

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

(+63) 8249-5900 loc 738

businessdev@tieza.gov.phwww.tieza.gov.ph

MEMORANDUM FOR THE OFFICE OF THE CHIEF OPERATING OFFICER

THRU

MICHELLE MAE V. VIVO

Officer-In-Charge, Head Technical Assistant

:

THE ASSISTANT CHIEF OPERATING OFFICER

Assets Management Sector

FROM

THE MANAGER

Business Development Department

DATE

September 28, 2020

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

NAME	RATE PER DAY WITH 20% PREMIUM	TASKS
1. JHONAL B. RANADA	₽ 679.96	 Act as caretaker/overseer of TIEZA PAOAY PROPERTY and Property Custodian of existing equipment and structures (golf course) Act as liaison of TIEZA Main Office to Paoay and Laoag LGUs, National Government Agencies and other related tasks. Oversee the surveying activities conducted by the private surveyor for Paoay lots and coordinates with the CENRO Laoag for compliance of DENR requirements for the issuance of special patent for Paoay Properties Monitors the golf course and its club house regularly and reports any incidents related in securing the properties. Reports to main office regularly for updates/ as the need arises and performs other related tasks.
2. MICHAEL DEVE Y. DIFUNTORUM	₽ 679.96	 Act as caretaker of TIEZA Agoo Playa Resort and Marcos Park and Property Custodian of existing equipment and other structures To maintain the general upkeep and cleanliness of the area. To prohibit/prevent any intruders and/or outsiders from entering the premises unless authorized by TIEZA. Monitor and prevent the proliferation of squatters in the property Reports to main office regularly for updates or as the need arises. To do other tasks to be assigned from time to time.



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3. CLINT M. KITONGAN	₽ 679.96	 Act as caretaker of TIEZA Mount Data Hotel and Property Custodian of existing equipment and other structures Act as liaison of TIEZA main office to Bauko LGU's, National Government Agencies and other organizations. To prohibit/prevent any intruders and/or outsiders from entering the premises, unless authorized by TIEZA Monitor and prevent the proliferation of squatters in the property Reports to main office regularly for updates or as the need arises To do other tasks to be assigned from time to time
4. ELIZABETH B. MADAY-A	₽ 679.96	 Act as caretaker of TIEZA Mount Data Hotel and Property Custodian of existing equipment and other structures Act as liaison of TIEZA main office to Bauko LGU's, National Government Agencies and other organizations. To prohibit/prevent any intruders and/or outsiders from entering the premises, unless authorized by TIEZA Monitor and prevent the proliferation of squatters in the property Reports to main office regularly for updates or as the need arises To do other tasks to be assigned from time to time
5. FELICITAS P. ATOS	₽ 679.96	 Act as caretaker of TIEZA Kabayan Youth Hostel, Kabayan, Benguet and Property Custodian of existing equipment and other structures Act as liaison of TIEZA main office to Kabayan LGU's, National Government Agencies and other organizations. To prohibit/prevent any intruders and/or outsiders from entering the premises, unless authorized by TIEZA Monitor and prevent the proliferation of squatters in the property Reports to main office regularly for updates or as the need arises To do other tasks to be assigned from time to time
6. REYNALDO D. GLUMAL	₽ 679.96	 Act as caretaker and property custodian of TIEZA Ternate Properties located at Ternate, Cavite Monitors existing number of informal settlers and the corresponding number of each household and its members and existing structures.





