



Club Intramuros Golf Course

Bonifacio Drive, Port Area
Intramuros, Manila



MEMORANDUM

FOR : **MARK T. LAPID**
Chief Operating Officer

THRU : **JETRO NICOLAS F. LOZADA**
ACOO, Assets Management Sector

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

FROM : **JOSE RAMON L. RAMOS**
CIGC-Officer in Charge

SUBJECT : Rehiring of Job Order Employees for the period July 01 to December 31, 2021

DATE : June 11, 2021

This refers to the rehiring of Job order employees of Club Intramuros Golf Course for the period of July 01 to December 31, 2021 (six months). After a thorough evaluation of their individual performances, we have come up with the desired number of personnel for maintenance and operational needs, to wit:

Attached is the list of the above personnel recommended for renewal.

For your kind consideration and approval, Sir.

Thank you.



JOSE RAMON L. RAMOS
CIGC-Officer in Charge

RECOMMENDING APPROVAL:

NOTED:



ATTY. MARIA TERESA C. ALVAREZ
Manager, Operations Manager

JETRO NICOLAS F. LOZADA
ACOO, Assets Management

APPROVED:

MARK T. LAPID
Chief Operating Officer

TIEZA-CLUB INTRAMUROS GOLF COURSE
LIST OF JOB ORDER EMPLOYEES for RENEWAL
FOR THE PERIOD OF MARCH 01 TO JUNE 30, 2021

NAMES	Rate/Day	TASK
1. Agaoay, Francisco S.	679.96	<ul style="list-style-type: none"> ○ Attends to clients' needs and keeps the locker rooms clean including toilets and bathrooms. ○ Maintains cleanliness and availability of locker facilities for customers. ○ Checks all golf equipment and materials rented after the game and other related tasks. ○ Monitors the availability of tissue rolls and tissue towels ○ Records the releasing of towels for laundry and receiving them from laundry service - Perform other duties that may be assigned from time to time
2. Anadio, Joy L.	809.83	<ul style="list-style-type: none"> ○ Receives payment and issues food check and official receipt. ○ Prepares daily collection report and daily cash remittance report ○ Prepares turnover sheet of accountable forms and change funds ○ Forward any unpaid bills to the Front Office ○ Maintain cleanliness of cashier's booth - Perform other duties that may be assigned from time to time
3. Arromin, Allan T.	720.77	<ul style="list-style-type: none"> ○ In charge of the cleanliness on the golf cart station area ○ Dispatched rented golf cart and drive to the starter ○ Records daily golf cart rental and official receipt ○ Clean the golf cart after they were rented ○ Check the golf cart if there is damage after rented ○ Does minor repair and maintenance of the golf cart ○ Perform other duties that may be assigned from time to time
4. Barangay, Villamor Jr. C.	809.83	<ul style="list-style-type: none"> ○ Checks all electrical system of the golf course ○ Installs electrical system in construction in accordance with plans and specifications. ○ Does regular inspection of electrical system/connections and repairs faulty electrical connection. ○ Maintains and repairs office equipment which include the air conditioning system - Perform other duties that may be assigned from time to time

5. Basilio , Danilo T.	720.77	<ul style="list-style-type: none"> ○ Prepares, checks and adjust the cutting height of the mower ○ Operates walk-behind mower and mow segment (18) greens ○ Operates riding power mower and mow tee mounds, fairways and around the greens ○ Sharpen mowers with grinders and adjust cutting height ○ Cleans/wash riding Sand-pro and rake sand traps daily ○ Edging around the greens and bunkers
6. Bautista, Emerson C.	764.02	<ul style="list-style-type: none"> - Perform other duties that may be assigned from time to time ○ Cooks and prepares food for a la carte and functions ○ Chops and apports meats, meats and fish following established serving portion, properly arranging them in freezers for easy retrieval. ○ Maintains food portion control ○ Maintains cleanliness of Kitchen area
7. Bunsoy, Shelwin C.	764.02	<ul style="list-style-type: none"> - Perform other duties that may be assigned from time to time ○ Cooks and prepares food for a la carte and functions ○ Chops and apports meats and fish following established serving portion, properly arranging them in freezers for easy retrieval. ○ Maintains food portion control ○ Maintains cleanliness of Kitchen area
8. Cabassi, Ronnie B.	809.83	<ul style="list-style-type: none"> - Perform other duties that may be assigned from time to time ○ Receives payment and issues food check and official receipt ○ Prepares daily collection report and daily cash remittance report ○ Prepares turnover sheet of accountable forms and change funds ○ Forward any unpaid bills to the Front Office ○ Maintain cleanliness of cashier's booth - Perform other duties that may be assigned from time to time
9. Capunoc, Jordan S.	720.77	<ul style="list-style-type: none"> ○ Prepares and checks bush cutter equipment condition ○ Responsible for the daily mowing of fairway and sharpening of reel blade, washing and cleaning of all equipment. ○ Alternate green mower operator ○ Alternate irrigation technician ○ Withdraw gasoline and lubricants - Perform other duties that may be assigned from time to time
10. Carcillar, Vicente S.	980.43	<ul style="list-style-type: none"> ○ Organizes and directs the activities of service personnel at the dining, bar outlets and during functions/events. - Reviews the daily menu specials and takes charge in the preparation of the dining for reservations and booked functions. ○ Supervise all waiters ○ Maintain cleanliness of the dining area - Perform other duties that may be assigned from time to time

11. Castillo, Romelito R.	914.08	<ul style="list-style-type: none"> ○ Acts as Captain Waiter ○ Presents menu and takes order from customers ○ Sets table in accordance with laid down standards ○ Takes charge in the preparation of the dining for reservation & booked function ○ Maintain cleanliness of the dining area - Perform other duties that may be assigned from time to time
12. Clain, Fernando D.	764.04	<ul style="list-style-type: none"> ○ Drives and assist the F&B personnel for catering services. ○ Provides transportation services for CIGC employees in the performance of its official function ○ Delivers official documents to TIEZA Main Office and other government/private offices as required. - Perform other duties that may assign from time to time
13. Cornites, Nola E.	809.83	<ul style="list-style-type: none"> ○ Issues Official receipt for all collections made ○ Prepare bank deposit slip ○ Records & maintain daily sales collection in the Official Cashbook ○ Disburse check issued to suppliers & clients. ○ Encodes daily official receipt ○ Reconcile total collections to Income Auditor of golf course & Restaurant. ○ Prepares monthly report of Collections & Deposits Golf Course & Restaurant for COA /FSD & IAD. ○ Prepares monthly report of all accountable forms for COA/FSD & IAD ○ Prepares inventory /withdrawal of retrieved balls from lagoon to Pro-shop & Driving Range. ○ Prepares report for supplies ledger ○ Acts as reliever cashier for all outlet (Golf Course / Restaurant/& Driving Range) <p>PAYOUT/ADMIN CLERK</p> <ul style="list-style-type: none"> ○ Maintains, updates list of employees, work schedule and monitors absences and tardiness. ○ Prepares payroll of Job Order hires, Emergency and Extra hired personnel. ○ Prepares payroll of REGULAR Employees. ○ Prepares debit letter for bank transactions. ○ Prepares monthly remittances/premiums of Tax withheld, SSS, PAGIBIG FUND, PHILHEALTH, GSIS and WELFARE FUND. ○ Encode memoranda/communications and reports. ○ Prepares renewal for Job Order ○ Files DTR of employee's/ memorandum and other various documents. ○ Prepares Annual Tax withheld. - Perform other duties that may be assigned from time to time

14. Dalumpines, Reinier	809.83	<ul style="list-style-type: none"> ○ Install and maintain wiring, control, and lighting systems. ○ Inspect electrical components, such as transformers and circuit breakers. ○ Identify electrical problems with a variety of testing devices. ○ Repair or replace wiring, equipment, or fixtures using hand tools and power tools. ○ Perform other duties that may be assigned from time to time.
15. De Castro , Manolito C.	720.77	<ul style="list-style-type: none"> ○ Responsible for the application of fertilizer and pesticides on the greens, tee mounds and fairways in the golf course ○ Identify and control pests and diseases in the golf course ○ Responsible for burying empty container of pesticides ○ Drive the dump truck for daily collection and disposal of rubbish in the golf course ○ Renovate worn and damage turf in the golf course especially on the greens - Perform other duties that may be assigned from time to time
16. De Castro , Noriel A.	720.77	<ul style="list-style-type: none"> ○ Prepares and checks bush cutter equipment condition ○ Responsible for the daily mowing of fairway and sharpening of reel blade, washing and cleaning of all equipment. ○ Alternate green mower operator ○ Alternate irrigation technician ○ Withdraw gasoline and lubricants - Perform other duties that may be assigned from time to time
17. Del Monte , Christopher R.	809.83	<ul style="list-style-type: none"> ○ Canvasses and purchase requested supplies, groceries and vegetables, meats and other needs of the restaurant and prepares necessary documents for payments. ○ Receives, inspect and stores deliveries of goods and supplies. ○ Orders goods and supplies to ensure that maximum /minimum stocks levels are maintained. ○ Conducts monthly inventory in the stockroom and performs other related tasks. ○ Prepares Purchase Request, Canvass, Job Order and Petty Cash Voucher ○ Conducts monthly inventory - Perform other duties that may be assigned from time to time
18. Dela Cruz, Archival M.	809.83	<ul style="list-style-type: none"> ○ Handles reservations and counter sales for phone-in- and walk-in clients ○ Drafts and prepares proposal order, menus and reports and coordinates with the cashier in collecting tournament and function bills. ○ Prepares sales contract, Event Order ○ Supervises tournaments and other events ○ Encodes memos as instructed by the Resident Manager - Perform other duties that may be assigned from time to time.
19. Demetillo , Oscar C.	764.02	<ul style="list-style-type: none"> ○ Prepares mixture of drinks in the restaurant/bar following standard recipe. ○ Sets-up the bar and maintains stocks of supplies and equipment. ○ Prepares the following reports and submits to the supervisor: Beverage sales/spoilage, Inventory of beverage consumption, Losses/breakages of equipment. ○ In Charge of storage and refrigeration of wines and other beverages ○ Maintain cleanliness of the Bar area - Perform other duties that may be assigned from time to time

