

TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY

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

(+63) 917-896-8873

tiezagardensofmalasag@gmail.com

www.tieza.gov.ph

MEMORANDUM

FOR

MARK T. LAPID

Chief Operating Officer

THRU

MR. JETRO NICOLAS F. LOZADA

Assistant Chief Operating Officer

Assets Management Sector

ATTY. MARIA TERESA C. ALVAREZ

Manager, Operations Department

FROM

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RESIDENT MANAGER

SUBJECT

REHIRING OF 29 JOB ORDERS FOR THE

PERIOD JULY 01 TO DECEMBER 31, 2021

DATE

JUNE 03, 2021

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

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





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18. Navarro, Sammy J.

19. Nilles, Lamberto, Jr. P.

20. Pinagawa, Sarawagan A.

21. Rabadon, Amie E.

22. Sagiiron, Mercy A.

23. Salahag, Merydith L.

24. Salmoro, Ricky F.

25. Saguilabon, Emy H.

26. Sumonda, Remedios S.

27. Tabian, Vanessa U.

28. Torcende, Antonio L.

29. Ugyab, Jobert D.

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

For your kind consideration and approval.

MA. CARMELA LY MARQUEZ

RECOMMENDING APPROVAL:

ATTY. MARIA TERESA C. ALVAREZ Manager, Operations Department

JETRO NICOLAS F. LOZADA ACOO-Assets Management Sector

APPROVED:

MARK T. LAPID
Chief Operating Officer





Tourism Infrastructure & Enterprise Zone Authority

Gardens of Malasag Eco-Tourism Village



Cugman, Cagayan de Oro City CP:09178968873

		IRING OF JOB ORDERS
FO	A Commission of the Commission	D JULY 01 TO DECEMBER 31, 2021
	RATE PER	
NAME	DAY with	TASKS
	20%	TAUNG
	PREMIUM	
1. ABARQUEZ, CARLO EMMANUEL L.	679.96	
		1. Acts as canvasser of items needed to be purchase 2. Maintenance in computer (PC trouble shooting) and CCTV setup 3. Conducts periodic check-up of all vehicles for maintenance
		and trouble shooting and prepares trip ticket for every travel made and PR for fuel and oil needs of cetain vehicle 4. Conducts periodic check-up of generator set, water pump and airconditioning units for maintenance and trouble shooting. 5. Drives service vehicles to ferry guests & employees during day off of assigned driver 6.Perform other related tasks.
2. AMANDY, ALDREN C.	641.51	
	603.74	 Assist the resident manager to determine necessary repairs needed of the cottages and function halls Prepare lay out and requesition for materials needed for a certain repair. Assist the resident manager to determine necessary repairs on electrical lines and connections within GMETV premises Sound system operator during functions Perform other related tasks.
3. ARTAJO, BERNARD S.		1. Feeds and Clean the animals and its cages 2. Cleans the surrounding of the aviary and report any damages for repairs 3. Watch man of the hanging bridge 4. Performs tribal dance and participates in welcome dance and cultural show (Talaandig tribal musician, use ethnic indigenous musical instrument) 5. Waiter - reliever when the need arise 6. Perform other related tasks.

