTALBA, JOYENCIO L.
DEPARTMENT :

BEHAVIORAL (10)

DATE : June 3, 2021

POOR (1.00)	UNSATISFACTORY (2.00)	SATISFACTORY (3.00)	VERY SATISFACTORY (4.00)	OUTSTANDING (5.00)	POINT SCORE
A. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.					
<input type="checkbox"/> Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.	<input type="checkbox"/> Uncooperative and difficult to deal with. Must be closely supervised to do the job.	<input type="checkbox"/> Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.	<input checked="" type="checkbox"/> Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.	<input type="checkbox"/> Always exhibit a high degree of enthusiasm in the performance of assigned task. Always courteous to the general public and maintains harmonious, functional and personal relationships with his supervisors and co-workers.	4.00
B: QUALITY OF WORK / PERFORMANCE (2.5): The ability to set high standards for own personal performance; strive for quality work; put forth extra effort to ensure quality work.					
Considering the following factors, indicate your rating (Poor to Outstanding) below: > Develops and implements new solutions, procedures and concepts. > Demonstrates accuracy, thoroughness and reliability > Shows organization and completeness > Pays attention to details > Consistently delivers what is required when required					
<input type="checkbox"/> POOR (.50)	<input type="checkbox"/> UNSATISFACTORY (1.00)	<input type="checkbox"/> SATISFACTORY (1.50)	<input checked="" type="checkbox"/> VERY SATISFACTORY (2.00)	<input type="checkbox"/> OUTSTANDING (2.50)	2.00
C: PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work. Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets.					
Absences:		Tardiness/Undertime		Rating	
0 1-10 11-20 21-30 31 or more		0 1-10 11-20 21-30 31 or more		Rating 2.5 2.0 1.50 1.00 .50	
Equivalent Point Score: 8.50					2.50

MA CARMELA LV. MARQUEZ
Resident Manager

NAME : NAVARRO, SAMMY J.
DEPARTMENT :

BEHAVIORAL (10)

DATE : June 3, 2021

POOR (1.00)	UNSATISFACTORY (2.00)	SATISFACTORY (3.00)	VERY SATISFACTORY (4.00)	OUTSTANDING (5.00)	POINT SCORE
<p>A. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.</p>					
<input type="checkbox"/> Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.	<input type="checkbox"/> Uncooperative and difficult to deal with. Must be closely supervised to do the job.	<input type="checkbox"/> Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.	<input checked="" type="checkbox"/> Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.	<input type="checkbox"/> Always exhibit a high degree of enthusiasm in the performance of assigned task. Always courteous to the general public and maintains harmonious, friendly and personal relationships with his superiors and co-workers.	4.00
<p>B. QUALITY OF WORK / PERFORMANCE (2.5): The ability to set high standards for own personal performance; strive for quality work; put forth extra effort to ensure quality work.</p>					
<p>Considering the following factors, indicate your rating (Poor to Outstanding) below:</p> <ul style="list-style-type: none"> > Develops and implements new solutions, procedures and concepts. > Demonstrates accuracy, thoroughness and reliability > Shows organization and completeness > Pays attention to details > Consistently delivers what is required when required 					
POOR (1.00)	UNSATISFACTORY (1.00)	SATISFACTORY (1.50)	VERY SATISFACTORY (2.00)	OUTSTANDING (2.50)	POINT SCORE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2.00
<p>C. PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work. Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets.</p>					
Absences		Tardiness/Under time		Rating	
0		0		2.5	Equivalent Point Score: 8.50
1-10		1-10		2.0	
11-20		11-20		1.50	
21-30		21-30		1.00	
31 or more		31 or more		.50	
					2.50

MA. CARMELA LV. MARQUEZ
Resident Manager

NAME : NILLES, LAMBERTO, JR. P.
DEPARTMENT :

BEHAVIORAL (10)

DATE :