20. Domingo, Anthony Gil S.	809.83	<ul style="list-style-type: none"> ○ Acts as Golf Course Canvasser and Purchaser. ○ Prepares Purchase request, Job Order, Canvass, Purchase order and Petty Cash Voucher. ○ Receives, inspect & store deliveries in stockroom. ○ Conducts/Prepares monthly inventory reports of supplies. ○ Issued and records of supplies withdrawal.
21. Elayda, Edgar P.	764.02	<ul style="list-style-type: none"> - Perform other related task. Perform other duties that may be assigned from time to time ○ Presents menu and takes order from customers ○ Sets table in accordance with laid down standards ○ Takes charge in the preparation of the dining for reservation & booked function ○ Maintain cleanliness of the dining area
22. Galas, Gil Jr. G.	679.96	<ul style="list-style-type: none"> - Perform other duties that may be assigned from time to time ○ Prepares stocks inventory of balls and monitors the number of balls brought in by ball retrievers. ○ Monitors the supplies of balls and informs retrievers of the situation so as supply are sufficient to the demand of players. ○ Reports the total number of baskets-out to confirm total baskets paid ○ Retrieves range balls from the field to meet the demands of players ○ Assists in the preparations of the retrieved balls for faster turn over. - Perform other duties that may be assigned from time to time
23. Galia, Michael Vincent M.	679.96	<ul style="list-style-type: none"> ○ Prepares stocks inventory of balls and monitors the number of balls brought in by ball retrievers. ○ Monitors the supplies of balls and informs retrievers of the situation so as supply are sufficient to the demand of players. ○ Reports the total number of baskets-out to confirm total baskets paid ○ Retrieves range balls from the field to meet the demands of players ○ Assists in the preparations of the retrieved balls for faster turn over. - Perform other duties that may be assigned from time to time
24. Gamboa, Dominador D.	980.46	<ul style="list-style-type: none"> ○ Supervises and coordinates cooking/kitchen activities with the food production staff considering the food cost, variety and cycle of menus, palatability and presentation of food and utilization of leftovers. ○ Prepares and cooks food of all type either on a regular basis or functions with conformity to the set standards and specifications. ○ Monitors the inventory and stock control of food equipment, supplies and ingredients and ensures its availability from time to time. ○ Assist table skirting for functions/events and performs other related tasks.
25. Garcia, Cresilda S.	679.96	<ul style="list-style-type: none"> ○ Maintains the following: Cleanliness and orderliness at the Admin And Accounting office ○ Cashiering including surrounding areas. ○ Rehabilitation of ornamental plants around the building premises. ○ Cleanliness and sanitation of comfort rooms ○ In-charge in garbage disposal - Perform other duties that may be assigned from time to time

26. Indefonso, Leonardo S.	679.96	<ul style="list-style-type: none"> ○ Check and count players golf clubs ○ Issues bag tags and records players name in the logbook ○ Assign Caddy's to golfers -Implement caddy's rules and regulation ○ In charge the cleanliness at the caddy master station and the main entrance <p>- Perform other duties that may be assigned from time to time</p>
27. Laoguen, Julius Q.	720.77	<ul style="list-style-type: none"> ○ Prepares and checks bush cutter equipment condition ○ Responsible for the daily mowing of fairway and sharpening of reel blade, washing and cleaning of all equipment. ○ Alternate green mower operator ○ Alternate irrigation technician ○ Withdraw gasoline and lubricants ○ Perform other duties that may be assigned from time to time
28. Lacsá, Ramil D.	764.02	<ul style="list-style-type: none"> ○ Presents menu and takes order from customers ○ Sets tables in accordance with laid down standards ○ Takes charge in the preparation of the dining for reservation & booked function ○ Maintain cleanliness of the dining area <p>- Perform other duties that may be assigned from time to time</p>
29. Licudan, Adriano C.	809.83	<ul style="list-style-type: none"> ○ Responsible for all equipment maintenance and making major & minor repair on a variety of gasoline, diesel and electric powered golf course equipment ○ Communicate any needs or problems relating to maintenance or repair of golf equipment w/ the golf course supervisor ○ Inspect, diagnosis, adjust and repairs mechanical defects/ failure in various pieces of golf course maintenance equipment ○ Keeps golf course maintenance equipment fuelled, oiled and inspected ○ Sharpens mower with grinders ○ Keep up with preventive maintenance schedule, re oil, grease, air, gas etc. ○ In charge of the cleanliness of the motor pool <p>- Perform other duties that may be assigned from time to time</p>
30. Lucas, Raul P.	764.02	<ul style="list-style-type: none"> ○ Cooks and prepares food for a la carte and functions ○ Chops and apportions meats and fish following established serving portion, properly arranging them in freezers for easy retrieval. ○ Maintains food portion control ○ Maintains cleanliness of Kitchen area <p>- Perform other duties that may be assigned from time to time</p>
31. Madrid, Alex P.	764.02	<ul style="list-style-type: none"> ○ Cooks and prepares food for a la carte and functions ○ Chops and apportions meats and fish following established serving portion, properly arranging them in freezers for easy retrieval. ○ Maintains food portion control ○ Maintains cleanliness of Kitchen area <p>- Perform other duties that may be assigned from time to time</p>

32. Maggino, Cleotilde Jr. R.	809.83	<ul style="list-style-type: none"> ○ Receives payment and issues food check and official receipt ○ Prepares daily collection report and daily cash remittance report ○ Prepares turnover sheet of accountable forms and change funds ○ Forward any unpaid bills to the Front Office ○ Maintain cleanliness of cashier's booth
33. Managbanag, Daniel P.	720.77	<ul style="list-style-type: none"> - Perform other duties that may be assigned from time to time ○ Set-up the golf course, including changing holes, moving tee markers indicating OB sign, drop zones and hazard areas ○ Assure the guests have an enjoyable round of golf, that all players observe good golf etiquette and obey the rules set forth for play ○ Reports any untoward situation in the golf course ○ Tour course in golf cart, ensure smooth pace of play on the golf course ○ Help find lost golf balls in order to help speed play ○ Change tee markers location daily ○ Operates walk behind mower and mow segment (18) greens ○ Sharpen mowers with grinders and adjust cutting height - Perform other duties that may be assigned from time to time
34. Manalang Ma. Theresa A.	679.96	<ul style="list-style-type: none"> ○ Check and count players golf clubs ○ Issues bag tags and records players name in the logbook ○ Assign Caddy's to golfers -implement caddy's rules and regulation ○ In charge the cleanliness at the caddy master station and the main entrance - Perform other duties that may be assigned from time to time
35. Mangaaoang, Ethel R.	679.96	<ul style="list-style-type: none"> ○ Responsible in cleaning / sweeping grass clipping and rubbish in the golf course ○ Weeding and undesirable plants/weeds on the greens, tee mounds and fairways ○ Edging and weeding sand trap on the golf course ○ Repair and top dressing sand ball marker on the greens - Perform other duties that may be assigned from time to time
36. Susan , Manubay L.	679.96	<ul style="list-style-type: none"> ○ Attends to clients' needs and keeps the locker rooms clean including toilets and bathrooms ○ Maintains cleanliness and availability of locker facilities for customers ○ Maintain cleanliness of Resident Manager's Office and Boracay Office and surroundings. ○ Monitors the availability of locker supplies including towel ○ Records the releasing of towels for laundry and receiving them from laundry service - Perform other duties that may be assigned from time to time
37. Mateo , Mario C.	679.96	<ul style="list-style-type: none"> ○ Prepares stocks inventory of balls and monitors the number of balls brought in by ball retrievers to the demand of players. ○ Monitors the supplies of balls and informs retrievers of the situation so as supply are sufficient ○ Reports the total number of baskets-out to confirm total baskets paid ○ Retrieves range balls from the field to meet the demands of players ○ Assists in the preparations of the retrieved balls for faster turn over. - Perform other duties that may be assigned from time to time

