



**TOURISM  
INFRASTRUCTURE AND  
ENTERPRISE  
ZONE  
AUTHORITY**

6th & 7th Floors, Tower 1  
Double Dragon Plaza  
Double Dragon Meridian Park  
Macapagal Avenue corner  
Edsa Extension 1302 Bay Area  
Pasay City

(+63) 8249-5900 loc 738  
 businessdev@tieza.gov.ph  
 www.tieza.gov.ph

**MEMORANDUM FOR THE OFFICE OF THE CHIEF OPERATING OFFICER**

**THRU :** MICHELLE MAE V. VIVO  
Officer-In-Charge, Head Technical Assistant

**:** THE ASSISTANT CHIEF OPERATING OFFICER  
Assets Management Sector

**FROM :** THE MANAGER  
Business Development Department

**DATE :** September 28, 2020

Sir, the undersigned respectfully recommends the **Rehiring of Job Order Employees** in the Department for the period **October 01 to December 31, 2020** as follows:

NAME	RATE PER DAY WITH 20% PREMIUM	TASKS
1. JHONAL B. RANADA	P 679.96	<ul style="list-style-type: none"><li>➤ Act as caretaker/overseer of <b>TIEZA PAOAY PROPERTY</b> and Property Custodian of existing equipment and structures (golf course)</li><li>➤ Act as liaison of TIEZA Main Office to Paoay and Laoag LGUs, National Government Agencies and other related tasks.</li><li>➤ Oversee the surveying activities conducted by the private surveyor for Paoay lots and coordinates with the CENRO Laoag for compliance of DENR requirements for the issuance of special patent for Paoay Properties</li><li>➤ Monitors the golf course and its club house regularly and reports any incidents related in securing the properties.</li><li>➤ Reports to main office regularly for updates/ as the need arises and performs other related tasks.</li></ul>
2. MICHAEL DEVE Y. DIFUNTORUM	P 679.96	<ul style="list-style-type: none"><li>➤ Act as caretaker of <b>TIEZA Agoo Playa Resort and Marcos Park</b> and Property Custodian of existing equipment and other structures</li><li>➤ To maintain the general upkeep and cleanliness of the area.</li><li>➤ To prohibit/prevent any intruders and/or outsiders from entering the premises unless authorized by TIEZA.</li><li>➤ Monitor and prevent the proliferation of squatters in the property</li><li>➤ Reports to main office regularly for updates or as the need arises.</li><li>➤ To do other tasks to be assigned from time to time.</li></ul>



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3. CLINT M. KITONGAN	P 679.96	<ul style="list-style-type: none"> <li>➤ Act as caretaker of <b>TIEZA Mount Data Hotel</b> and Property Custodian of existing equipment and other structures</li> <li>➤ Act as liaison of TIEZA main office to Bauko LGU's, National Government Agencies and other organizations.</li> <li>➤ To prohibit/prevent any intruders and/or outsiders from entering the premises, unless authorized by TIEZA</li> <li>➤ Monitor and prevent the proliferation of squatters in the property</li> <li>➤ Reports to main office regularly for updates or as the need arises</li> <li>➤ To do other tasks to be assigned from time to time</li> </ul>
4. ELIZABETH B. MADAY-A	P 679.96	<ul style="list-style-type: none"> <li>➤ Act as caretaker of <b>TIEZA Mount Data Hotel</b> and Property Custodian of existing equipment and other structures</li> <li>➤ Act as liaison of TIEZA main office to Bauko LGU's, National Government Agencies and other organizations.</li> <li>➤ To prohibit/prevent any intruders and/or outsiders from entering the premises, unless authorized by TIEZA</li> <li>➤ Monitor and prevent the proliferation of squatters in the property</li> <li>➤ Reports to main office regularly for updates or as the need arises</li> <li>➤ To do other tasks to be assigned from time to time</li> </ul>
5. FELICITAS P. ATOS	P 679.96	<ul style="list-style-type: none"> <li>➤ Act as caretaker of <b>TIEZA Kabayan Youth Hostel</b>, Kabayan, Benguet and Property Custodian of existing equipment and other structures</li> <li>➤ Act as liaison of TIEZA main office to Kabayan LGU's, National Government Agencies and other organizations.</li> <li>➤ To prohibit/prevent any intruders and/or outsiders from entering the premises, unless authorized by TIEZA</li> <li>➤ Monitor and prevent the proliferation of squatters in the property</li> <li>➤ Reports to main office regularly for updates or as the need arises</li> <li>➤ To do other tasks to be assigned from time to time</li> </ul>
6. REYNALDO D. GLUMAL	P 679.96	<ul style="list-style-type: none"> <li>➤ Act as caretaker and property custodian of <b>TIEZA Ternate Properties</b> located at Ternate, Cavite</li> <li>➤ Monitors existing number of informal settlers and the corresponding number of each household and its members and existing structures.</li> </ul>