	RATE PER	,
	DAY with	TASKS
	20%	· · · · · · · · · · · · · · · · · · ·
NAME	Premium	
4. ARTAJO, ROMEL S.	603.71	
		1. Cleans and prepares cottages, dormitory rooms and family
		rooms according to standards
		2. Cleans and replace linens and tolletries of newly guest
		vacated cottages
1		3. Performs monthly inventory of supplies (linens, coffee,etc.)
		4. Talaandig Tribal musician ethnic/indigenous musical
		instrument and dancer for cultural show
		5.Perform other related tasks.
5. BALANBAN, VILMA L.	603.71	
3. DALANDAN, VICIVIA E.	003.71	1. Cleans and prepares cottages, dormitory rooms and family
		rooms according to standards
		Cleans and replace linens and toiletries of newly guest
		vacated cottages
		3. Street sweeper around the vicinity of the cottages
·		Street sweeper around the vicinity of the cottages Performs tribal dance and participates in welcome dance
		and cultural show (Umayamnon tribe)
****		5. Perform other related tasks.
6. BANAAG, FE D.	720.77	A ALC IN THE COMMON TO A COMMO
İ	•	1. Alternate Restaurant Cashier and Front Office
		Clerk/Cashier
		2. Responsible for guest check in and check out and
		maintains and update reservation chart
		3. Answer querries/phone including giving information.
		4. Receives payments, issues receipt and prepares daily
i		collection report.
		5. Prepares turn over sheet of accountable forms and change
		fund.
		7. Perform other related tasks.
7. FABRE, JOSELITO D.	679.96	
	;	Drives service vehicles to ferry guests & employees
		2. Prepares trip ticket for every travel made
		3. Informs RM necessary periodic check up needed of the
		service vehicle.
		4. Prepares requisition slip to supply officer for fuel, oil and
İ		lubricants of vehicle used including tires when the need arise
		5. Perform other related tasks.
8. GABAO,NORITA I.	603.71	And the second s
u, GADAO,NORITA I.	<u>ά</u> υς./1	Street and ground sweeper and toilet caretaker
Į		Alternate garbage collector around the village
		Performs tribal dance and participates in welcome dance
		and cultural show (Tigwahanon, tribe)
		4. Perform other related tasks.

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	RATE PER	
NAME	DAY with	TASKS
1	20%	
	Premium	
9. GENERALE, JOHNREY R.	641.51	
		1. Presents menu and takes order from customers
		2. Sets table in accordance with laid down standards
	1	3. Takes charge in the preparation of the dining for
	1	reservation and booked function.
	1	4. Maintain cleanliness of the dining area
		S. Perform other related tasks.
10. JAMACA,LITO C.	603.71	And the state of t
10. SANINGANETTO C.	00,3,71	
		1. In-Charge in the production of vegetables, herbs and
1		flowers below the restaurant and its sorrounding
		2. Labels trees and flowers
		3. Lawn mower and grass cutter operator on his designated
1		area and street sweeper.
		4.Assists in ground and maintenance works.
		5. Performs other related tasks.
11. JARAULA, TEODORA C.	720.77	
i i	İ	
	ļ	1. Receives payment and issues food check and official
	1	receipt and prepares daily collection report.
	i	2. Prepares turnover sheet of acountable forms and change
		funds
	1	3. Forward any unpaid bills to the Front Office
	1	4. Maintain cleanliness of cashier's booth
		5. Perform other duties that may assigned from time to time
12. JEMENIA, ALVEN S.	603.71	
12. JEWENIA, ALVEN 3.	603.71	1. In charge in beautification of the flowers from gate
		entrance to crossing
		· · · · · · · · · · · · · · · ·
		2. Lawn mower and grass cutter operator on his designated
		area and streetsweeper.
		3. Provides assistance to waiter on disposing foods from
		restaurant to function hall
		4. Perform other related tasks.
13. LABADAN, JOSEPH A.	764.02	· .
	ŀ	1. Supervises and coordinates cooking/kitchen activities with
		the food production staff considering the food cost, variety
	1	and cycle of menus, platability and presentation of food and
	1	utilization of leftovers.
	i	2. 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
		4. Cleans the area before leaving the post
		5. Perform other related task.