38. Meru, Pablo L.	679.96	<ul style="list-style-type: none"> o Responsible in cleaning / sweeping grass clipping and rubbish in the golf course. o Weeding and undesirable plants/weeds on the greens, tee mounds and fairways o Edging and weeding sand trap on the golf course o Repair and top dressing sand ball marker on the greens
39. More , Joseph T.	914.08	<ul style="list-style-type: none"> - Perform other duties that may be assigned from time to time o Acts as Captain Waiter o Presents menu and takes order from customers o Sets table in accordance with laid down standards o Takes charge in the preparation of the dining for reservation & booked function o Maintains cleanliness of the dining area
40. Olbinado , Rudy L.	720.77	<ul style="list-style-type: none"> - Perform other duties that may be assigned from time to time. o Prepares, checks and adjust the cutting height of the mower o Operates walk behind mower and mow segment (18) greens o Operates riding power mower and mow tee mounds, fairways and around the greens o Sharpen mowers with grinders and adjust cutting height o Cleans/wash riding Sand-pro and rake sand traps daily o Edging around the greens and bunkers
41. Padayao , Roy F.	679.96	<ul style="list-style-type: none"> - Perform other duties that may be assigned from time to time o Attends to clients' needs and keeps the locker rooms clean including toilets and bathrooms o Maintains cleanliness and availability of locker facilities for customers o Checks all golf equipment and materials rented after the game and other related tasks. o Monitors the availability of tissue rolls and tissue towels o Records the releasing of towels for laundry and receiving them from laundry service
42. Pagastian, Joseph G.	720.77	<ul style="list-style-type: none"> - Perform other duties that may be assigned from time to time o Prepares, checks and adjust the cutting height of the mower o Operates walk behind mower and mow segment (18) greens o Operates riding power mower and mow tee mounds, fairways and around the greens o Sharpen mowers with grinders and adjust cutting height o Cleans/wash riding Sand-pro and rake sand traps daily o Edging around the greens and bunkers o Perform other duties that may be assigned from time to time
43. Pascual , Michael S.	809.83	<ul style="list-style-type: none"> - Receives payment and issues food check and official receipt o Prepares daily collection report and daily cash remittance report o Prepares turnover sheet of accountable forms and change funds o Forward any unpaid bills to the Front Office o Maintain cleanliness of cashier's booth - Perform other duties that may be assigned from time to time

44. Peña , Jesus S.	679.96	<ul style="list-style-type: none"> ○ Operates irrigation and dewatering pumps ○ Irrigates greens, tee mounds and fairways ○ Repair defective sprinkler heads and blown out irrigation pipe line ○ Edging sprinkler heads and drainage catcher ○ Weeding bunkers and help clean the golf course ○ In charge the cleanliness of the pump station - Perform other duties that may be assigned from time to time
45. Petero, Gilbert P.	914.08	<ul style="list-style-type: none"> ○ Checks all electrical system of the golf course ○ Installs electrical system in construction in accordance with plans and specifications. ○ Does regular inspection of electrical system/connections and repairs faulty electrical connection. ○ Maintains and repairs office equipment which include the air conditioning system - Perform other duties that may be assigned from time to time
46. Reyes, Cesar C.	720.77	<ul style="list-style-type: none"> ○ Responsible for the application of fertilizer and pesticides on the greens, tee mounds and fairways in the golf course ○ Identify and control pests and diseases in the golf course ○ Responsible for burying empty container of pesticides ○ Drive the dump truck for daily collection and disposal of rubbish in the golf course ○ Renovate worn and damage turf in the golf course especially on the greens - Perform other duties that may be assigned from time to time
47. Salvador , Manuel P.	720.77	<ul style="list-style-type: none"> ○ Prepares, checks and adjust the cutting height of the mower ○ Operates walk behind mower and mow segment (18) greens ○ Operates riding power mower and mow tee mounds, fairways and around the greens ○ Sharpen mowers with grinders and adjust cutting height ○ Cleans/wash riding Sand-pro and rake sand traps daily ○ Edging around the greens and bunkers - Perform other duties that may be assigned from time to time
48. Salvaterra , Jocelyn B.	679.96	<ul style="list-style-type: none"> ○ Checks/Verify that all resources have been properly recorded by requesting receipts for all players before they depart to course ○ Records player's names and tee-off time in the logbook ○ Schedules players tee-off and control the flow of players in the golf course ○ In charge of the cleanliness at hole #1 and 18 - Perform other duties that may be assigned from time to time
49. Señora, Marelyn T.	914.08	<ul style="list-style-type: none"> ○ Acts as Internal Control Officer/income Auditor. ○ Check and audit daily sales report from restaurant and outlet Cashiers ○ Compare and verify the amount of cash remittances reported to the General cashier based on the daily cash collecting per official receipt issued and their reports.

		<ul style="list-style-type: none"> ○ Prepares reports for accounting need and conducts monthly inventory at the restaurant ○ Checks and reconcile official receipts against daily sales reports from the Cash Collecting Officer ○ Prepares and issues audit findings to the outlet cashiers ○ Prepares and encodes accounting entries into the Journal Entry Vouchers ○ Monitors Banquet and consumable functions ○ Prepare and maintain monthly sales journal. ○ Monitor cash directly deposited by the client in payment for the golf tournament. ○ Update daily statistical report of individual golfer (senior citizen, walk-in and scheduled tournament. ○ Check the series of players slip used for golf cart, driving range and hole in one stub (monitoring purposes). ○ Issue memos and advisory to outlet cashier (golf course) for any audit findings incur during their shift, if any. ○ Prepares Journal Entry vouchers of the Golf Course /Restaurant during month end report. - Perform other duties that may be assigned from time to time.
50. Soriano, Jennifer B.	809.83	<ul style="list-style-type: none"> - Act as Account Receivable Clerk <ul style="list-style-type: none"> ○ Prepares monthly schedule and ageing of Accounts Receivable /Due from Off & Employees Report. ○ Maintains and Updates subsidiary ledgers of receivable. ○ Prepares various statement of accounts. ○ Prepares and encodes accounting entries into the Journal Entry Vouchers re: Journal of Bills Rendered ○ In charge of concessionaire (billing and contracts) ○ Prepares monthly computation of service charge. - Act as Accounts Payable Clerk <ul style="list-style-type: none"> ○ Maintains journal books of accounts ○ Prepares vouchers for payment to various suppliers ○ Prepares various monthly financial report (Scheduling and Aging) ○ Prepares liquidations of cash advances. ○ Assists Bookkeeper to Consolidates month end financial report ○ Prepares accounting entries basing on the disbursement vouchers with checks issued. ○ Receives and review documents attached to various payment to suppliers re: preparation of vouchers. ○ Prepares creditable tax withheld from various suppliers ○ Prepares Journal Entry Voucher re: Check Disbursement Vouchers ○ Accounts Payable - Act as Cost Controller <ul style="list-style-type: none"> ○ Perform daily inventory of stocks at the Outlet Bar (Resto Bar and Driving Range Bar). ○ To check order slip of guests against daily inventory report of waiters. To make sure that all stocks out for sale balance with the order slips and ending inventory of the bar should be maintained.

		<ul style="list-style-type: none"> ○ Perpetual inventory of portioned items (ala carte) in the Kitchen, to ensure that stocks is maintained. ○ Reconciles purchases in the account payable in preparation for food and bar reconciliation report during month end. ○ Assist and conduct restaurant monthly inventory of stocks during month end.
51. Sonnit, Rizaldiy C.	809.83	<ul style="list-style-type: none"> ○ Checks all electrical system of the golf course ○ Installs electrical system in construction in accordance with plans and specifications. ○ Does regular inspection of electrical system/connections and repairs faulty electrical connection. ○ Maintains and repairs office equipment which include the air conditioning system
52. Tabornal, Stevenson	764.02	<ul style="list-style-type: none"> - Perform other duties that may be assigned from time to time ○ Presents menu and takes order from customers ○ Sets table in accordance with laid down standards. ○ Takes charge in the preparation of the dining for reservation & booked function ○ Maintain cleanliness of the dining area
53. Tana, Allan R.	809.83	<ul style="list-style-type: none"> - Perform other duties that may be assigned from time to time ○ Checks all electrical system of the golf course ○ Installs electrical system in construction in accordance with plans and specifications. ○ Does regular inspection of electrical system/connections and repairs faulty electrical connection. ○ Maintains and repairs office equipment which include the air conditioning system
54. Tiengson, Willy G.	679.96	<ul style="list-style-type: none"> - Perform other duties that may be assigned from time to time ○ Attends to clients' needs and keeps the locker rooms clean including toilets and bathrooms ○ Maintains cleanliness and availability of locker facilities for customers ○ Checks all golf equipment and materials rented after the game and other related tasks. ○ Monitors the availability of tissue rolls and tissue towels ○ Records the releasing of towels for laundry and receiving them from laundry service - Perform other duties that may be assigned from time to time
55. Tu, Marlon T.	679.96	<ul style="list-style-type: none"> ○ Checks/Verify that all resources have been properly recorded by requesting receipts for all players before they depart to course ○ Records player's names and tee-off time in the logbook ○ Schedules players tee-off and control the flow of players in the golf course ○ In charge of the cleanliness at hole #1 and 18 - Perform other duties that may be assigned from time to time.
56. Vinuya, Jonathan P.	980.46	<ul style="list-style-type: none"> ○ Receives payment and issues food check and official receipt ○ Prepares daily collection report and daily cash remittance report ○ Prepares turnover sheet of accountable forms and change funds ○ Forward any unpaid bills to the Front Office ○ Maintain cleanliness of cashier's booth - Perform other duties that may be assigned from time to time