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		<ul style="list-style-type: none"> <li>➤ Prohibit/prevent any intruders and/or outsiders from entering the premises unless authorized by TIEZA</li> <li>➤ Prohibit/prevent the construction of any additional fences or walls which will tend to disrupt the peaceful possession of the authority.</li> <li>➤ Reports regularly for updates or as need arises and perform other related task.</li> </ul>
7. ARMANDO BALONZO	₱ 679.96	<ul style="list-style-type: none"> <li>➤ Act as caretaker and property custodian of <b>Pagsanjan Garden Resort</b>, Pagsanjan, Laguna</li> <li>➤ To prohibit/prevent any intruders and/or outsiders from entering the premises, unless authorized by TIEZA</li> <li>➤ Monitor and prevent the proliferation of squatters in the property</li> <li>➤ Reports to main office regularly for updates or as the need arises</li> <li>➤ To do other tasks to be assigned from time to time</li> </ul>
8. RONALDO DUTOLLO	₱ 679.96	<ul style="list-style-type: none"> <li>➤ Act as caretaker and property custodian of <b>TIEZA Talisay Properties</b> located at Brgy. Buco and Brgy. Sampaloc, Talisay, Batangas</li> <li>➤ Monitors existing number of informal settlers and the corresponding number of each household and its members and existing structures.</li> <li>➤ Prohibit/prevent any intruders and/or outsiders from entering the premises unless authorized by TIEZA</li> <li>➤ Prohibit/prevent the construction of any additional fences or walls which will tend to disrupt the peaceful possession of the authority.</li> <li>➤ Reports regularly for updates or as need arises and perform other related task.</li> </ul>
9. REYSON GLUMAL	₱ 679.96	<ul style="list-style-type: none"> <li>➤ Act as caretaker and property custodian of <b>TIEZA Matabungkay Properties</b> located at Lian, Matabungkay, Batangas</li> <li>➤ Monitors existing number of informal settlers and the corresponding number of each household and its members and existing structures.</li> <li>➤ Prohibit/prevent any intruders and/or outsiders from entering the premises unless authorized by TIEZA</li> <li>➤ Prohibit/prevent the construction of any additional fences or walls which will tend to disrupt the peaceful possession of the authority.</li> <li>➤ Reports regularly for updates or as need arises and perform other related task.</li> </ul>



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10. ZOSIMA KRAYAL D. ABADA	P 679.96	<ul style="list-style-type: none"><li>➤ Acts as <b>Liaison Officer</b> to Private Operator of <b>Iloilo Convention Center</b>, Premier Islands Management Corporation, Non-Government Organizations and Government Agencies in Iloilo City and its vicinity</li><li>➤ Accounts for all inventories of equipment and supplies of ICC.</li><li>➤ Conducts inventory of all items in the storeroom every end of the month.</li><li>➤ Secures all inventories of equipment, furniture and supplies.</li><li>➤ Issues items to PIMC covered by requisitions.</li><li>➤ Records receipts and issuances of items on the bin cards.</li><li>➤ Sees to it that bin cards are up to date.</li><li>➤ Maintains cleanliness and safety of the storeroom</li><li>➤ Performs other duties as may be assigned from time to time</li></ul>
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For the COO's consideration and approval.

Thank you.

MA. EVELYNE A. FRANCISCO 

Recommending Approval:

JETRO NICOLAS F. LOZADA

Approved/Disapproved:

POCHOLO J. D. PARAGAS

# BEHAVIORAL (10)

NAME : JHONAL B. RANADA  
DEPARTMENT : Business Development Dept.