June 3, 2021

POOR (1.00)	UNSATISFACTORY (2.00)	SATISFACTORY (3.00)	VERY SATISFACTORY (4.00)	OUTSTANDING (5.00)	POINT SCORE
<p>A. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.</p>					
<input type="checkbox"/> Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.	<input type="checkbox"/> Uncooperative and difficult to deal with. Must be closely supervised to do the job.	<input type="checkbox"/> Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.	<input checked="" type="checkbox"/> Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.	<input type="checkbox"/> Always exhibit a high degree of enthusiasm in the performance of assigned task. Always courteous to the general public and maintains harmonious, functional and personal relationships with his supervisors and co-workers.	4.00
<p>B. QUALITY OF WORK / PERFORMANCE (2.5): The ability to set high standards for own personal performance; strive for quality work; put forth extra effort to ensure quality work.</p>					
<p>Considering the following factors, indicate your rating (Poor to Outstanding) below:</p> <ul style="list-style-type: none"> > Develops and implements new solutions, procedures and concepts. > Demonstrates accuracy, thoroughness and reliability > Shows organization and completeness > Pays attention to details > Consistently delivers what is required when required 					
POOR (.50)	UNSATISFACTORY (1.00)	SATISFACTORY (1.50)	VERY SATISFACTORY (2.00)	OUTSTANDING (2.50)	POINT SCORE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2.00
<p>C. PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work. Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets.</p>					
Absences:		Tardiness/Undertime		Rating	
0		0		2.5	2.50
1-10		1-10		2.0	
11-20		11-20		1.50	
21-30		21-30		1.00	
31 or more		31 or more		.50	
Equivalent Point Score: 8.50					

MA. CARMELA LV. MARQUEZ
Resident Manager

NAME : PINAGAWA, SARAWAGANA A.
DEPARTMENT :

BEHAVIORAL (10)

DATE : June 3, 2021

POOR (1.00)	UNSATISFACTORY (2.00)	SATISFACTORY (3.00)	VERY SATISFACTORY (4.00)	OUTSTANDING (5.00)	POINT SCORE
A. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.					4.00
<input type="checkbox"/> Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.	<input type="checkbox"/> Uncooperative and difficult to deal with. Must be closely supervised to do the job.	<input type="checkbox"/> Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.	<input checked="" type="checkbox"/> Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.	<input type="checkbox"/> Always exhibit a high degree of enthusiasm in the performance of assigned task. Always courteous to the general public and maintains harmonious, functional and personal relationships with his supervisors and co-workers.	
B. QUALITY OF WORK / PERFORMANCE (2.5): The ability to set high standards for own personal performance; strive for quality work; put forth extra effort to ensure quality work.					
Considering the following factors, indicate your rating (Poor to Outstanding) below: > Develops and implements new solutions, procedures and concepts. > Demonstrates accuracy, thoroughness and reliability > Shows organization and completeness > Pays attention to details > Consistently delivers what is required when required					
POOR (.50)	UNSATISFACTORY (1.00)	SATISFACTORY (1.50)	VERY SATISFACTORY (2.00)	OUTSTANDING (2.50)	POINT SCORE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2.00
C. PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work. Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets.					
Absences 0 1-10 11-20 21-30 31 or more		Tardiness/Undertime 0 1-10 11-20 21-30 31 or more		Rating 2.5 2.0 1.50 1.00 .50	Rating 2.5 2.0 1.50 1.00 .50
Equivalent Point Score: 8.50					2.50

MA. CARMELITA V. MARQUEZ
Resident Manager

NAME : RABADON, ANIE E.
DEPARTMENT :

BEHAVIORAL (10)