57. Zuniga, Francisco L.	764.02	<ul style="list-style-type: none"> ○ In charges the maintenance/needs of the Building Maintenance Section. ○ Prepares purchase request for supplies needed and other necessary supporting papers. ○ Performs repair, maintenance work with wooden fixtures and finishing works such as polishing and varnishing. ○ Responsible for the repair and rehabilitation of building facilities. ○ Installs, repairs and maintains water and sewerage system - Perform other duties that may be assigned from time to time.
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Job Order Personnel - Supervisor's Rating Summary Sheet
February 01-April 30, 2021

Club Intramuros

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] (to)				TOTAL SCORE
			Adjectival Rating	Numerical Rating	Adjectival Rating	Numerical Rating	No. of Absences	Numerical Rating	No. of Tardiness	Numerical Rating	
1	Agcaoay, Francisco S.	679.96	VS	4.00	VS	2.00	1	2.00	1	2.00	8.00
2	Amacio, Joy L.	809.83	VS	4.00	VS	2.00	0	2.50	1	2.00	8.25
3	Atomin, Allan T.	720.77	VS	4.00	VS	2.00	5	2.00	2	2.00	8.00
4	Barangan, Villamor Jr. C.	809.83	VS	4.00	VS	2.00	2	2.00	0	2.50	8.25
5	Basilio, Danilo T.	720.77	VS	4.00	VS	2.00	0	2.50	2	2.00	8.25
6	Bautista, Emerson C.	764.02	VS	4.00	VS	2.00	0	2.50	0	2.50	8.50
7	Bunsoy, Sherwin C.	764.02	VS	4.00	VS	2.00	0	2.50	0	2.50	8.50
8	Cabasi, Ronie B.	809.83	V/S	4.00	VS	2.00	0	2.50	10	2.00	2.25
9	Cabuncoc, Jordan S.	720.77	V/S	4.00	VS	2.00	3	2.00	2	2.00	8.00
10	Carcilar, Vicente S.	980.43	V/S	4.00	VS	2.00	0	2.50	0	2.50	8.50
11	Castillo, Romelito R.	914.08	V/S	4.00	VS	2.00	0	2.50	0	2.50	8.50
12	Clarin, Fernando D.	764.04	V/S	4.00	VS	2.00	0	2.50	0	2.50	8.50
13	Cornites, Nora E.	809.83	V/S	4.00	VS	2.00	2	2.00	5	2.00	8.00
14	Dalumpines, Reiner H.	809.83	V/S	4.00	VS	2.00	0	2.50	0	2.50	8.50
15	De Castro, Manolito C.	720.77	V/S	4.00	VS	2.00	1	2.00	0	2.50	8.25
16	De Castro, Noriel A.	720.77	V/S	4.00	VS	2.00	4	2.00	1	2.00	8.00
17	Del Monte, Christopher R.	809.83	V/S	4.00	VS	2.00	0	2.50	2	2.00	8.25
18	De la Cruz, Archieval M.	809.83	V/S	4.00	VS	2.00	1	2.00	1	2.00	8.00
19	Demetillo, Oscar C.	764.02	V/S	4.00	VS	2.00	0	2.50	2	2.00	8.25
20	Domingo, Anthony Gil S.	809.83	V/S	4.00	VS	2.00	0	2.50	0	2.50	8.50
21	Elayda, Edgar P.	764.02	V/S	4.00	VS	2.00	0	2.50	2	2.00	8.25
22	Galas, Gil Jr. G.	679.96	V/S	4.00	VS	2.00	0	2.50	0	2.50	8.50
23	Galia, Michael Vincent M.	679.96	V/S	4.00	VS	2.00	0	2.50	3	2.00	2.25
24	Gamboa, Dominador D.	980.46	V/S	4.00	VS	2.00	0	2.50	0	2.50	8.50
25	Garcia, Criselda S.	679.96	V/S	4.00	VS	2.00	0	2.50	1	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 be accomplished by Admin Officer) (to					TOTAL SCORE
			Adjectival Rating	Numerical Rating	Adjectival Rating	Numerical Rating	No. of Absences	Numerical Rating	No. of Tardiness	Numerical Rating	Average Rate	
			VS	4.00	VS	2.00	4	2.00	2	2.00	2.00	
26	Indefenso, Leonardo S.	679.96	VS	4.00	VS	2.00	0	2.50	1	2.00	2.25	8.00
27	Labuguen, Julius Q.	720.77	VS	4.00	VS	2.00	0	2.50	4	2.00	2.25	8.25
28	Lacsa, Ramil D.	764.02	VS	4.00	VS	2.00	0	2.50	0	2.50	2.50	8.25
29	Licudan, Adriano C.	809.83	VS	4.00	VS	2.00	0	2.50	0	2.50	2.50	8.50
30	Lucas, Raul P.	764.02	VS	4.00	VS	2.00	0	2.50	0	2.50	2.00	8.00
31	Madrid, Alex P.	764.02	VS	4.00	VS	2.00	0	2.50	4	2.00	2.25	8.25
32	Magsino, Cletildo Jr. R.	809.83	VS	4.00	VS	2.00	3	2.00	0	2.50	2.25	8.25
33	Managbanag, Danie P.	720.77	VS	4.00	VS	2.00	1	2.00	2	2.00	2.00	8.00
34	Manalang, Ma. Theresa A.	679.96	VS	4.00	VS	2.00	1	2.00	1	2.00	2.00	8.00
35	Mangaaoang, Ethel R.	679.96	VS	4.00	VS	2.00	4	2.00	1	2.00	2.00	8.00
36	Manubay, Susan L.	679.96	VS	4.00	VS	2.00	0	2.50	0	2.50	2.50	8.50
37	Mateo, Mario C.	679.96	VS	4.00	VS	2.00	0	2.50	7	1.50	2.00	8.00
38	Meru, Pablo Dante L.	679.96	VS	4.00	VS	2.00	1	2.00	0	2.50	2.25	8.25
39	More, Joseph T.	914.08	VS	4.00	VS	2.00	0	2.50	0	2.50	2.50	8.50
40	Olbinado, Rudy L.	720.77	VS	4.00	VS	2.00	0	2.50	0	2.50	2.50	8.50
41	Padyao, Roy F.	679.96	VS	4.00	VS	2.00	0	2.50	0	2.50	2.50	8.50
42	Pagasiar, Joseph G.	720.77	VS	4.00	VS	2.00	0	2.50	0	2.50	2.50	8.50
43	Pascual, Michael S.	809.83	VS	4.00	VS	2.00	0	2.50	0	2.50	2.50	8.50
44	Peña, Jesus S.	679.96	VS	4.00	VS	2.00	2	2.00	0	2.50	2.25	8.25
45	Petero, Gilbert P.	914.08	VS	4.00	VS	2.00	0	2.50	0	2.50	2.50	8.50
46	Reyes, Cesar C.	720.77	VS	4.00	VS	2.00	0	2.50	0	2.50	2.50	8.50
47	Salvador, Manuel P.	720.77	VS	4.00	VS	2.00	3	2.00	0	2.50	2.25	8.25
48	Salvaterra, Jocelyn B.	679.96	VS	4.00	VS	2.00	0	2.50	0	2.50	2.50	8.50
49	Senara, Marelyn T.	914.08	VS	4.00	VS	2.00	0	2.50	0	2.50	2.50	8.50
50	Soriano, Jennifer B.	809.83	VS	4.00	VS	2.00	0	2.50	11	1.50	2.00	8.00
51	Sornit, Rizaldy C.	809.83	VS	4.00	VS	2.00	9	2.00	2	2.00	2.00	8.00
52	Taborral, Stevenson M.	764.02	VS	4.00	VS	2.00	0	2.50	7	2.00	2.25	8.25
53	Tana, Allan R.	809.83	VS	4.00	VS	2.00	0	2.50	1	2.00	2.25	8.25
54	Tiongson, Willy G.	679.96	VS	4.00	VS	2.00	0	2.50	2	2.00	2.25	8.25

Emp. No.	Name of Job Orders	Rate	A. WORK ATTITUDE (5%)		B. QUALITY OF WORK (2.5%)		C. PUNCTUALITY and ATTENDANCE be accomplished by Admin Officer) (to				TOTAL SCORE
			Adjectival Rating	Numerical Rating	Adjectival Rating	Numerical Rating	No. of Absences	Numerical Rating	No. of Tardiness	Numerical Rating	
55	Tiu, Marlon T.	679.96	VS	4.00	VS	2.00	6	2.00	1	2.00	2.00
56	Vinuya, Jonathan P.	980.46	VS	4.00	VS	2.00	0	2.50	0	2.50	2.50
57	Zuñiga, Francisco L.	764.02	VS	4.00	VS	2.00	0	2.50	0	2.50	2.50

JOSE RAMON L. RAMOS

Supervisor's Signature
Printed Name / Signature

NAME

AGSAOAY FRANCISCO

DEPARTMENT

POOR (1.00)

UNSATISFACTORY (2.00)

SATISFACTORY (3.00)

VERY SATISFACTORY (4.00)

OUTSTANDING (5.00)

POINT SCORE

BEHAVIORAL (10)

DATE : February 01-April 30, 2021

A. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.

Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.

Uncooperative and difficult to deal with. Must be closely supervised to do the job.

Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.

Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.

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****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	Rating	Tardiness/Undertime		Rating	POINT SCORE
		0	1-10		
0	(2.0)	0	1-10	2.5	2.00
1-10	1.50	1-10	11-20	2.0	1.50
11-20	1.00	11-20	21-30	1.00	1.00
21-30	.50	21-30	31 or more	.50	.50
31 or more		31 or more			

Equivalent Point Score:


JOSE RAMON L. RAMOS
 Evaluator's Rating
 PRINTED NAME / Signature

NAME : **AMACIO, JOY**
DEPARTMENT : **Cashier**

BEHAVIORAL (10)

DATE : February 01-April 30, 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.		
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 (5.0)	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"/>		
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	Rating	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	2.5 (2.0) 1.50 1.00 .50			
					2.00	

Equivalent Point Score:


JOSE RAMON L. RAMOS
Evaluator's Rating
PRINTED NAME / Signature

NAME

DEPARTMENT

AROMIN, ALLAN
Golf Cart AttendantBEHAVIORAL (10)

DATE :

February 01-April 30, 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.					
<u>Considering the following factors:</u> 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 checked="" 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	Rating	Tardiness/Undertime	Rating		
0	2.5 <u>2.0</u>	0	2.5 <u>2.0</u>		
1-10	1-10	1-10	1.50		
11-20	11-20	11-20	1.00		
21-30	21-30	.50	.50		
31 or more	31 or more				

Equivalent Point Score:


JOSE RAMON L. RAMOS
 Evaluator's Rating
 PRINTED NAME / Signature

NAME : BARANGAN, VILLAMOR JR.

BEHAVIORAL (10)

DATE : February 01-April 30, 2021

DEPARTMENT : Electrician

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.

Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.

Uncooperative and difficult to deal with. Must be closely supervised to do the job.

Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.

Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.

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

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.

<u>Absences</u>	<u>Rating</u>	<u>Tardiness/Undertime</u>	<u>Rating</u>	<u>POINT SCORE</u>
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:

JOSE RAMON L. RAMOS
Evaluator's Rating
PRINTED NAME / Signature

NAME

DEPARTMENT

BASILIO, DANILO
Light Equipment Operator

BEHAVIORAL (10)

DATE :

February 01-April 30, 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.

Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.

Uncooperative and difficult to deal with. Must be closely supervised to do the job.

Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.

Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.

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**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	Rating	Tardiness/Undertime		Rating	POINT SCORE
		0	(2.5)		
0	(2.5)	0	(2.5)	2.25	2.25
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:


JOSE RAMON L. RAMOS
 Evaluator's Rating
 PRINTED NAME / Signature

NAME : BAUTISTA, EMERSON

DATE :

February 01-April 30, 2021

DEPARTMENT : POOR (1.00)

Cook

UNSATISFACTORY (2.00)

SATISFACTORY (3.00)

BEHAVIORAL (10)

POINT SCORE

A. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.

POOR (1.00)

UNSATISFACTORY (2.00)

SATISFACTORY (3.00)

POINT SCORE

Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.

Uncooperative and difficult to deal with. Must be closely supervised to do the job.

Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.

Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.

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

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	Rating <u>(2.5)</u>	Tardiness/Undertime	Rating <u>(2.5)</u>	POINT SCORE
				2.00
0	<u>2.0</u>	0	<u>2.0</u>	
1-10	<u>1.50</u>	1-10	<u>1.50</u>	
11-20	<u>1.00</u>	11-20	<u>1.00</u>	
21-30	<u>.50</u>	21-30	<u>.50</u>	
31 or more	<u>.50</u>	31 or more	<u>.50</u>	

Equivalent Point Score:

4.00

Evaluator's Rating
PRINTED NAME / Signature

NAME : BUNSOY, SHERWIN S.

DEPARTMENT : Cook

BEHAVIORAL (10)

DATE : February 01-April 30, 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.		
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.						
<u>Considering the following factors, indicate your rating (Poor to Outstanding) below:</u>						
> 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	
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.						
<u>Absences</u>	<u>Rating</u>	<u>Tardiness/Undertime</u>	<u>Rating</u>			
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	(2.5) 2.0 1.50 1.00 .50	.50	2.00	4.00

Equivalent Point Score:

Evaluator's Rating

PRINTED NAME / Signature

NAME : CABASI, RONNIE

DEPARTMENT : Cashier

BEHAVIORAL (10)

DATE : February 01-April 30, 2021

POOR (1.00)	UNSATISFACTORY (2.00)	SATISFACTORY (3.00)	VERY SATISFACTORY (4.00)	OUTSTANDING (5.00)	POINT SCORE
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A. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.

- Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.
- Uncooperative and difficult to deal with. Must be closely supervised to do the job.
- Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.
- Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.
- 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**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	Rating	Tardiness/Undertime		Rating	POINT SCORE
		0	1-10 11-20 21-30 31 or more	0	
0	(2.5)	0	1-10 11-20 21-30 31 or more	2.5	2.00
1-10	2.0	1-10 11-20 21-30 31 or more	1-10 11-20 21-30 31 or more	1.50	2.25
11-20	1.50			1.00	1.25
21-30	1.00			.50	.75
31 or more	.50				

Equivalent Point Score:

 Evaluator's Rating
 PRINTED NAME / Signature



NAME :

CABUNOC, JORDAN

DATE :

February 01-April 30, 2021

DEPARTMENT :

Light Equipment Operator

POINT SCORE

POOR (1.00) UNSATISFACTORY (2.00) SATISFACTORY (3.00) VERY SATISFACTORY (4.00) OUTSTANDING (5.00)

A. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.

Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.

Uncooperative and difficult to deal with. Must be closely supervised to do the job.

Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.

Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.

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****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	Rating	Tardiness/Undertime		Rating	POINT SCORE
		0	2.5 (2.0)		
0	2.5 (2.0)	0	2.5 (2.0)		
1-10	1.00	1-10	1.50		
11-20	.50	11-20	1.00		
21-30		21-30	.50		
31 or more		31 or more			

Equivalent Point Score:


JOSE RAMON L. RAMOS
 Evaluator's Rating
 PRINTED NAME / Signature

NAME : CARCILLAR, VICENTE

DEPARTMENT : Dining Supervisor

BEHAVIORAL (10)

DATE : February 01-April 30, 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.

- Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.
- Uncooperative and difficult to deal with. Must be closely supervised to do the job.
- Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.
- Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.
- 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**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	Rating	Tardiness/Undertime	Rating		
				POINT SCORE	Equivalent Point Score:
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		
				2.00	
				2.50	
				3.00	
				3.50	
				4.00	


JOSE RAMON L. RAMOS
 Evaluator's Rating
 PRINTED NAME / Signature

NAME

CASTILLO, ROMELITO

BEHAVIORAL (10)

DATE :

February 01-April 30, 2021

DEPARTMENT :

Captain Waiter

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.

Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.

Uncooperative and difficult to deal with. Must be closely supervised to do the job.

Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.

Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.

Always exhibits 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

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	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	

Equivalent Point Score:


JOSE RAMON L. RAMOS
 Evaluator's Rating
 PRINTED NAME / Signature

BEHAVIORAL (10)DATE : February 01-April 30, 2021NAME : **CLARIN, FERNANDO**
DEPARTMENT : **Driver**

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 exhibits 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
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.					
<u>Absences</u>	<u>Rating</u>	<u>Tardiness/Undertime</u>	<u>Rating</u>		
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:


JOSE RAMON L. RAMOS
 Evaluator's Rating
 PRINTED NAME / Signature

NAME :

CORNITES, NORA
Collection Asst/Admin ClerkBEHAVIORAL (10)

DATE : February 01-April 30, 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.

Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.

Uncooperative and difficult to deal with. Must be closely supervised to do the job.

Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.

Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.

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**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	Rating	Tardiness/Undertime		Rating	POINT SCORE
		0	2.5		
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	1.00	2.00
31 or more	.50	31 or more	.50		

Equivalent Point Score:


JOSE RAMON L. RAMOS
 Evaluator's Rating
 PRINTED NAME / Signature

NAME : DALUMPINES, REINER
DEPARTMENT : Electrician

BEHAVIORAL (10)

DATE : February 01-April 30, 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.
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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

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	Rating	Tardiness/Undertime		Rating	POINT SCORE
		0	(2.5)		
0	0	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	2.00
					8.50

Equivalent Point Score:


JOSE RAMON L. RAMOS
 Evaluator's Rating
 PRINTED NAME / Signature

NAME :

DE CASTRO, MANOLITO**BEHAVIORAL (10)**DATE : February 01-April 30, 2021

DEPARTMENT :

POOR (1.00) UNSATISFACTORY (2.00) SATISFACTORY (3.00)

PESTICIDE/FERTILIZER APPLICATOR/GARBAGE DISP.

POINT SCORE

A. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.

Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.

Uncooperative and difficult to deal with. Must be closely supervised to do the job.

Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.

Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.

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.

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.