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		 Prohibit/prevent any intruders and/or outsiders from entering the premises unless authorized by TIEZA Prohibit/prevent the construction of any additional fences or walls which will tend to disrupt the peaceful possession of the authority. Reports regularly for updates or as need arises and perform other related task.
7. ARMANDO BALONZO	₽ 679.96	 Act as caretaker and property custodian of Pagsanjan Garden Resort, Pagsanjan, Laguna To prohibit/prevent any intruders and/or outsiders from entering the premises, unless authorized by TIEZA Monitor and prevent the proliferation of squatters in the property Reports to main office regularly for updates or as the need arises To do other tasks to be assigned from time to time
8. RONALDO DUTOLLO	₽ 679.96	 Act as caretaker and property custodian of TIEZA Talisay Properties located at Brgy. Buco and Brgy. Sampaloc, Talisay, Batangas Monitors existing number of informal settlers and the corresponding number of each household and its members and existing structures. Prohibit/prevent any intruders and/or outsiders from entering the premises unless authorized by TIEZA Prohibit/prevent the construction of any additional fences or walls which will tend to disrupt the peaceful possession of the authority. Reports regularly for updates or as need arises and perform other related task.
9. REYSON GLUMAL	₽ 679.96	 Act as caretaker and property custodian of TIEZA Matabungkay Properties located at Lian, Matabungkay, Batangas Monitors existing number of informal settlers and the corresponding number of each household and its members and existing structures. Prohibit/prevent any intruders and/or outsiders from entering the premises unless authorized by TIEZA Prohibit/prevent the construction of any additional fences or walls which will tend to disrupt the peaceful possession of the authority. Reports regularly for updates or as need arises and perform other related task.





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10. ZOSIMA KRAYAL D. ABADA	P 679.96	 Acts as Liaison Officer to Private Operator of Iloilo Convention Center, Premier Islands Management Corporation, Non-Government Organizations and Government Agencies in Iloilo City and its vicinity Accounts for all inventories of equipment and supplies of ICC. Conducts inventory of all items in the storeroom every end of the month. Secures all inventories of equipment, furniture and supplies. Issues items to PIMC covered by requisitions. Records receipts and issuances of items on the bin cards. Sees to it that bin cards are up to date. Maintains cleanliness and safety of the storeroom Performs other duties as may be assigned from time to time
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For the COO's consideration and approval.

Thank you.

MA. EVELYNE A. FRANCISCO

Recommending Approval:

JETRO NICOLAS F. LOZADA

Approved/Disapproved:

POCHOLO J. D. PARAGAS



POINT SCORE POINT SCORE 4.00 2.00 2.50 tional and personal relationships Always exhibit a high degree of teous to the general public and enthusiasm in the performance of assigned task. Always cour-OUTSTANDING (5.00) maintains harmonious, fincwith his supervisors and co-**OUTSTANDING (2.50)** 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 Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets. VERY SATISFACTORY (4.00 A. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public. VERY SATISFACTORY (2.00) working relationship within the assigned task with occasional general public. Accomplishes Establishes a very pleasant various work units and the 2.5 2.0 1.50 1.00 supervision. relationship with various work SATISFACTORY (3.00) SATISFACTORY (1.50) Tardiness/Undertime Usually maintains cordial Does work with minimum units and general public. 31 or more 1-10 11-20 Considering the following factors, indicate your rating (Poor to Outstanding) below: supervision. C: PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work. Business Development Dept. Develops and implements new solutions, procedures and concepts. Uncooperative and difficult to UNSATISFACTORY (2.00 UNSATISFACTORY (1.00) deal with. Must be closely JHONAL B. RANADA supervised to do the job. 2.5 2.0 1.50 1.00 > Demonstrates accuracy, thoroughness and reliability Consistently delivers what is required when required Shows organization and completeness tasks and does not produce co-employees. Consistently Has difficulty working with complains about assigned Pays attention to details acceptable work outputs. 31 or more POOR (.50) Absences 1-10 11-20 21-30 quality work DEPARTMENT

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

8.50

Equivalent Point Score:

October 2, 2020

DATE:

NAME : MICHAEL DEFUNTORUM
DEPARTMENT : AGOO PLAYA AND MARCOS PARK

WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.
Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.
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.
SATISFACTORY (1.50)
work. Personnel Division based on time records and/or attendance sheets.
Tardiness/Undertime
11-20
21-30 31 or more
ı

MA. EVELYNE A. FRANCISCO A. Evaluator's Rating

Oct. PRINTED NAME / Signature

October 2, 2020

DATE:

ELIZABETH MADAY-A : MOUNT DATA HOTEL NAME: DEPARTMENT

8.50	Equivalent Point Score:				
·					
		.50	31 or more	.50	31 or more
		1.00	21-30	1.00	21-30
		1.50	11-20	1.50	11-20
		2.0	1-10	2.0	1-10
		2.5	0	2,5	0
		Rating	Tardiness/Undertime	Rating	Absences
		work. Personnel Division based on time records and/or attendance sheets.		C: PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for Attendance for the six-month period shall be provided by the Chief,	C: PUNCTUALITY and ATTENDA Attendance for the six-month
POINT SCORE 2.50	OUTSTANDING (2.50)	VERY SATISFACTORY (2.00)	SATISFACTORY (1.50)	UNSATISFACTORY (1.00)	POOR (.50.)
				equired when required	
				Hereness	Snows organization and completeness
				ughness and reliability	> Demonstrates accuracy, thoroughness and reliability
			ó	> Develops and implements new solutions, procedures and concepts.	> Develops and implements nev
			utstanding) below:	Considering the following factors, indicate your rating (Poor to Outstanding) below:	Considering the following fact
2.00	forth extra effort to ensure	standards for own personal performance; strive for quality work; put forth extra effort to ensure		QUALITY OF WORK / PERFORMANCE (2.5): The ability to set high quality work.	B: QUALITY OF WORK / PERFOR quality work.
	with his supervisors and co- workers.				
	tional and personal relationships	supervision.			acceptant was capacity
	teous to the general public and maintains harmonique, fine-	general public. Accomplishes assigned task with occasional	Does work with minimum		tasks and does not produce
	of assigned task. Always cour-	various work units and the	units and general public.	supervised to do the job.	complains about assigned
4.00	Always exhibit a high degree of enthusiasm in the performance	Establishes a very pleasant working relationship within the	Usually maintains cordial relationship with various work	Uncooperative and difficult to	Has difficulty working with
					COST CONTRACTOR A
POINT SCORE	OUTSTANDING (5.00)	VERY SATISFACTORY (4.00)	SATISFACTORY (3.00)	UNSATISFACTORY (2.00)	POOR (1.00.)

MA. EVELYNE A. FRANCISCO (MEVALUATORIS EVALUATORIS PRINTED NAME / Signature 3

October 2, 2020

DATE:

: CLINT M. KITONGAN : MOUNT DATA HOTEL NAME DEPARTMENT

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

MA. EVELYNE A. FRANCISCO (M. Evaluator's Rating

QCL FRINTED NAME / Signature

tional and personal relationships Always exhibit a high degree of enthusiasm in the performance teous to the general public and of assigned task. Always cour-OUTSTANDING (5.00 with his supervisors and comaintains harmonious, finc-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 DATE: VERY SATISFACTORY (4.00 WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public. working relationship within the general public. Accomplishes assigned task with occasional X Establishes a very pleasant various work units and the supervision. relationship with various work SATISFACTORY (3.00) Does work with minimum Usually maintains cordial units and general public. supervision. Considering the following factors, indicate your rating (Poor to Outstanding) below: Develops and implements new solutions, procedures and concepts. Uncooperative and difficult to UNSATISFACTORY (2.00 Kabayan Youth Hostel deal with. Must be closely supervised to do the job. FELICITAS P. ATOS > Demonstrates accuracy, thoroughness and reliability > Shows organization and completeness tasks and does not produce co-employees. Consistently Has difficulty working with complains about assigned acceptable work outputs. POOR (1.00 quality work. DEPARTMENT

4.00

				2.50		8.50
			,			Equivalent Point Score:
Rating	2.5	2.0	1.50	1.00	.50	
<u>Tardiness/Undertime</u>	0	1-10	11-20	21-30	31 or more	
Rating	2.5	2.0	1.50	1.00	.50	
Absences	0	1-10	11-20	21-30	31 or more	

Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets.