DATE : June 3, 2021

POOR (1.00)	UNSATISFACTORY (2.00)	SATISFACTORY (3.00)	VERY SATISFACTORY (4.00)	OUTSTANDING (5.00)	POINT SCORE
<p>A. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.</p>					
<input type="checkbox"/> Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.	<input type="checkbox"/> Uncooperative and difficult to deal with. Must be closely supervised to do the job.	<input type="checkbox"/> Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.	<input checked="" type="checkbox"/> Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.	<input type="checkbox"/> Always exhibit a high degree of enthusiasm in the performance of assigned task. Always courteous to the general public and maintains harmonious, functional and personal relationships with his supervisors and co-workers.	4.00
<p>B. QUALITY OF WORK / PERFORMANCE (2.5): The ability to set high standards for own personal performance; strive for quality work; put forth extra effort to ensure quality work.</p>					
<p>Considering the following factors, indicate your rating (Poor to Outstanding) below:</p> <ul style="list-style-type: none"> > Develops and implements new solutions, procedures and concepts. > Demonstrates accuracy, thoroughness and reliability > Shows organization and completeness > Pays attention to details > Consistently delivers what is required when required 					
<input type="checkbox"/> POOR (.50)	<input type="checkbox"/> UNSATISFACTORY (1.00)	<input type="checkbox"/> SATISFACTORY (1.50)	<input checked="" type="checkbox"/> VERY SATISFACTORY (2.00)	<input type="checkbox"/> OUTSTANDING (2.50)	POINT SCORE
<p>C. PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work. Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets.</p>					
<p>Absences:</p> <p>0 1-10 11-20 21-30 31 or more</p>		<p>Rating</p> <p>2.5 2.0 1.50 1.00 .50</p>		<p>Tardiness/Under time</p> <p>0 1-10 11-20 21-30 31 or more</p>	
		<p>Rating</p> <p>2.5 2.0 1.50 1.00 .50</p>		<p>Equivalent Point Score:</p> <p>8.50</p>	
					2.50

MA. CARMELA LV. MARQUEZ
Resident Manager

NAME : SAGHIRON, MERCY A.
DEPARTMENT :

BEHAVIORAL (10)

DATE : June 3, 2021

POOR (1.00)	UNSATISFACTORY (2.00)	SATISFACTORY (3.00)	VERY SATISFACTORY (4.00)	OUTSTANDING (5.00)	POINT SCORE
<p>A. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, supervisors and the general public.</p>					
<input type="checkbox"/> Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.	<input type="checkbox"/> Uncooperative and difficult to deal with. Must be closely supervised to do the job.	<input type="checkbox"/> Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.	<input checked="" type="checkbox"/> Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.	<input type="checkbox"/> Always exhibit a high degree of enthusiasm in the performance of assigned task. Always courteous to the general public and maintains harmonious, functional and personal relationships with his supervisors and co-workers.	4.00
<p>B. QUALITY OF WORK / PERFORMANCE (2.5): The ability to set high standards for own personal performance; strive for quality work, put forth extra effort to ensure quality work.</p> <p>Considering the following factors, indicate your rating (Poor to Outstanding) below:</p> <ul style="list-style-type: none"> > Develops and implements new solutions, procedures and concepts. > Demonstrates accuracy, thoroughness and reliability > Shows organization and completeness > Pays attention to details > Consistently delivers what is required when required 					
<input type="checkbox"/> POOR (.50)	<input type="checkbox"/> UNSATISFACTORY (1.00)	<input type="checkbox"/> SATISFACTORY (1.50)	<input checked="" type="checkbox"/> VERY SATISFACTORY (2.00)	<input type="checkbox"/> OUTSTANDING (2.50)	2.00
<p>C. PUNCTUALITY AND ATTENDANCE (2.5): Regularity in reporting for work. Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets.</p>					
<p>Absences</p> <p>0 1-10 11-20 21-30 31 or more</p>		<p>Tardiness/Under time</p> <p>0 1-10 11-20 21-30 31 or more</p>		<p>Rating</p> <p>2.5 2.0 1.50 1.00 .50</p>	<p>Rating</p> <p>2.5 2.0 1.50 1.00 .50</p>
<p>Equivalent Point Score: 8.50</p>					2.50

MA. CARMELA LV. MARQUEZ
Resident Manager

NAME : SALAHAG, MERYDITH L.
DEPARTMENT :

BEHAVIORAL (10)

DATE :