DATE :

POOR (1.00)	UNSATISFACTORY (2.00)	SATISFACTORY (3.00)	VERY SATISFACTORY (4.00)	OUTSTANDING (5.00)	POINT SCORE																								
<b>A. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.</b>																													
<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>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.</b>																													
Considering the following factors, indicate your rating ( Poor to Outstanding ) below: <ul style="list-style-type: none"> <li>&gt; Develops and implements new solutions, procedures and concepts.</li> <li>&gt; Demonstrates accuracy, thoroughness and reliability</li> <li>&gt; Shows organization and completeness</li> <li>&gt; Pays attention to details</li> <li>&gt; Consistently delivers what is required when required</li> </ul>																													
<input type="checkbox"/> <b>POOR (.50)</b>	<input type="checkbox"/> <b>UNSATISFACTORY (1.00)</b>	<input type="checkbox"/> <b>SATISFACTORY (1.50)</b>	<input checked="" type="checkbox"/> <b>VERY SATISFACTORY (2.00)</b>	<input type="checkbox"/> <b>OUTSTANDING (2.50)</b>	2.00																								
<b>C: PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work.</b> Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets.																													
<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
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21-30	1.00	21-30	1.00																										
31 or more	.50	31 or more	.50																										
Equivalent Point Score:					8.50																								

MA. EVELYNE A. FRANCISCO  
Evaluator's Rating  
PRINTED NAME / Signature

# BEHAVIORAL ( 10 )

NAME : MICHAEL DEFUNTORUM

DEPARTMENT : AGOO PLAYA AND MARCOS PARK

DATE : October 2, 2020

POOR (1.00)	UNSATISFACTORY (2.00)	SATISFACTORY (3.00)	VERY SATISFACTORY (4.00)	OUTSTANDING (5.00)	POINT SCORE
<b>A. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.</b>					
<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 checked="" type="checkbox"/> Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.	<input 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.	3.00
<b>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.</b>					
Considering the following factors, indicate your rating ( Poor to Outstanding ) below: <ul style="list-style-type: none"> <li>&gt; Develops and implements new solutions, procedures and concepts.</li> <li>&gt; Demonstrates accuracy, thoroughness and reliability</li> <li>&gt; Shows organization and completeness</li> <li>&gt; Pays attention to details</li> <li>&gt; Consistently delivers what is required when required</li> </ul>					
<input type="checkbox"/> POOR (.50)	<input type="checkbox"/> UNSATISFACTORY (1.00)	<input type="checkbox"/> SATISFACTORY (1.50)	<input type="checkbox"/> VERY SATISFACTORY (2.00)	<input checked="" type="checkbox"/> OUTSTANDING (2.50)	2.50
<b>C: PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work.</b>					
Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets.					
<b>Absences</b> 0 1-10 11-20 21-30 31 or more	<b>Rating</b> 2.5 2.0 1.50 1.00 .50	<b>Tardiness/Under time</b> 0 1-10 11-20 21-30 31 or more	<b>Rating</b> 2.5 2.0 1.50 1.00 .50		
<b>Equivalent Point Score:</b>					7.50

MA. EVELYNE A. FRANCISCO  
 Evaluator's Rating  
 Printed Name / Signature

# BEHAVIORAL ( 10 )

NAME : ELIZABETH MADAY-A  
DEPARTMENT : MOUNT DATA HOTEL

DATE : October 2, 2020

POOR (1.00)	UNSATISFACTORY (2.00)	SATISFACTORY (3.00)	VERY SATISFACTORY (4.00)	OUTSTANDING (5.00)	POINT SCORE
<b>A. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.</b>					
<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>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.</b>					2.00
<p><u>Considering the following factors</u>, indicate your rating ( Poor to Outstanding ) below:</p> <ul style="list-style-type: none"> <li>&gt; Develops and implements new solutions, procedures and concepts.</li> <li>&gt; Demonstrates accuracy, thoroughness and reliability</li> <li>&gt; Shows organization and completeness</li> <li>&gt; Pays attention to details</li> <li>&gt; Consistently delivers what is required when required</li> </ul>					
<input type="checkbox"/> <b>POOR (.50)</b>	<input type="checkbox"/> <b>UNSATISFACTORY (1.00)</b>	<input type="checkbox"/> <b>SATISFACTORY (1.50)</b>	<input type="checkbox"/> <b>VERY SATISFACTORY (2.00)</b>	<input checked="" type="checkbox"/> <b>OUTSTANDING (2.50)</b>	POINT SCORE 2.50
<b>C: PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work.</b>					
Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets.					
<b>Absences</b> 0 1-10 11-20 21-30 31 or more	<b>Rating</b> 2.5 2.0 1.50 1.00 .50	<b>Tardiness/Under time</b> 0 1-10 11-20 21-30 31 or more	<b>Rating</b> 2.5 2.0 1.50 1.00 .50		