C: PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work.

POINT SCORE

OUTSTANDING (2.50)

VERY SATISFACTORY (2.00

SATISFACTORY (1.50)

UNSATISFACTORY (1,00)

Consistently delivers what is required when required

POOR (.50)

> Pays attention to details

2.00

MA. EVELYNE A. FRANCISCO

ARMANDO BALONZO

NAME

October 2, 2020

DATE:

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

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

8.50

	POINT SCORE	4.00		2.00							POINT SCORE				2.50			8.50
October 2, 2020	OUTSTANDING (5.00)		Always exhibit a high degree of enthusiasm in the performance of assigned task. Always courteous to the general public and maintains harmonious, finctional and personal relationships with his supervisors and coworkers.	forth extra effort to ensure							OUTSTANDING (2.50)							Equivalent Point Score:
DATE:	VERY SATISFACTORY (4.00)	s, superiors and the general public.	Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.	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.							VERY SATISFACTORY (2.00)	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.	Rating	2.5	1.50	1.00	nc:	
	SATISFACTORY (3.00)	Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.	Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.	igh standards for own personal perf	tstanding) below:						SATISFACTORY (1,50)	for work. lef, Personnel Division based on tim	Tardiness/Undertime	0 7	11-20	21-30		
Reyson Glumal BRD-MATABUNGKAY	UNSATISFACTORY (2.00)	lity to work and deal with enthusias	Uncooperative and difficult to deal with. Must be closely supervised to do the job.	RMANCE (2.5): The ability to set hi	Considering the following factors, indicate your rating (Poor to Outstanding) below:	> Develops and implements new solutions, procedures and concepts.	oughness and reliability	oleteness		equired when required	UNSATISFACTORY (1.00.)	C: PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work. Attendance for the six-month period shall be provided by the Chief, Perso	Rating	2.5	1.50	1.00	nc:	
NAME : DEPARTMENT :	POOR (1.00)	A. WORK ATTITUDE (5.00): Abi	Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.	B: QUALITY OF WORK / PERFOR quality work.	Considering the following fact	 Develops and implements ner 	> Demonstrates accuracy, thoroughness and reliability	> Shows organization and completeness	> Pays attention to details	> Consistently delivers what is required when required	POOR (.50.)	C: PUNCTUALITY and ATTENDA Attendance for the six-month	Absences	0 7	11-20	21-30	31 of more	

MA. EVELYNE A. FRANCISCO

Evaluator's Rating
PRINTED NAME / Signature

POINT SCORE POINT SCORE 2.50 8.50 tional and personal relationships Always exhibit a high degree of teous to the general public and enthusiasm in the performance of assigned task. Always cour-OUTSTANDING (5.00 maintains harmonious, fincwith his supervisors and co-Equivalent Point Score: OUTSTANDING (2.50) October 2, 2020 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 workers. 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. DATE: VERY SATISFACTORY (4.00 A. WORK ATTITUDE (6.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public. VERY SATISFACTORY (2.00) working relationship within the general public. Accomplishes assigned task with occasional X Establishes a very pleasant various work units and the Rating 2.5 2.0 1.50 1.00 supervision. relationship with various work SATISFACTORY (3.00 SATISFACTORY (1.50) Fardiness/Undertime Does work with minimum supervision. Usually maintains cordial units and general public. 31 or more 1-10 11-20 21-30 Considering the following factors, indicate your rating (Poor to Outstanding) below: > Develops and implements new solutions, procedures and concepts. Uncooperative and difficult to UNSATISFACTORY (1.00) deal with. Must be closely supervised to do the job. Ronald Dotullo 2.5 2.0 1.50 1.00 Demonstrates accuracy, thoroughness and reliability > Consistently delivers what is required when required **BRD-TALISAY** > Shows organization and completeness tasks and does not produce co-employees. Consistently Has difficulty working with complains about assigned > Pays attention to details acceptable work outputs. 31 or more POOR (.50) Absences 21-30 1-10 11-20 quality work. DEPARTMENT