June 3, 2021

POOR (1.00)	UNSATISFACTORY (2.00)	SATISFACTORY (3.00)	VERY SATISFACTORY (4.00)	OUTSTANDING (5.00)	POINT SCORE
<p>A. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.</p>					
<input type="checkbox"/> Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.	<input type="checkbox"/> Uncooperative and difficult to deal with. Must be closely supervised to do the job.	<input type="checkbox"/> Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.	<input checked="" type="checkbox"/> Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.	<input type="checkbox"/> Always exhibit a high degree of enthusiasm in the performance of assigned task. Always courteous to the general public and maintains harmonious, functional and personal relationships with his supervisors and co-workers.	4.00
<p>B. QUALITY OF WORK / PERFORMANCE (2.5): The ability to set high standards for own personal performance; strive for quality work; put forth extra effort to ensure quality work.</p>					
<p>Considering the following factors, indicate your rating (Poor to Outstanding) below:</p> <ul style="list-style-type: none"> > Develops and implements new solutions, procedures and concepts. > Demonstrates accuracy, thoroughness and reliability > Shows organization and completeness > Pays attention to details > Consistently delivers what is required when required 					
<input type="checkbox"/> POOR (.50)	<input type="checkbox"/> UNSATISFACTORY (1.00)	<input type="checkbox"/> SATISFACTORY (1.50)	<input checked="" type="checkbox"/> VERY SATISFACTORY (2.00)	<input type="checkbox"/> OUTSTANDING (2.50)	2.00
<p>C. PUNCTUALITY and ATTENDANCE (2.5): Regularly in reporting for work. Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets.</p>					
<p>Absences</p> <p>0 1-10 11-20 21-30 31 or more</p>		<p>Rating</p> <p>2.5 2.0 1.50 1.00 .50</p>		<p>Tardiness/Undertime</p> <p>0 1-10 11-20 21-30 31 or more</p>	
		<p>Rating</p> <p>2.5 2.0 1.50 1.00 .50</p>		<p>Equivalent Point Score</p> <p>8.50</p>	
					2.50

MA. CARMELA LV. MARQUEZ
Resident Manager

NAME : SALMORO, RICKY F.
DEPARTMENT :

BEHAVIORAL (10)

DATE :

June 3, 2021

POOR (1.00)	UNSATISFACTORY (2.00)	SATISFACTORY (3.00)	VERY SATISFACTORY (4.00)	OUTSTANDING (5.00)	POINT SCORE
A. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.					
<input type="checkbox"/> Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.	<input type="checkbox"/> Uncooperative and difficult to deal with. Must be closely supervised to do the job.	<input type="checkbox"/> Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.	<input checked="" type="checkbox"/> Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.	<input type="checkbox"/> Always exhibit a high degree of enthusiasm in the performance of assigned task. Always courteous to the general public and maintains harmonious, functional and personal relationships with his supervisors and co-workers.	4.00
B. QUALITY OF WORK / PERFORMANCE (2.5): The ability to set high standards for own personal performance; strive for quality work; put forth extra effort to ensure quality work.					
Considering the following factors, indicate your rating (Poor to Outstanding) below: > Develops and implements new solutions, procedures and concepts. > Demonstrates accuracy, thoroughness and reliability > Shows organization and completeness > Pays attention to details > Consistently delivers what is required when required					
POOR (.50)	UNSATISFACTORY (1.00)	SATISFACTORY (1.50)	VERY SATISFACTORY (2.00)	OUTSTANDING (2.50)	POINT SCORE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2.00
C. PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work. Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets.					
Absences 0 1-10 11-20 21-30 31 or more		Rating: 2.5 2.0 1.50 1.00 .50		Tardiness/Under time 0 1-10 11-20 21-30 31 or more	
		Rating: 2.5 2.0 1.50 1.00 .50		8.50	
Equivalent Point Score:					2.50

MA. CARMELA LV. MARQUEZ
Resident Manager

NAME : SAQUILABON, EMY H.
DEPARTMENT :

BEHAVIORAL (10)