POINT SCORE
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****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	Rating	Tardiness/Undertime		POINT SCORE
		Rating	Rating	
0	2.5 <u>2.0</u>	0	(2.5) 2.0	.25
1-10	1-10 1.50	1-10 1.50	1-10 1.50	.25
11-20	11-20 1.00	11-20 1.00	11-20 1.00	.25
21-30	21-30 .50	21-30 .50	21-30 .50	.25
31 or more	31 or more .50	31 or more .50	31 or more .50	.25

Equivalent Point Score:


JOSE RAMON L. RAMOS
Evaluator's Rating
PRINTED NAME / Signature

NAME :

DE CASTRO, NORIEL

DATE :

February 01-April 30, 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.

Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.

Uncooperative and difficult to deal with. Must be closely supervised to do the job.

Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.

Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.

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****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	Rating	Tardiness/Undertime	Rating	BEHAVIORAL (10)	
				DATE :	POINT SCORE
0	2.5 (2.0)	0	2.5 (2.0)	2.60	
1-10	1.50	1-10	1.50		
11-20	1.00	11-20	1.00		
21-30	.50	21-30	.50		
31 or more		31 or more			

Equivalent Point Score:


JOSE RAMON L. RAMOS
 Evaluator's Rating
 PRINTED NAME / Signature

NAME : DE LA CRUZ, ARCHIEVAL

DATE : February 01-April 30, 2021

DEPARTMENT : Reservation Officer

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 exhibits 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**

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	Rating	Tardiness/Undertime		Rating	POINT SCORE
		0	2.5		
0	2.5	0	(2.0)		
1-10	2.0	1-10	2.5		
11-20	1.50	11-20	2.0		
21-30	1.00	21-30	1.00	2.00	2.00
31 or more	.50	31 or more	.50		

Equivalent Point Score:


JOSE RAMON L. RAMOS
 Evaluator's Rating
 PRINTED NAME / Signature

NAME : **DEL MONTE, CHRISTOPHER**
DEPARTMENT : **Restaurant Purchaser**

BEHAVIORAL (10) **DATE :** February 01-April 30, 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.
--	--	---	--	--

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

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.

<u>Absences</u>	<u>Rating</u>	<u>Tardiness/Undertime</u>	<u>Rating</u>	
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:


JOSE RAMON L. RAMOS
Evaluator's Rating
PRINTED NAME / Signature

NAME

DEMETILLO, OSCAR

BEHAVIORAL (10)

DATE :

February 01-April 30, 2021

DEPARTMENT :

Waiter

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.

Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.

Uncooperative and difficult to deal with. Must be closely supervised to do the job.

Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.

Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.

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

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	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	

Equivalent Point Score:


JOSE RAMON L. RAMOS
 Evaluator's Rating
 PRINTED NAME / Signature

NAME : DOMINGO, ANTHONY GIL

BEHAVIORAL (10)

DATE : February 01-April 30, 2021

DEPARTMENT : POOR (1.00)

GC Purchaser

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.

Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.

Uncooperative and difficult to deal with. Must be closely supervised to do the job.

Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.

Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.

Always exhibits 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****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	Rating	Tardiness/Undertime		Rating	POINT SCORE
		0	(2.5)		
0	2.0	0	2.0	2.0	2.00
1-10	1.50	1-10	2.0	1.50	1.50
11-20	1.00	11-20	2.0	1.00	1.00
21-30	.50	21-30	2.0	.50	.50
31 or more		31 or more			

Equivalent Point Score:


JOSE RAMON L. RAMOS
 Evaluator's Rating
 PRINTED NAME / Signature

NAME

ELAYDA, EDGAR

BEHAVIORAL (10)

DATE :

February 01-April 30, 2021

DEPARTMENT

Waiter

DEPARTMENT	NAME	DATE :			
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.	
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
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.					
<u>Absences</u>	<u>Rating</u>	<u>Tardiness/Undertime</u>	<u>Rating</u>		
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:


JOSE RAMON L. RAMOS
 Evaluator's Rating
 PRINTED NAME / Signature

NAME : GALAS, GIL JR. DATE : February 01-April 30, 2021

DEPARTMENT : DR Ball Retriever/Dispatcher

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.

Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.

Uncooperative and difficult to deal with. Must be closely supervised to do the job.

Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.

Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.

Always exhibits 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

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.

<u>Absences</u>	<u>Rating</u>	<u>Tardiness/Undertime</u>	<u>Rating</u>	
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:

JOSE RAMON L. RAMOS

Evaluator's Rating

PRINTED NAME / Signature

NAME : GALIA, MICHAEL VINCENT M.
DEPARTMENT : DR Ball Retriever/Dispatcher

BEHAVIORAL (10) DATE : February 01-April 30, 2021

GALIA, MICHAEL VINCENT M.
DR Ball Retriever/Dispatcher

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.

- Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.
- Uncooperative and difficult to deal with. Must be closely supervised to do the job.
- Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.
- Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.
- Always exhibits 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

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	Rating	Tardiness/Undertime	Rating	POINT SCORE
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	
				2.00
				8.25

Equivalent Point Score:


JOSE RAMON L. RAMOS
Evaluator's Rating
PRINTED NAME / Signature

NAME : GAMBOA, DOMINADOR D.

DATE : February 01-April 30, 2021

DEPARTMENT :

Chef Cook

BEHAVIORAL (10)

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.					
<u>Considering the following factors, indicate your rating (Poor to Outstanding) below:</u>					
> 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
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.					
<u>Absences</u>	<u>Rating</u>	<u>Tardiness/Undertime</u>	<u>Rating</u>		
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:

 Evaluator's Rating
 PRINTED NAME / Signature

NAME

DEPARTMENT

GARCIA, CRESILDA
Utility/GardenerBEHAVIORAL (10)

DATE :

February 01-April 30, 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.

Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.

Uncooperative and difficult to deal with. Must be closely supervised to do the job.

Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.

Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.

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**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	Rating	Tardiness/Undertime		Rating	POINT SCORE
		0	2.5		
0	(2.5)	0	2.5	2.0	2.00
1-10	2.0	1-10	2.0	1.50	1.50
11-20	1.50	11-20	1.50	1.00	1.00
21-30	1.00	21-30	.50	.50	.50
31 or more	.50	31 or more			

Equivalent Point Score:

Evaluator's Rating
PRINTED NAME / Signature

**NAME : INDEFENSO, LEONARDO
DEPARTMENT : Caddy Master**

BEHAVIORAL (10)
DATE : February 01-April 30, 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.																																
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.																																				
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v Demonstrates accuracy, thoroughness and reliability																																				
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<table border="1"> <thead> <tr> <th>Absences</th> <th>Rating</th> <th>Tardiness/Undertime</th> <th>Rating</th> <th></th> </tr> </thead> <tbody> <tr> <td>0</td> <td>2.5</td> <td>0</td> <td>2.5</td> <td></td> </tr> <tr> <td>1-10</td> <td>(2.0)</td> <td>1-10</td> <td>(2.0)</td> <td></td> </tr> <tr> <td>11-20</td> <td>1.50</td> <td>11-20</td> <td>1.50</td> <td></td> </tr> <tr> <td>21-30</td> <td>1.00</td> <td>21-30</td> <td>1.00</td> <td></td> </tr> <tr> <td>31 or more</td> <td>.50</td> <td>31 or more</td> <td>.50</td> <td></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	
Absences	Rating	Tardiness/Undertime	Rating																																	
0	2.5	0	2.5																																	
1-10	(2.0)	1-10	(2.0)																																	
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21-30	1.00	21-30	1.00																																	
31 or more	.50	31 or more	.50																																	
Equivalent Point Score:																																				
<u>JOSE RAMON L. RAMOS</u> Evaluator's Rating PRINTED NAME / Signature																																				

NAME :

LABUGUEN, JULIUS
Light Equipment OperatorBEHAVIORAL (10)

DATE : February 01-April 30, 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.

Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.

Uncooperative and difficult to deal with. Must be closely supervised to do the job.

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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**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	Rating	Tardiness/Undertime	Rating	POINT SCORE	
				POOR (.50)	UNSATISFACTORY (1.00)
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		
				2.25	3.25

Equivalent Point Score:


JOSE RAMON L. RAMOS
 Evaluator's Rating
 PRINTED NAME / Signature

NAME

DEPARTMENT

LACSA RAMIL
Waiter

BEHAVIORAL (10)

DATE : February 01-April 30, 2021

		BEHAVIORAL (10)																																	
		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.																															
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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>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 <table border="1"> <thead> <tr> <th>POOR (.50)</th> <th>UNSATISFACTORY (1.00)</th> <th>SATISFACTORY (1.50)</th> <th>VERY SATISFACTORY (2.00)</th> <th>OUTSTANDING (2.50)</th> <th>POINT SCORE</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>X</td> <td></td> <td></td> </tr> </tbody> </table>				POOR (.50)	UNSATISFACTORY (1.00)	SATISFACTORY (1.50)	VERY SATISFACTORY (2.00)	OUTSTANDING (2.50)	POINT SCORE				X																				
POOR (.50)	UNSATISFACTORY (1.00)	SATISFACTORY (1.50)	VERY SATISFACTORY (2.00)	OUTSTANDING (2.50)	POINT SCORE																														
			X																																
C: PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work.		<p>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> <th></th> </tr> </thead> <tbody> <tr> <td>0</td> <td>(2.5)</td> <td>0</td> <td>2.5</td> <td></td> </tr> <tr> <td>1-10</td> <td>2.0</td> <td>1-10</td> <td>(2.0)</td> <td></td> </tr> <tr> <td>11-20</td> <td>1.50</td> <td>11-20</td> <td>1.50</td> <td></td> </tr> <tr> <td>21-30</td> <td>1.00</td> <td>21-30</td> <td>1.00</td> <td></td> </tr> <tr> <td>31 or more</td> <td>.50</td> <td>31 or more</td> <td>.50</td> <td></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	
Absences	Rating	Tardiness/Undertime	Rating																																
0	(2.5)	0	2.5																																
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31 or more	.50	31 or more	.50																																
		<p>Equivalent Point Score:</p> <p>JOSE RAMON L. RAMOS Evaluator's Rating PRINTED NAME / Signature</p>																																	

NAME :

DEPARTMENT :

LICUDAN, ADRIANO

BEHAVIORAL (10)

DATE :

February 01-April 30, 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.

Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.

Uncooperative and difficult to deal with. Must be closely supervised to do the job.

Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.

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

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	Rating	Tardiness/Undertime		Rating	POINT SCORE
		0	(2.5)		
0	(2.5)	0	2.0		
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	2.50
				3.50	3.50

Equivalent Point Score:

JOSE RAMON L. RAMOS
Evaluator's Rating
PRINTED NAME / Signature

NAME : LUCAS, RAUL

DATE : February 01-April 30, 2021

DEPARTMENT :

Cook

BEHAVIORAL (10)

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.

- Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.
- Uncooperative and difficult to deal with. Must be closely supervised to do the job.
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- Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.
- 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**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	POINT SCORE
	Rating	Rating		
0	(2.5)	0	(2.5)	2.00
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
				8.50

Equivalent Point Score:


JOSE RAMON L. RAMOS
 Evaluator's Rating
 PRINTED NAME / Signature

NAME : **MADRID, ALEX**

DATE : **February 01-April 30, 2021**

DEPARTMENT :

POOR (1.00)

UNSATISFACTORY (2.00)

SATISFACTORY (3.00)

VERY SATISFACTORY (4.00)

OUTSTANDING (5.00)

POINT SCORE

BEHAVIORAL (10)

A. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.		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.																																																	
<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.																																																
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POOR (.50)	UNSATISFACTORY (1.00)	SATISFACTORY (1.50)	VERY SATISFACTORY (2.00)																																																
			<input checked="" type="checkbox"/>																																																
			OUTSTANDING (2.50)																																																
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Absences	Rating	Tardiness/Undertime	Rating																																																
0	(2.5)	0	(2.5)																																																
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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:		3.25																																																	
JOSE RAMON L. RAMOS		Evaluator's Rating																																																	
PRINTED NAME / Signature																																																			

NAME

MAGSINO, CLEOTILDO JR.

BEHAVIORAL (10)

DATE : February 01-April 30, 2021

DEPARTMENT :

Cashier

NAME DEPARTMENT	POOR (1.00) UNSATISFACTORY (2.00)	SATISFACTORY (3.00) SATISFACTORY (3.00)	VERY SATISFACTORY (4.00) VERY SATISFACTORY (4.00)	OUTSTANDING (5.00) 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 exhibits 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
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.					
<u>Absences</u>	<u>Rating</u>	<u>Tardiness/Undertime</u>	<u>Rating</u>		
0 1-10 11-20 21-30 31 or more	2.5 <u>2.0</u> 1.50 1.00 .50	0 1-10 11-20 21-30 31 or more	(2.5) 2.0 1.50 1.00 .50	2.25	8.25

Equivalent Point Score:


JOSE RAMON L. RAMOS
 Evaluator's Rating
 PRINTED NAME / Signature

BEHAVIORAL (10)

DATE : February 01-April 30, 2021

NAME : **MANAGBANAG DANIE**
DEPARTMENT : **Marshall/Operator**

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
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.					
<u>Absences</u>	<u>Rating</u>	<u>Tardiness/Undertime</u>	<u>Rating</u>		
0	2.5 (2.0)	0	2.5 (2.0)		
1-10	1.50	1-10	1.50		
11-20	1.00	11-20	1.00		
21-30	.50	21-30	.50		
31 or more		31 or more			

Equivalent Point Score:


JOSE RAMON L. RAMOS
Evaluator's Rating
PRINTED NAME / Signature

NAME

DEPARTMENT

MANALANG, MA. THERESA

BEHAVIORAL (10)

DATE :

February 01-April 30, 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																																				
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Absences	Rating	Tardiness/Latentime	Rating	Rating	Rating																																				
0	<u>2.5</u> <u>(2.0)</u>	0	<u>2.5</u> <u>(2.0)</u>	2.00	2.00																																				
1-10	1.10 1.50	1-10 1.50	1.10 1.50	1.00	1.00																																				
11-20	1.00	11-20	1.00	.50	.50																																				
21-30	.50	21-30	.50	.50	.50																																				
31 or more	31 or more																																								
Equivalent Point Score:																																									
<u>JOSE RAMON L. RAMOS</u> <u>Evaluator's Rating</u> <u>PRINTED NAME / Signature</u>																																									

NAME : MANGAOANG, ETHEL

DEPARTMENT : Greenskeeper

BEHAVIORAL (10)

DATE : February 01-April 30, 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.

- Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.
- Uncooperative and difficult to deal with. Must be closely supervised to do the job.
- Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.
- Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.
- 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**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	Rating	Tardiness/Undertime	Rating	POINT SCORE	
				POOR (.50)	OUTSTANDING (2.50)
0	2.5 2.0	0	2.5 2.0	.50	8.00
1-10	1-10 1.50	1-10 1.50	1-10 1.50	2.00	
11-20	11-20 1.00	11-20 1.00	11-20 1.00		
21-30	21-30 .50	21-30 .50	21-30 .50		
31 or more	31 or more				

Equivalent Point Score:


JOSE RAMON L. RAMOS
 Evaluator's Rating
 PRINTED NAME / Signature

NAME

MANUBAY, SUSAN

DEPARTMENT

Locker attendant/utility

BEHAVIORAL (10)

DATE : February 01-April 30, 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.

Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.

Uncooperative and difficult to deal with. Must be closely supervised to do the job.

Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.

Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.

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

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	Rating	Tardiness/Undertime	Rating		
				POOR (.50)	UNSATISFACTORY (1.00)
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:


JOSE RAMON L. RAMOS
 Evaluator's Rating
 PRINTED NAME / Signature

NAME :

MATEO, MARIO

BEHAVIORAL (10)

DATE :

February 01-April 30, 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.

Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.

Uncooperative and difficult to deal with. Must be closely supervised to do the job.

Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.

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Always exhibits 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****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.

<u>Absences</u>	<u>Rating</u>	<u>Tardiness/Undertime</u>	<u>Rating</u>	
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	
			2.25	
				8.25

Equivalent Point Score:


JOSE RAMON L. RAMOS
 Evaluator's Rating
 PRINTED NAME / Signature

NAME : MERU, PABLO DANTE

DEPARTMENT : Greenskeeper

BEHAVIORAL (10)

DATE : February 01-April 30, 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.					
<u>Considering the following factors</u> 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
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.					
<u>Absences</u>	<u>Rating</u>	<u>Tardiness/Undertime</u>	<u>Rating</u>		
0 1-10 11-20 21-30 31 or more	2.5 <u>2.0</u> 1.50 1.00 .50	0 1-10 11-20 21-30 31 or more	(2.5) 2.0 1.50 1.00 .50	2.25	8.25

Equivalent Point Score:

JOSE RAMON L. RAMOS

 Evaluator's Rating
 PRINTED NAME / Signature

NAME : MORE, JOSEPH
DEPARTMENT : Waiter

BEHAVIORAL (10)

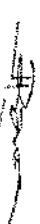
DATE : February 01-April 30, 2021

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.					
<p><u>Considering the following factors</u>, 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
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.					
<u>Absences</u>	<u>Rating</u>	<u>Tardiness/Undertime</u>	<u>Rating</u>		
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:					
<u>JOSE RAMON L. RAMOS</u> <u>Evaluator's Rating</u> <u>PRINTED NAME / Signature</u>					

NAME : OLBINADO, RUDY
DEPARTMENT : Light Equipment Operator

BEHAVIORAL (10)

DATE : February 01-April 30, 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 																																
POOR (1.00)		UNSATISFACTORY (1.00)		SATISFACTORY (1.50)		VERY SATISFACTORY (2.00)		OUTSTANDING (2.50)		POINT SCORE																						
						<input checked="" type="checkbox"/>				3.00																						
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 border="1"> <thead> <tr> <th>Absences</th> <th>Rating</th> <th>Tardiness/Underline</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/Underline	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							
Absences	Rating	Tardiness/Underline	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																													
Equivalent Point Score:																																
 JOSE RAMON L. RAMOS Evaluator's Rating PRINTED NAME / Signature																																

**NAME : PADAYAO, ROY
DEPARTMENT : Locker Attendant**

BEHAVIORAL (10)