Equivalent Point Score: 8.50

MA. EVELYNE A. FRANCISCO  
Evaluator's Rating  
PRINTED NAME / Signature

# BEHAVIORAL ( 10 )

NAME : CLINT M. KITONGAN  
DEPARTMENT : MOUNT DATA HOTEL

DATE : October 2, 2020

POOR (1.00)	UNSATISFACTORY (2.00)	SATISFACTORY (3.00)	VERY SATISFACTORY (4.00)	OUTSTANDING (5.00)	POINT SCORE
<b>A. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.</b>					
<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 checked="" type="checkbox"/> Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.	<input 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.	3.00
<b>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.</b>					
Considering the following factors, indicate your rating ( Poor to Outstanding ) below: <ul style="list-style-type: none"> <li>&gt; Develops and implements new solutions, procedures and concepts.</li> <li>&gt; Demonstrates accuracy, thoroughness and reliability</li> <li>&gt; Shows organization and completeness</li> <li>&gt; Pays attention to details</li> <li>&gt; Consistently delivers what is required when required</li> </ul>					
<input type="checkbox"/> <b>POOR (.50)</b>	<input type="checkbox"/> <b>UNSATISFACTORY (1.00)</b>	<input type="checkbox"/> <b>SATISFACTORY (1.50)</b>	<input type="checkbox"/> <b>VERY SATISFACTORY (2.00)</b>	<input checked="" type="checkbox"/> <b>OUTSTANDING (2.50)</b>	POINT SCORE 2.50
<b>C: PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work.</b>					
Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets.					
<b>Absences</b> 0 1-10 11-20 21-30 31 or more	<b>Rating</b> 2.5 2.0 1.50 1.00 .50	<b>Tardiness/Undertime</b> 0 1-10 11-20 21-30 31 or more	<b>Rating</b> 2.5 2.0 1.50 1.00 .50		

Equivalent Point Score: 7.50

MA. EVELYNE A. FRANCISCO  
Evaluator's Rating  
Oct. PRINTED NAME / Signature



# BEHAVIORAL ( 10 )

NAME : FELICITAS P. ATOS  
DEPARTMENT : Kabayan Youth Hostel

DATE :

POOR (1.00)	UNSATISFACTORY (2.00)	SATISFACTORY (3.00)	VERY SATISFACTORY (4.00)	OUTSTANDING (5.00)	POINT SCORE
<b>A. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.</b>					
<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>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.</b>					
Considering the following factors, indicate your rating ( Poor to Outstanding ) below: <ul style="list-style-type: none"> <li>&gt; Develops and implements new solutions, procedures and concepts.</li> <li>&gt; Demonstrates accuracy, thoroughness and reliability</li> <li>&gt; Shows organization and completeness</li> <li>&gt; Pays attention to details</li> <li>&gt; Consistently delivers what is required when required</li> </ul>					
<input type="checkbox"/> <b>POOR (.50)</b>	<input type="checkbox"/> <b>UNSATISFACTORY (1.00)</b>	<input type="checkbox"/> <b>SATISFACTORY (1.50)</b>	<input checked="" type="checkbox"/> <b>VERY SATISFACTORY (2.00)</b>	<input type="checkbox"/> <b>OUTSTANDING (2.50)</b>	POINT SCORE
<b>C: PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work.</b>					
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	Equivalent Point Score: 8.50		

MA. EVELYNE A. FRANCISCO

Evaluator's Rating

PRINTED NAME / Signature

# BEHAVIORAL ( 10 )

NAME : ARMANDO BALONZO  
 DEPARTMENT : Pagsanjan Garden Resort  
 DATE : October 2, 2020

POOR (1.00)	UNSATISFACTORY (2.00)	SATISFACTORY (3.00)	VERY SATISFACTORY (4.00)	OUTSTANDING (5.00)	POINT SCORE
<b>A. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.</b>					
<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>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.</b>					
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
<b>C: PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work.</b> 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. EVELYNE A. FRANCISCO