DATE : June 3, 2021

POOR (1.00)	UNSATISFACTORY (2.00)	SATISFACTORY (3.00)	VERY SATISFACTORY (4.00)	OUTSTANDING (5.00)	POINT SCORE
A. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.					4.00
<input type="checkbox"/> Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.	<input type="checkbox"/> Uncooperative and difficult to deal with. Must be closely supervised to do the job.	<input type="checkbox"/> Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.	<input checked="" type="checkbox"/> Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.	<input type="checkbox"/> Always exhibit a high degree of enthusiasm in the performance of assigned task. Always courteous to the general public and maintains harmonious, functional and personal relationships with his supervisors and co-workers.	
B. QUALITY OF WORK / PERFORMANCE (2.5): The ability to set high standards for own personal performance; strive for quality work; put forth extra effort to ensure quality work.					
Considering the following factors, indicate your rating (Poor to Outstanding) below: > Develops and implements new solutions, procedures and concepts. > Demonstrates accuracy, thoroughness and reliability > Shows organization and completeness > Pays attention to details > Consistently delivers what is required when required					
POOR (.50)	UNSATISFACTORY (1.00)	SATISFACTORY (1.50)	VERY SATISFACTORY (2.00)	OUTSTANDING (2.50)	POINT SCORE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2.00
C. PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work. Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets.					
Absences 0 1-10 11-20 21-30 31 or more		Rating 2.5 2.0 1.50 1.00 .50	Tardiness/Undertime 0 1-10 11-20 21-30 31 or more		Rating 2.5 2.0 1.50 1.00 .50
Equivalent Point Score					8.25
					2.25

MA. CARMELA LV. MARQUEZ
Resident Manager

NAME : SUMONDA, REMEDIOS S.
DEPARTMENT :

BEHAVIORAL (10)

DATE : June 3, 2021

POOR (1.00)	UNSATISFACTORY (2.00)	SATISFACTORY (3.00)	VERY SATISFACTORY (4.00)	OUTSTANDING (5.00)	POINT SCORE
A. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.					
<input type="checkbox"/> Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.	<input type="checkbox"/> Uncooperative and difficult to deal with. Must be closely supervised to do the job.	<input type="checkbox"/> Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.	<input checked="" type="checkbox"/> Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.	<input type="checkbox"/> Always exhibit a high degree of enthusiasm in the performance of assigned task. Always courteous to the general public and maintains harmonious, functional and personal relationships with his supervisors and co-workers.	4.00
B. QUALITY OF WORK / PERFORMANCE (2.5): The ability to set high standards for own personal performance; strive for quality work; put forth extra effort to ensure quality work.					
Considering the following factors, indicate your rating (Poor to Outstanding) below: > Develops and implements new solutions, procedures and concepts. > Demonstrates accuracy, thoroughness and reliability > Shows organization and completeness > Pays attention to details > Consistently delivers what is required when required					
<input type="checkbox"/> POOR (.50)	<input type="checkbox"/> UNSATISFACTORY (1.00)	<input type="checkbox"/> SATISFACTORY (1.50)	<input checked="" type="checkbox"/> VERY SATISFACTORY (2.00)	<input type="checkbox"/> OUTSTANDING (2.50)	2.00
C: PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work. Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets.					
Absences 0 1-10 11-20 21-30 31 or more		Rating 2.5 2.0 1.50 1.00 .50		Tardiness/Under time 0 1-10 11-20 21-30 31 or more	
		Rating 2.5 2.0 1.50 1.00 .50		Equivalent Point Score: 8.50	

MA. CARMELA LV. MARQUEZ
Resident Manager

NAME : TABIAN, VANESSA U.
DEPARTMENT :

BEHAVIORAL (10)