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NAME	RATE PER DAY with 20% Premium	TASKS
14. LABININAY, JERRY C.	641.51	
	1	1. Constructs small furniture like tables, chairs and other
	1	items needed at Malasag .
		2. Takes charge of all repair works of cottages /buildings and
		furnitures, including water lines and connections
	j	3. Operates the sound system and alternate waiter when
		there is function.
		4. Perform other related tasks.
15. LALOCAN, MARIO M.	603.71	
		1. In-charge of water pump and water line from source to
		GMETV
		2. In-charge of pruning of trees-every Monday only
		3. Replace busted bulbs within GMETV perimeter per
		schedule
		4. Perform other related tasks.
16. MALIN, VIRGILIO E.	603.71	
	1	Garbage Collector around the vicinity of GMETV
		2. Maintains the cleanliness and beautification of the
		campground area and rose garden
	1	3. Performs tribal dance and participates in welcome dance
	ļ	and cultural show (Subanon tribe)
·		4. Perform other related tasks.
17. MONTALBA, JOVENCIO L.	720.77	_
		1. Purchase items base on market list received and/ or
		Purchase Request
		Coordinates with the cost controller in case of prices diffe
		from the PO to actual market price
		3. Requests cash advance for the supplies needed to be
		purchased.
	1	4. Liquidates receipts and cash excess/refund to cashier after
		purchasing
		5. Perform other related tasks.
18. NAVARRO, SAMMY J.	641.51	
	•	In-charge of the repair of the perimeter fence, beds, hanging bridge, chairs and tables.
		nonsing priuge, chars and tapies.
	1	2. Checks/repairs water source and pipelines
		2. Checks/repairs water source and pipelines 3. Alternate water pump operator and sound system
		2. Checks/repairs water source and pipelines

NAME	RATE PER DAY with 20% Premium	TASKS
19. NILLES, LAMBERTO, JR. P.	679.96	
		 Designated as swimming pool life guard Maintains the swimming pool equipment and cleanliness and treatment Monitor's the upkeep/cleanliness swimming pool area Perform other related tasks.
20. PINAGAWA, SARAWAGAN A.	603.71	
		 In-Charge in the production of vegetables and herbs In-Charge of the flower garden below the restaurant and its sorrounding Labels trees and flowers
		 Lawn mower and grass cutter operator on his designated area and street sweeper Perform other related tasks.
21. RABADON, AMIE E.	720.77	 Acts as Front Office cashier and manages bookings. Acts as supply officer and prepares daily collections repor Responsible for guest check in and check out. Maintains and updates reservation chart. Answers querries/phone call including giving information Receives payment and issues receipts Prepare/submits related reports as Front Office Cashier. Receives and inspects incoming supplies and maintains inventory of stocks. Perform other related tasks.
22. SAGI-IRON, MERCY A.	603.71	 Maintains cleanliness and orderliness of the entire ground at Malasag Street sweeper and toilet caretaker Dishwasher reliever Performs abaca weaving and participates in welcome dance & cultural show for guests (Umayamnon tribe) Perform other related tasks.

	RATE PER	
	DAY with	
NAME	20%	TASKS
	Premium	
23. SALAHAG, MERYDITH L.	720.77	
· · · · · · · · · · · · · · · · · · ·	1	
		1. Responsible for guest check in and check out and manages
		bookings.
		2. Maintains and update reservation chart
		3. Answer querries/phone call including giving information.
		4. Received payments and issues receipt
		5. Prepares/submits related reports as Front Office Cashier.
		6. Performs tribal dance and participates in welcome dance
		and cultural show (Bukidnon tribe) 7.
		Performs other related tasks
24. SALMORO, RICKÝ F.	603,71	
		1. In charge in beautification of the flowers in flower shower
		(in between of two function hall)
		2. Incharge in propagating ornamental plants/seedlings
		3. Alternate kitchen aide
		4. Lawn mower and grass cutter operator on his designated
		area
		5. Perform other related tasks.
25. SAQUILABON, EMY H.	679.96	<u> </u>
		1. Cooks and prepares food for a la carte and functions
		2. Chops and apportions meats and fish following established
		serving portion, properly arranging them in freezers for easy
		retrieval
		3. Maintains food portion control
	1	4. Maintains cleanliness of Kitchen area
		5. Perform other related tasks.
26. SUMONDA, REMEDIOS S.	679.96	
	1	
		1. Conducts cleaning and dusting of cottages, dormitory
	1	rooms and family rooms
		2. Cleans and replaces linens and toiletries of newly guest
	1	vacated cottages
		Performs monthly inventory of supplies (linens, coffee,etc.)
	•	4. Performs tribal dance and participates in welcome dance
	 	and cuitural show (Pulangihon/Bukidnon Tribe)
-		5. Perform other related tasks.
27. TABIAN, VANESSA U.	603.71	
		a fireunion debas, an afecto della constanti della constanti della constanti della constanti della constanti d
		Washes dirty and linens from cottages and function hall
		2. Assist in cleaning the cottages and dormitory areas
		3. Alternate Dishwasher
	I	4. Perform other related tasks.