Evaluator's Rating

PRINTED NAME / Signature

**BEHAVIORAL ( 10 )**

NAME : **Reyson Glumal**  
DEPARTMENT : **BRD-MATABUNGKAY**

DATE : **October 2, 2020**

POOR (1.00)	UNSATISFACTORY (2.00)	SATISFACTORY (3.00)	VERY SATISFACTORY (4.00)	OUTSTANDING (5.00)	POINT SCORE
<b>A. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.</b>					
<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>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.</b>					
<b>Considering the following factors, indicate your rating ( Poor to Outstanding ) below:</b> <ul style="list-style-type: none"> <li>&gt; Develops and implements new solutions, procedures and concepts.</li> <li>&gt; Demonstrates accuracy, thoroughness and reliability</li> <li>&gt; Shows organization and completeness</li> <li>&gt; Pays attention to details</li> <li>&gt; Consistently delivers what is required when required</li> </ul>					
<b>POOR (.50)</b> <input type="checkbox"/>	<b>UNSATISFACTORY (1.00)</b> <input type="checkbox"/>	<b>SATISFACTORY (1.50)</b> <input type="checkbox"/>	<b>VERY SATISFACTORY (2.00)</b> <input checked="" type="checkbox"/>	<b>OUTSTANDING (2.50)</b> <input type="checkbox"/>	<b>POINT SCORE</b>
<b>C: PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work.</b> Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets.					
<b>Absences</b> 0 1-10 11-20 21-30 31 or more	<b>Rating</b> 2.5 2.0 1.50 1.00 .50	<b>Tardiness/Undertime</b> 0 1-10 11-20 21-30 31 or more	<b>Rating</b> 2.5 2.0 1.50 1.00 .50	<b>Equivalent Point Score:</b> 8.50	<b>2.50</b>

**MA. EVELYNE A. FRANCISCO**

Evaluator's Rating

PRINTED NAME / Signature

**BEHAVIORAL ( 10 )**

NAME : Ronald Dotulio  
DEPARTMENT : BRD-TALISAY

DATE : October 2, 2020

POOR (1.00)	UNSATISFACTORY (2.00)	SATISFACTORY (3.00)	VERY SATISFACTORY (4.00)	OUTSTANDING (5.00)	POINT SCORE
<b>A. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.</b>					
<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>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.</b>					
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"/> <b>POOR (.50)</b>	<input type="checkbox"/> <b>UNSATISFACTORY (1.00)</b>	<input type="checkbox"/> <b>SATISFACTORY (1.50)</b>	<input checked="" type="checkbox"/> <b>VERY SATISFACTORY (2.00)</b>	<input type="checkbox"/> <b>OUTSTANDING (2.50)</b>	<b>POINT SCORE</b>
<b>C: PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work.</b>					
Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets.					
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		2.50
21-30	1.00	21-30	1.00		
31 or more	.50	31 or more	.50		
Equivalent Point Score:				8.50	

**MA. EVELYNE A. FRANCISCO**

Evaluator's Rating

PRINTED NAME / Signature

- 1 -

# BEHAVIORAL ( 10 )

NAME : Reynaldo Glumal  
DEPARTMENT : BRD-TERNATE

DATE : October 2, 2020

POOR (1.00)	UNSATISFACTORY (2.00)	SATISFACTORY (3.00)	VERY SATISFACTORY (4.00)	OUTSTANDING (5.00)	POINT SCORE
<b>A. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.</b>					
<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>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.</b>					
Considering the following factors, indicate your rating ( Poor to Outstanding ) below: <ul style="list-style-type: none"> <li>&gt; Develops and implements new solutions, procedures and concepts.</li> <li>&gt; Demonstrates accuracy, thoroughness and reliability</li> <li>&gt; Shows organization and completeness</li> <li>&gt; Pays attention to details</li> <li>&gt; Consistently delivers what is required when required</li> </ul>					
<input type="checkbox"/> <b>POOR (.50)</b>	<input type="checkbox"/> <b>UNSATISFACTORY (1.00)</b>	<input type="checkbox"/> <b>SATISFACTORY (1.50)</b>	<input checked="" type="checkbox"/> <b>VERY SATISFACTORY (2.00)</b>	<input type="checkbox"/> <b>OUTSTANDING (2.50)</b>	2.00
<b>C: PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work.</b>					
Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets.					
<b>Absences</b> 0 1-10 11-20 21-30 31 or more		<b>Tardiness/Undertime</b> 0 1-10 11-20 21-30 31 or more		<b>Rating</b> 2.5 2.0 1.50 1.00 .50	2.5

Equivalent Point Score: 8.50

MA. EVELYNE A. FRANCISCO

Evaluator's Rating

PRINTED NAME / Signature

# BEHAVIORAL ( 10 )

NAME : ZOSIMA KRAYAL ABADA  
DEPARTMENT : Iloilo Convention Center

DATE :

POOR (1.00)	UNSATISFACTORY (2.00)	SATISFACTORY (3.00)	VERY SATISFACTORY (4.00)	OUTSTANDING (5.00)	POINT SCORE																								
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<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
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MA. EVELYNE A. FRANCISCO

Evaluator's Rating

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