DATE : June 3, 2021

POOR (1.00)	UNSATISFACTORY (2.00)	SATISFACTORY (3.00)	VERY SATISFACTORY (4.00)	OUTSTANDING (5.00)	POINT SCORE
<p>A. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.</p>					
<input type="checkbox"/> Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.	<input type="checkbox"/> Uncooperative and difficult to deal with. Must be closely supervised to do the job.	<input type="checkbox"/> Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.	<input checked="" type="checkbox"/> Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.	<input type="checkbox"/> Always exhibit a high degree of enthusiasm in the performance of assigned task. Always courteous to the general public and maintains harmonious, functional and personal relationships with his supervisors and co-workers.	4.00
<p>B. QUALITY OF WORK / PERFORMANCE (2.5): The ability to set high standards for own personal performance; strive for quality work; put forth extra effort to ensure quality work.</p> <p>Considering the following factors, indicate your rating (Poor to Outstanding) below:</p> <ul style="list-style-type: none"> > Develops and implements new solutions, procedures and concepts. > Demonstrates accuracy, thoroughness and reliability > Shows organization and completeness > Pays attention to details > Consistently delivers what is required when required 					
<input type="checkbox"/> POOR (.50)	<input type="checkbox"/> UNSATISFACTORY (1.00)	<input type="checkbox"/> SATISFACTORY (1.50)	<input checked="" type="checkbox"/> VERY SATISFACTORY (2.00)	<input type="checkbox"/> OUTSTANDING (2.50)	2.00
<p>C. PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work. Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets.</p>					
<p>Absences</p> <p>0 1-10 11-20 21-30 31 or more</p>		<p>Tardiness/Undertime</p> <p>0 1-10 11-20 21-30 31 or more</p>		<p>Rating</p> <p>2.5 2.0 1.50 1.00 .50</p>	
<p>Equivalent Point Score: 8.50</p>					2.50

MA. CARMELA LV. MARQUEZ
Resident Manager

NAME : TORCENDE, ANTONIO L.
DEPARTMENT :

BEHAVIORAL (10)

DATE : June 3, 2021

POOR (1.00)	UNSATISFACTORY (2.00)	SATISFACTORY (3.00)	VERY SATISFACTORY (4.00)	OUTSTANDING (5.00)	POINT SCORE																								
<p>A. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.</p> <div> <input type="checkbox"/> Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs. <input type="checkbox"/> Uncooperative and difficult to deal with. Must be closely supervised to do the job. <input type="checkbox"/> Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision. <input checked="" type="checkbox"/> Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision. <input type="checkbox"/> Always exhibit a high degree of enthusiasm in the performance of assigned task. Always courteous to the general public and maintains harmonious, functional and personal relationships with his supervisors and co-workers. </div>					4.00																								
<p>B. QUALITY OF WORK / PERFORMANCE (2.5): The ability to set high standards for own personal performance; strive for quality work; put forth extra effort to ensure quality work.</p> <p>Considering the following factors, indicate your rating (Poor to Outstanding) below:</p> <ul style="list-style-type: none"> > Develops and implements new solutions, procedures and concepts. > Demonstrates accuracy, thoroughness and reliability > Shows organization and completeness > Pays attention to details > Consistently delivers what is required when required 																													
<p>C. PUNCTUALITY and ATTENDANCE (2.5): Regularly in reporting for work. Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets.</p> <table border="1"> <thead> <tr> <th>Absences</th> <th>Rating</th> <th>Tardiness/Undertime</th> <th>Rating</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>2.5</td> <td>0</td> <td>2.5</td> </tr> <tr> <td>1-10</td> <td>2.0</td> <td>1-10</td> <td>2.0</td> </tr> <tr> <td>11-20</td> <td>1.50</td> <td>11-20</td> <td>1.50</td> </tr> <tr> <td>21-30</td> <td>1.00</td> <td>21-30</td> <td>1.00</td> </tr> <tr> <td>31 or more</td> <td>.50</td> <td>31 or more</td> <td>.50</td> </tr> </tbody> </table>					Absences	Rating	Tardiness/Undertime	Rating	0	2.5	0	2.5	1-10	2.0	1-10	2.0	11-20	1.50	11-20	1.50	21-30	1.00	21-30	1.00	31 or more	.50	31 or more	.50	2.50
Absences	Rating	Tardiness/Undertime	Rating																										
0	2.5	0	2.5																										
1-10	2.0	1-10	2.0																										
11-20	1.50	11-20	1.50																										
21-30	1.00	21-30	1.00																										
31 or more	.50	31 or more	.50																										
<p>Equivalent Point Score: 8.50</p>																													

MA. CARMELA LV. MARQUEZ
Resident Manager

NAME : UGYAB, JOBERT D.

