

CORE		Output 1					
Entity operation and management		Required memorandum, reports, or other documents submitted to the Resident Manager 2 days prior to due date		Submitted 3 days prior to due date		4.000	
		Accepted by the RM upon 2nd revision		Accepted upon 2nd revision		3.750	
FINAL AVERAGE RATING						3.875	
						4.594	

Comments and Recommendations for Development Purposes

Demonstrates accuracy and reliability in her work. Maintains harmonious relationships with co-workers. More webinars recommended for development purposes related to her job.

Discussed with	Date	Assessed by	Date	Final Ranking by	Date
		I certify that I discussed my assessment of the performance with the employee.			
EDEN V. SALAAN (EMPLOYEE NAME)		MA. CARMELA LV. MARQUEZ (DIVISION HEAD NAME)		ATTY. MARIA TERESA C. ALVAREZ (DEPARTMENT HEAD NAME)	

Legend: 1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average

OPERATIONS DEPARTMENT
GARDENS OF MALASAG ECO TOURISM VILLAGE
RATING MATRICES
INDIVIDUAL LEVEL
EDEN V. SALAAN

SUCCESS INDICATOR	POSITION	TIMELINESS	QUALITY
Schedule of work assignment for GMETV personnel prepared and submitted every 10th and 25th of the month with 2 corrections/revisions.	HROO	5 - submitted earlier than 9th and 24th 4 - submitted every 9th and 24th 3 - submitted every 10th and 25th 2 - submitted every 11th and 26th 1 - submitted beyond 11th and 26th	5 - without correction/revision 4 - 1 correction/revision 3 - 2 corrections/revisions 2 - 3 corrections/revisions 1 - more than 3 corrections/revisions
Updates on Covid 19 quarantine patients at GMETV submitted to the RM every last Wednesday of the month.	HROO	5 - submitted earlier than Tuesday 4 - submitted every last Tuesday 3 - submitted every last Wednesday 2 - submitted every last Thursday 1 - submitted beyond Thursday	
Renewals of permits and licenses related to GMETV operation renewed 2 days prior to expiration. Renewed without penalty	HROO	5 - renewed 4 days prior to expiration 4 - renewed 3 days prior to expiration 3 - renewed 2 days prior to expiration 2 - renewed 1 day prior to expiration 1 - renewed on or beyond expiration date	5 - renewed without penalty 1 - renewed with penalty
Required memorandum, reports or other documents submitted to the Resident Manager 2 days prior to due date. Accepted by the RM upon 2nd revision	HROO	5 - submitted 4 days prior to due date 4 - submitted 3 days prior to due date 3 - submitted 2 days prior to due date 2 - submitted 1 day prior to due date 1 - submitted on or beyond due date	5 - accepted w/o revision 4 - accepted upon 1st revision 3 - accepted upon 2nd revision 2 - accepted upon 3rd revision 1 - for complete revision of the plan