NAME	RATE PER DAY with 20% Premium	TASKS
28. TORCENDE, ANTONIO L.	679.96	 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 and cleanliness of Kitchen area Perform other related tasks.
29. UGYAB, JOBERT D.	603.71	 Cleans and prepares cottages, dormitory rooms and family rooms according to standards Cleans and replace linens and toiletries of newly guest vacated cottages Assigned as helper of the carpenter when the need arise Perform tribal dance and participates in welcome dance and cultural show (Talaandig Tribal musician ethnic/indigenoues musical instrrument) Perform other related tasks.

NAME: ABARQUEZ, CARLO EMMANUEL L.
DEPARTMENT:

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June 3, 2021

2.00		_50	31 or more	,50	31 or more
2.00		1.50 1.00	11-20 21-30	1.50 1.00	11:-20 21-30
2.00		2.5 2.0	0 1-10	2.0	1-10
		Rating	Tardiness/Undertime	Rating	Absences
		e records and/or attendance sheets.	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.	NCE (2.5): Regularity in reporting eriod shall be provided by the Ch	C: PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work. Attendance for the six-month period shall be provided by the Chief, Perso
POINT SCORE 2.00	OUTSTANDING (2:50)	VERY SATISFACTORY (2:00)	SATISFACTORY (1.50.)	UNSATISFACTORY (1.00)	POOR((50)
				tuired when required	 Pays attention to details Consistently delivers what is required when required
				eteness	 Shows organization and completeness
				ighness and reliability	 Demonstrates accuracy, thoroughness and reliability
			**	> 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 facto
	iality work; put forth extra effort to ensure	ormance; strive for quality work; put fo	B: QUALITY OF WORK / PERFORMANCE (2.5): The ability to set high standards for own personal performance; strive for quality work.	MANCE (2.5): The ability to set h	B: QUALITY OF WORK / PERFOR quality work.
	trainal and personal relationships with his supervisors and co-workers.	supervision:	unaci kadae		complete trace makes
	teous to the general public and	general public. Accomplishes	Does work with minimum		tasks and does not produce
	enthusiasm in the performance	working relationship within the	relationship with various work	deal with. Must be closely supervised to do the job	co-employees. Consistently complains about assigned
	Always exhibit a high degree of	Establishes a very pleasant	Usually maintains cordial	Uncooperative and difficult to	Has difficulty working with
4.00		, superiors and the general public.	WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the gi	ty to work and deal with enthusia	A. WORK ATTITUDE (5,00): Abili
POINT SCORE	OUTSTANDING (5:00)	VERY SATISFACTORY (4:00)	SATISEACTORY (3,00)	UNSATISFACTORY (2.00)	POOR (1.00)

MA CARMELA LV. MARQUEZ
Resident Manager

BEHAVIORAL (10)