BEHAVIORAL (10)

DATE : June 3, 2021

DEPARTMENT :

POOR (1.00)	UNSATISFACTORY (2.00)	SATISFACTORY (3.00)	VERY SATISFACTORY (4.00)	OUTSTANDING (5.00)	POINT SCORE
A. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.					
<input type="checkbox"/> Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.	<input type="checkbox"/> Uncooperative and difficult to deal with. Must be closely supervised to do the job.	<input type="checkbox"/> Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.	<input checked="" type="checkbox"/> Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.	<input type="checkbox"/> Always exhibit a high degree of enthusiasm in the performance of assigned task. Always courteous to the general public and maintains harmonious, functional and personal relationships with his supervisors and co-workers.	4.00
B: QUALITY OF WORK / PERFORMANCE (2.5): The ability to set high standards for own personal performance; strive for quality work; put forth extra effort to ensure quality work.					
Considering the following factors, indicate your rating (Poor to Outstanding) below: > Develops and implements new solutions, procedures and concepts. > Demonstrates accuracy, thoroughness and reliability > Shows organization and completeness > Pays attention to details > Consistently delivers what is required when required					
<input type="checkbox"/> POOR (.50)	<input type="checkbox"/> UNSATISFACTORY (1.00)	<input type="checkbox"/> SATISFACTORY (1.50)	<input checked="" type="checkbox"/> VERY SATISFACTORY (2.00)	<input type="checkbox"/> OUTSTANDING (2.50)	2.00
C: PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work. Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets.					
Absences 0 1-10 11-20 21-30 31 or more		Tardiness/Under time 0 1-10 11-20 21-30 31 or more		Rating 2.5 2.0 1.50 1.00 .50	Rating 2.5 2.0 1.50 1.00 .50
Equivalent Point Score: 8.50					2.50

 MA. CARMELA LV. MARQUEZ
 Resident Manager

TIEZA
Human Resource Services Division
Job Order Personnel - Supervisor's Rating Summary Sheet
February 01, 2020 - April 30, 2021
Gardens of Malasag Eco-Tourism Village