DATE : February 01-April 30, 2021

A. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.		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.	
Poor (1.00)	UNSATISFACTORY (2.00)	SATISFACTORY (3.00)	VERY SATISFACTORY (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.
POOR (.50)	UNSATISFACTORY (1.00)	SATISFACTORY (1.50)	VERY SATISFACTORY (2.00)
			<input checked="" type="checkbox"/>
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.		OUTSTANDING (2.50)	POINT SCORE
Absences	Rating	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	(2.5) 2.0 1.50 1.00 .50
			2.50
			8.50

Equivalent Point Score:

JOSE RAMON L. RAMOS

Evaluator's Rating
PRINTED NAME / Signature

NAME : PAGASIAN, JOSEPH
DEPARTMENT : 111-111-1111

BEHAVIORAL (10)

DATE : February 01-April 30, 2021

Equivalent Point Score:

JOSE RAMON L. RAMOS

Evaluator's Rating
PRINTED NAME / Signature

NAME

DEPARTMENT

PASCUAL, MICHAEL
CashierBEHAVIORAL (10)

DATE : February 01-April 30, 2021

		<u>POOR (1.00)</u>		<u>UNSATISFACTORY (2.00)</u>		<u>SATISFACTORY (3.00)</u>		<u>VERY SATISFACTORY (4.00)</u>		<u>OUTSTANDING (5.00)</u>	
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.		
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.											
<u>Considering the following factors</u> , 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 (1.50)	UNSATISFACTORY (1.00)	SATISFACTORY (1.50)	VERY SATISFACTORY (2.00)	OUTSTANDING (2.50)							
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.											
<u>Absences</u>	<u>Rating</u>	<u>Tardiness/Undertime</u>	<u>Rating</u>								
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:											
<u>JOSE RAMON L. RAMOS</u> Evaluator's Rating											
PRINTED NAME / Signature											

Equivalent Point Score:

JOSE RAMON L. RAMOS
Evaluator's Rating

PRINTED NAME / Signature

NAME _____
DEPARTMENT _____
PEÑA, JESUS

BEHAVIORAL (10)

DATE: February 01-April 30, 2021

DEPARTMENT	Light Equipment Operator					
	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.		
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.						
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	Rating	Tardiness/Undertime	Rating		POINT SCORE	
0 1-10 11-20 21-30 31 or more	2.5 <u>2.0</u> 1.50 1.00 .50	0 1-10 11-20 21-30 31 or more	(2.5) 2.0 1.50 1.00 .50	2.25	4.00	

Equivalent Point Score:

JOSE RAMON L. RAMOS

Evaluator's Rating
PRINTED NAME / Signature

NAME : PETERO, GILBERT P.
DEPARTMENT : Electrician

BEHAVIORAL (10) DATE : February 01-April 30, 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.					
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><u>Considering the following factors</u>, 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"/>				3.00			
<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>													
<u>Absences</u>		<u>Rating</u>		<u>Tardiness/Undertime</u>		<u>Rating</u>							
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		(2.5) 2.0 1.50 1.00 .50				2.50 8.50			
<p>Equivalent Point Score:</p>													
<p><u>JOSE RAMON L. RAMOS</u> Evaluator's Rating PRINTED NAME / Signature</p>													

NAME : REYES, CESAR
DEPARTMENT : Greenskeeper

BEHAVIORAL (10)

DATE : February 01-April 30, 2021

		<u>BEHAVIORAL (10)</u>							
		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.		
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)	
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	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						
		Equivalent Point Score:							
<u>JOSE RAMON L. RAMOS</u>									
Evaluator's Rating									
PRINTED NAME / Signature									

JOSE RAMON L. RAMOS
Evaluator's Rating
PRINTED NAME / Signature

**NAME : SALVADOR, MANUEL
DEPARTMENT : Light Equipment Operator**

BEHAVIORAL (10)

DATE : February 01-April 30, 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.	
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.					
<u>Considering the following factors</u> , 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 checked="" 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	Rating	Tardiness/Latentime	Rating	POINT SCORE	
0	2.5 <u>2.0</u>	0	2.5 <u>2.0</u>	2.25	2.25
1-10	1-10	1-10	1.50		
11-20	150	11-20	1.00		
21-30	100	21-30	.50		
31 or more	.50	31 or more			
February 01-April 30, 2021					
Equivalent Point Score:					
JOSE RAMON L. RAMOS Evaluator's Rating PRINTED NAME / Signature					

NAME

SALVATERA, JOCELYN

DEPARTMENT

Starter

BEHAVIORAL (10)

DATE : February 01-April 30, 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.					
<u>Considering the following factors</u> 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
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	Rating	Tardiness/Undertime	Rating		
0	(2.5) 2.0	0	(2.5) 2.0		
1-10	1-10 1.50	1-10 11-20	1.50 1.00		
11-20					
21-30					
31 or more	.50	31 or more	.50		
Equivalent Point Score:					
JOSE RAMON L. RAMOS Evaluator's Rating					
PRINTED NAME / Signature					

NAME : SEÑARA, MARELYN
DEPARTMENT : INCOME AND EXPENSES

BEHAVIORAL (10)

DATE : February 01-April 30, 2021

Equivalent Point Score:

JOSE RAMON L. RAMOS

Evaluator's Rating
PRINTED NAME / Signature

NAME : SORIANO, JENNIFER
DEPARTMENT : ACCOUNTING

BEHAVIORAL (10)

DATE : February 01-April 30, 2021

Equivalent Point Score:

JOSE RAMON L. RAMOS

Evaluator's Rating
PRINTED NAME / Signature

NAME : SORNIT, RIZALDY
DEPARTMENT : Electrician

BEHAVIORAL (10)

DATE : _____

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.	
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)
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	Rating	Tardiness/Undertime	Rating	POINT SCORE	
0 1-10 11-20 21-30 31 or more	2.5 <u>2.0</u> 1.50 1.00 .50	0 1-10 11-20 21-30 31 or more	2.5 <u>2.0</u> 1.50 1.00 .50	2.00	

Equivalent Point Score:

JOSE RAMON L. RAMOS

Evaluator's Rating
PRINTED NAME / Signature

**NAME : TABORNAL, STEVEN
DEPARTMENT : Waiter**

BEHAVIORAL (10) DATE : February 01-April 30, 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.																													
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	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.																													
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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																												

NAME : TANA, ALLAN
DEPARTMENT : Electrician

BEHAVIORAL (10)

DATE : February 01-April 30, 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 exhibits 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.					
<u>Considering the following factors, indicate your rating (Poor to Outstanding) below:</u>					
<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
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.					
<u>Absences</u>	<u>Rating</u>	<u>Tardiness/Undertime</u>	<u>Rating</u>		
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:

JOSE RAMON L. RAMOS
JOSE RAMON L. RAMOS
Evaluator's Rating
PRINTED NAME / Signature

NAME : TIONGSON WILLY
DEPARTMENT :

BEHAVIORAL (10)

DATE : February 01-April 30, 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.					
<u>Considering the following factors</u> , 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 (1.50)	UNSATISFACTORY (1.00)	SATISFACTORY (1.50)	VERY SATISFACTORY (2.00)	OUTSTANDING (2.50)	
			<input checked="" 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.					
<u>Absences</u>	<u>Rating</u>	<u>Tardiness/Undertime</u>	<u>Rating</u>	<u>POINT SCORE</u>	
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		
					8.25

Equivalent Point Scores

JOSE RAMON L. RAMOS

Evaluator's Rating
PRINTED NAME / Signature

**NAME : TIU, MARLON
DEPARTMENT : Starter**

BEHAVIORAL (10) DATE : February 01-April 30, 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.		<p><u>Considering the following factors</u> 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 <table border="1"> <thead> <tr> <th>POOR (.50)</th> <th>UNSATISFACTORY (1.00)</th> <th>SATISFACTORY (1.50)</th> <th>VERY SATISFACTORY (2.00)</th> <th>OUTSTANDING (2.50)</th> <th>POINT SCORE</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>X</td> <td></td> <td>2.00</td> </tr> </tbody> </table>										POOR (.50)	UNSATISFACTORY (1.00)	SATISFACTORY (1.50)	VERY SATISFACTORY (2.00)	OUTSTANDING (2.50)	POINT SCORE				X		2.00																								
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Equivalent Point Score:																																															
 JOSE RAMON L. RAMOS Evaluator's Rating PRINTED NAME / Signature																																															

**NAME : VINUYA, JONATHAN
DEPARTMENT : Cashier**

BEHAVIORAL (10) DATE : February 01-April 30, 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.

- Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.
- Uncooperative and difficult to deal with. Must be closely supervised to do the job.
- Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.
- Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.
- 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

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.

<u>Absences</u>	Rating	<u>Tardiness/Undertime</u>		Rating	POINT SCORE
		0	2.5		
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	2.50
				3.50	3.50

Equivalent Point Score:

JOSE RAMON L. RAMOS
Evaluator's Rating
PRINTED NAME / Signature

NAME : ZUÑIGA, FRANCISCO L.
DEPARTMENT : Building Maintenance

BEHAVIORAL (10)
DATE : February 01-April 30, 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 exhibits 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.																													
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POOR (.50)	UNSATISFACTORY (1.00)	SATISFACTORY (1.50)	VERY SATISFACTORY (2.00)	OUTSTANDING (2.50)	POINT SCORE																										
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