	3.1 or more	21-30 21-30	44.50 0	Absences	C: PUNCTUALITY and ATTEN Attendance for the six-mon	POOR (50)	 Pays attention to details Consistently delivers what is required when required 	> Shows organization and completeness	 Demonstrates accuracy, thoroughness and reliability 	> Develops and implements	Considering the following t	B: QUALITY OF WORK / PERI quality work.		tasks and does not produce	Has difficulty working with co-employees. Consistently	A. WORK AT IT ODE (5.00): /	0.5	NAME : AMANDY, ALDREN C
	, <u>9</u> 0		2.0 2.0	Rating	C: PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work. Attendance for the six-month period shall be provided by the Chief, Perso	UNSATISFACTORY (1.00.)	s required when required	mpleteness	oroughness and reliability	> Develops and implements new solutions, procedures and concepts	Considering the following factors, indicate your rating (Poor to Outstanding) below:	ORMANCE (2.5): The ability to set I		supervised to do the Job.	Uncooperative and difficult to deal with, Must be closely	ability to work and deal with enthusia	UNSATISFACTORY(2.00)	ALDREN C.
	31 or more	21-30	1-10	Tardiness/Undertime	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 atter	SATISFACTORY (1.50.)				en en en en en en en en en en en en en e	utstanding) below:	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.	only or a sixty or a six or a sixty or a sixty or a sixty or a sixty or a sixty or a six	Does work with minimum	Usually maintains cordial relationship with various work	WORK ATTITUDE (5:00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.	SATISFACTORY (3:00)	
		1.00	2:0	Rating	ne records and/or attendance sheets	VERY SATISFACTORY (2.00)						formance; strive for quality work; pu	supervision.	general public. Accomplishes	Establishes a very pleasant working relationship within the	s, superiors and the general public.	VERY SATISFACTORY (4.00)	DATE
Equivalent Point Score: MA. CARMELA LV. MARQUEZ MASSIDENT Manager	D 5'				y	OUTSTANDING (2,59)						t forth extra effort to ensure	tional and personal relationships with his supervisors and co-workers.	or assigned task. Aways courteous to the general public and	Always exhibit a high degree of enthusiasm in the performance		OUTSTANDING (5.00.)	June 3, 2021
ARQUEZ ger				2.25		POINT SCORE 2.00										4.00	POINT SCORE	.

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NAME ARTAJO, BERNARD S.

BEHAVIORAL (10)

June 3, 2021

DATE:

WORK ATTITUDE (6.00). Ability to work and does with enthusiation and harmony with co-employees, co-employees, Considerably co-employees. Considerably concludes about assigned before a complete work outputs. Considerable work outputs Considerably coheres where we work outputs Considerably coheres where we work outputs Considerably coheres where we work outputs Considerably coheres where we work outputs Considerably coheres where we work outputs Considerably coheres where we work outputs Considerably coheres where we work outputs Considerably coheres where we work Considerably coheres what is required when negatived Considerably coheres where we work Considerably coheres what is required when negatived Considerably coheres what is required when negatived Considerably coheres what is required when negatived Considerable Considerabl		8.50 Equivalent Point Score:				
WORK ATTITUDE (6.00): Ability to work and deal with enthusiasm and harmony with occannolyses, superioris and the general public. It all difficulty work considerably completely and the general public completely supervised to do the job. It all difficulty to be and difficult to completely and the general public. It all difficulty work considerably work considerably work of the politic state and deficient to complete short assigned to do the job. It all difficulty to be an deficient to completely and the general public. It all difficulty to completely and the general public. It all difficulty to completely and the general public work units and general public. It all difficulty to completely and the general public work units and general public. It all difficulty to general publ						
WORK ATTITUDE (5.00): Ability to work and deal with enthusias and harmony with oceanployees, superiors and the general public. It shad difficulty working with concernibly each story designed to exemption years. It shad difficulty work consistently concernibly each story designed to exemption years. It shad the short assigned to exemption years and the general public. It shad the short assigned to exemption years and the general public. It shad the year of years and the general public work with minimum acceptable work only assigned to exemption years and the performance of assigned that work with minimum assigned to extend the performance of assigned task. Always courted work with minimum assigned to extend the performance of assigned task. Always courted work with minimum assigned task with occasional makes and the performance of assigned task. Always courted work with minimum assigned task with occasional makes and an exemption and personal performance; strive for quality work; put forth extra affort to ensure. Considering the following feators, indicate your rating (Poor to Oustanding) below. > Develops and implements new solutions, procedures and concepts. > Develops a performance; strive for quality work; put forth extra affort to ensure. Point Solution and completeness Point Solution Point			.50	31 or more	.50	31 or more
WORK ATTITUDE (5.00): Ability to work and deal with enthusias mand harmony with co-employees, superiors and the general public. Has difficulty working deal of the deal with manufacture and difficult to co-employees. Considerably configured acceptable work out assigned acceptable work out assigned acceptable work out assigned to do the job. Leadinosh privation and definite to acceptable work with minimum acceptable work out assigned to acceptable work outputs. Considering the following finances: Indicate your rating (Poor to Outstending) below. Demonstrates accuracy, thoroughness and reliability be set high standards for own personal performance; sirive for quality work; put forth extra effort to ensure. Considering the following finances: Indicate your rating (Poor to Outstending) below. Demonstrates accuracy, thoroughness and reliability be set high standards for own personal performance; sirive for quality work; put forth extra effort to ensure. Demonstrates accuracy, thoroughness and reliability be set high standards for own personal performance; sirive for quality work; put forth extra effort to ensure. Demonstrates accuracy, thoroughness and reliability be set high standards for own personal performance; sirive for quality work; put forth extra effort to ensure. Demonstrates accuracy, thoroughness and reliability be set high standards for own personal performance; sirive for quality work; put forth extra effort to ensure. Demonstrates accuracy, thoroughness and reliability be set high standards for own personal performance; sirive for quality work; put forth extra effort to ensure. Demonstrates accuracy, thoroughness and reliability below. Demonstrates accuracy, thoroughness and reliability below. Demonstrates accuracy the set of			1.00	21-30	1:00	21-30
WORK ATTITUDE (5.00): Ability to work and deal with orbitusiasm and hismony with co-employees, superiors and the general public, co-employees, Consistently co-employees, Consistently co-employees, Consistently co-employees, Consistently co-employees, Consistently co-employees, Consistently co-employees, Consistently work complaints about assigned acceptable work outputs, and does not produce acceptable work outputs. QUALITY OF WORK / PERFORMANCE (2.5): The ability to set high standards for own personal performance; strive for quality work with its supervision. QUALITY OF WORK / PERFORMANCE (2.5): The ability to set high standards for own personal public, and personal public, and personal public and supervision. Quality work consistently acceptable work outputs, in constitute accuracy, thoroughness and reliability > Develops and implements new aculators, procedures and concepts. > Demonstrates accuracy, thoroughness and reliability > Shows originization and completeness > Pays attention to details > Consistently delivers what is required when required - Consistently delivers what is required when required becomes a performance and attendance to the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets. Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets. Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets.			1.50	11-20	1.50	11-20
Has difficulty working with completive and deal with enthusiasm and harmony with co-employees, superiors and the general public. Has difficulty working with completive and difficult to completive consistently deliver. Consistently deliver is a supervised to do the job. Lincoppeative and difficult to completive accordial completive according to the completive according to the completive according to the completive according to the completive according to the completive according to the completive according to the completive according to the completive according to the completive according to the completive according to the complet			2.0	1-10	2.0	1-10
WORK ATTITUDE (6.00): Ability to work and deal with enthusiasm and harmony with co-employees. Supervises and the general public. Has didnity working with does not produce to complains about assigned supervised to do the job. It is an adversarily work with the deal with. Must be closely complains about assigned acceptable work outputs. QUALITY OF WORK I PERFORMANCE (2.5): The ability to set high standards for own personal performance; strive for quality work; put forth extra effort to ensure. QUALITY OF WORK I PERFORMANCE (2.5): The ability to set high standards for own personal performance; strive for quality work; put forth extra effort to ensure. QUALITY OF WORK I PERFORMANCE (2.5): The ability to set high standards for own personal performance; strive for quality work; put forth extra effort to ensure. Considering the following factors, thoroughness and reliability > Demonstrates accuracy, thoroughness and reliability > Shows organization to details > Consistently definers what its required when required POINT (3.0): VERY SATISFACTORY (1.50): SATISFACTORY (1.50): SATISFACTORY (1.50): VERY SATISFACTORY (2.00): Attendance for the sk-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets. Refing Absences			2.5	ß	2.5	0
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WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, consistently co-employees. Consistently acceptable work outputs. Has difficulty working with co-employees, consistently complains about assigned tasks and does not produce acceptable work outputs. All Directory complains about assigned task with minimum acceptable work outputs. Considering the following factors: Indicate your rating { Poor to Outstanding } below.					ulred when required	
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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 Uncooperative and difficult to Governolovees, Consistently deal with Must be closely relationship with various work Testablishes a very pleasant Governolovees, Consistently deal with Must be closely relationship with various work Testablishes a very pleasant Governolovees, Consistently deal with Must be closely Testablishes a very pleasant Testablishes		of assigned task. Always cour-	various work units and the	units and general public.	supervised to do the job.	complains about assigned
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) Unsatisfactore(200) Satisfactore(200) Vertisatisfactore(400) Outstanding(200)	4,00	Very floor to the second of th	, superiors and the general public.	m and harmony with co-employees,	ty to work and deal with enthusias	A. WORK ATTITUDE (5.00): Abili
	BOIN SCORE	OUTS (ANDING (5:00)	VERYSATISFACTORY(4:00)	SATISHACTORY (3.00)	UNSALIS-ACTORY(2:00)	POOR (1.00)