Emp. No.	Name of Job Orders	RATE	A. WORK ATTITUDE (5%)		B. QUALITY OF WORK (2.5%)		C. PUNCTUALITY and ATTENDANCE (to be accomplished by Admin Officer)					TOTAL SCORE
			Adjectival Rating	Numerical Rating	Adjectival Rating	Numerical Rating	No. of Absences	Numerical Rating	No. of Tardiness	Numerical Rating	Average Rate	
1	Abarquez, Carlo Emmanuel L.	679.96	Very Satisfactory	4.00	Very Satisfactory	2.00	11	1.50	0	2.50	2.00	8.00
2	Amandy, Aldren C.	641.51	Very Satisfactory	4.00	Very Satisfactory	2.00	1	2.00	0	2.50	2.25	8.25
3	Artajo, Bernard S.	603.71	Very Satisfactory	4.00	Very Satisfactory	2.00	0	2.50	0	2.50	2.50	8.50
4	Artajo, Romel S.	603.71	Very Satisfactory	4.00	Very Satisfactory	2.00	0	2.50	1	2.00	2.25	8.25
5	Balanban, Vilma L.	603.71	Very Satisfactory	4.00	Very Satisfactory	2.00	0	2.50	0	2.50	2.50	8.50
6	Banaag, Fe D.	720.77	Very Satisfactory	4.00	Very Satisfactory	2.00	0	2.50	0	2.50	2.50	8.50
7	Fabre, Joselito D.	679.96	Very Satisfactory	4.00	Very Satisfactory	2.00	0	2.50	0	2.50	2.50	8.50
8	Gabao, Norela I.	603.71	Very Satisfactory	4.00	Very Satisfactory	2.00	0	2.50	0	2.50	2.50	8.50
9	Generale, Johnrey R.	641.51	Very Satisfactory	4.00	Very Satisfactory	2.00	0	2.50	0	2.50	2.50	8.50
10	Jamaca, Lito C.	603.71	Very Satisfactory	4.00	Very Satisfactory	2.00	0	2.50	0	2.50	2.50	8.50
11	Jaraula, Teodora C.	720.77	Very Satisfactory	4.00	Very Satisfactory	2.00	0	2.50	0	2.50	2.50	8.50
12	Jemenia, Alven S.	603.71	Very Satisfactory	4.00	Very Satisfactory	2.00	0	2.50	1	2.00	2.25	8.25
13	Labadan, Joseph A.	764.02	Very Satisfactory	4.00	Very Satisfactory	2.00	0	2.50	0	2.50	2.50	8.50
14	Labinay, Jerry C.	641.51	Very Satisfactory	4.00	Very Satisfactory	2.00	0	2.50	0	2.50	2.50	8.50
15	Lalocan, Mario M.	603.71	Very Satisfactory	4.00	Very Satisfactory	2.00	0	2.50	0	2.50	2.50	8.50
16	Malin, Virgilio E.	603.71	Very Satisfactory	4.00	Very Satisfactory	2.00	0	2.50	0	2.50	2.50	8.50
17	Montalba, Jovencio L.	720.77	Very Satisfactory	4.00	Very Satisfactory	2.00	0	2.50	0	2.50	2.50	8.50
18	Navarro, Sammy J.	641.51	Very Satisfactory	4.00	Very Satisfactory	2.00	0	2.50	0	2.50	2.50	8.50
19	Nilles, Lamberto Jr. P.	679.96	Very Satisfactory	4.00	Very Satisfactory	2.00	0	2.50	0	2.50	2.50	8.50
20	Pinagawa, Sarawagan A.	603.71	Very Satisfactory	4.00	Very Satisfactory	2.00	0	2.50	0	2.50	2.50	8.50
21	Rabadon, Annie E.	720.77	Very Satisfactory	4.00	Very Satisfactory	2.00	0	2.50	0	2.50	2.50	8.50
22	Sagliron, Mercy A.	603.71	Very Satisfactory	4.00	Very Satisfactory	2.00	0	2.50	0	2.50	2.50	8.50
23	Salahag, Merydith L.	720.77	Very Satisfactory	4.00	Very Satisfactory	2.00	0	2.50	0	2.50	2.50	8.50
24	Salmoro, Ricky F.	603.71	Very Satisfactory	4.00	Very Satisfactory	2.00	0	2.50	0	2.50	2.50	8.50
25	Saquilabon, Emy H.	679.96	Very Satisfactory	4.00	Very Satisfactory	2.00	0	2.50	0	2.50	2.50	8.50
26	Sumonda, Remedios S.	679.96	Very Satisfactory	4.00	Very Satisfactory	2.00	0	2.50	5	2.00	2.25	8.25
							0	2.50	0	2.50	2.50	8.50

Emp. No.	Name of Job Orders	RATE		A. WORK ATTITUDE (5%)		B. QUALITY OF WORK (2.5%)		C. PUNCTUALITY and ATTENDANCE (to be accomplished by Admin Officer)						TOTAL SCORE
		Adjectival Rating	Numerical Rating	Adjectival Rating	Numerical Rating	No. of Absences	Numerical Rating	No. of Tardiness	Numerical Rating	Average Rate				
27	Tablan, Vanessa U.	603.71	Very Satisfactory	4.00	Very Satisfactory	2.00	0	2.50	0	2.50	2.50	8.50		
28	Torconde, Antonio L.	679.96	Very Satisfactory	4.00	Very Satisfactory	2.00	0	2.50	0	2.50	2.50	8.50		
29	Ugyab, Jobert D.	603.71	Very Satisfactory	4.00	Very Satisfactory	2.00	0	2.50	0	2.50	2.50	8.50		

Note: Absences of 0-4 is 7

Note: Absences of Carlo Emmanuel L. Abarquiz due to severe cough and fever, he was advised to rest and home quarantine by the undersigned.

MA. CARMELA LV. MARQUEZ
Resident Manager

Printed Name / Signature