MA. EVELYNE A. FRANCISCO

Evaluator's Rating

PRINTED NAME / Signature

NAME

October 2, 2020

DATE:

POINT SCORE POINT SCORE 2.00 8.50 2.5 tional and personal relationships Always exhibit a high degree of enthusiasm in the performance teous to the general public and of assigned task. Always courwith his supervisors and co-Equivalent Point Score: maintains harmonious, finc-**OUTSTANDING (2.50)** 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 Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets. VERY SATISFACTORY (4.00 WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public. VERY SATISFACTORY (2.00) working relationship within the general public. Accomplishes assigned task with occasional X Establishes a very pleasant various work units and the 2.5 2.0 1.50 1.00 50 supervision. relationship with various work SATISFACTORY (3.00 SATISFACTORY (1.50) Tardiness/Undertime Does work with minimum Usually maintains cordial units and general public. 31 or more 21-30 1-10 11-20 supervision. Considering the following factors, indicate your rating (Poor to Outstanding) below: C: PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work. > Develops and implements new solutions, procedures and concepts. Uncooperative and difficult to UNSATISFACTORY (2.00 UNSATISFACTORY (1.00 deal with. Must be closely supervised to do the job. Reynaldo Glumal BRD-TERNATE 25 26 150 150 50 50 > Demonstrates accuracy, thoroughness and reliability > Consistently delivers what is required when required > Shows organization and completeness tasks and does not produce co-employees. Consistently Has difficulty working with complains about assigned > Pays attention to details acceptable work outputs. 31 or more Absences POOR (.50) 21-30 1-10 11-20 quality work. DEPARTMENT

MA. EVELYNE A. FRANCISCO PRINTED NAME / Signature

DATE:

NAME : ZOSIMA KRAYAL ABADA
DEPARTMENT : Iloilo Convention Center

8.50	Equivalent Point Score:			:	
		.50	31 or more	.50	31 or more
		1.00	21-30	1.00	21-30
2.50		1.50	11-20	1.50	11-20
		2.0	1-10	2.0	1-10
		2.5	0	2.5	0
		Rating	Tardiness/Undertime	Rating	Absences
		Personnel Division based on time records and/or attendance sheets.		Attendance for the six-month period shall be provided by the Chief,	Attendance for the six-month
			for work.	C: PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for	C: PUNCTUALITY and ATTENDA
2.00	OCI SI SILICI CO	VEN SAIISTACIONI GAN	Dell'Indiana		
				equired when required	> Consistently delivers what is required when required
					> Pays attention to details
				leteness	> Shows organization and completeness
				ughness and reliability	> Demonstrates accuracy, thoroughness and reliability
			,ó	> Develops and implements new solutions, procedures and concepts.	> Develops and implements nev
			itstanding) below:	Considering the following factors, indicate your rating (Poor to Outstanding) below:	Considering the following fact
	forth extra effort to ensure	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.	igh standards for own personal perl	RMANCE (2.5): The ability to set h	B: QUALITY OF WORK / PERFOR quality work.
	with his supervisors and co- workers.				
	maintains harmonious, finc- tional and personal relationships	assigned task with occasional supervision.	supervísion.		acceptable work outputs.
	of assigned task. Always cour- teous to the general public and	various work units and the general public. Accomplishes	units and general public. Does work with minimum	supervised to do the job.	complains about assigned tasks and does not produce
	enthusiasm in the performance	working relationship within the	relationship with various work	deal with. Must be closely	co-employees. Consistently
4.00	Always exhibit a high degree of	Establishes a very pleasant	Usually maintains cordial	Uncooperative and difficult to	Has difficulty working with
		s, superiors and the general public.	WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.	ity to work and deal with enthusia	A. WORK ATTITUDE (5.00): Abil
POINT SCORE	OUTSTANDING (5.00)	VERY SATISFACTORY (4.00)	SATISFACTORY (3.00)	UNSATISFACTORY (2.00)	POOR (1.00)

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