MA. CARMELA LV. MARQUEZ
Resident Manager

NAME : ARTAJO, ROMEL S.
DEPARTMENT :

DATE:

June 3, 2021

		.50	31 or more	.50	31 or more
		1.00	21-30	1.00:	21-30
		1,50	11-20	1.50	14-20
		2:0	1-10	2.0	1-10
		2.5	0	2.5	0
2.25		Rating	Tardiness/Undertime	Rating	Absences
		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.	for work. lef, Personnel Division based on tim	ICE (2.5): Regularity in reporting sriod shall be provided by the Chi	C: PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work. Attendance for the six-month period shall be provided by the Chief, Person
2.00					
POINT SCORE	OHTSTANDING 79.50)	VERY SATISFACTORY (2001)	SATISEACTORY (1.50.)	UIRED When required	> Consistently delivers what is required when required
				•	> Pays attention to details
				teness	> Shows organization and completeness
				ghness and reliability	> Demonstrates accuracy, thoroughness and reliability
				solutions, procedures and concepts.	> Develops and implements new solutions, procedures and concepts
			standing) below:	Considering the following factors, indicate your rating (Poor to Outstanding) below	Considering the following factor
	ty work; put forth extra effort to ensure		B: QUALITY OF WORK / PERFORMANCE (2.5): The ability to set high standards for own personal performance; strive for quality work.	MANCE (2.5): The ability to set hi	QUALITY OF WORK / PERFORM
	workers.				
	with his supervisors and co-	supervisión.			
	maintains harmonious, finc-	assigned task with occasional	supervision.		acceptable work outputs.
	teous to the general public and	general public. Accomplishes	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
	Always exhibit a high degree of	Establishes a very pleasant	Usually maintains cordial	Uncooperative and difficult to	Has difficulty working with
4.00		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	y to work and deal with enthusias	A. WORK ATTITUDE (5.00): Abilit
				-	

MA. CARMELA L.V. MARQUEZ
Resident Manager

÷

BEHAVIORAL (10)

NAME : BALANBAN, VILMA L.
DEPARTMENT :

		31 or more	21-30	11-20	1410	Ð	Absences	Attendance for the six-month peri	C: PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work		POOR (-50.)	>. Consistently delivers what is required when required	> Pays attention to details	 Shows organization and completeness 	 Demonstrates accuracy, thoroughness and reliability 	> Develops and implements new solutions, procedures and concepts	Considering the following factors, indicate your rating (Poor to Outstanding) below	B: QUALITY OF WORK (PERFORMANCE (2.5): The ability to set high standards for own personal performance; strive for quaquality work.				acceptable work outputs.	tasks and does not produce	co-employees; Consistently	Has difficulty working with	- 1	A WORK ATTITUDE (5.00): Ability t	POOR (1:00)
		, 5 0	1,00	1,50	2.0	2.5	Rating	od snail be provided by the Chi	E (2.5): Regularity in reporting t		UNSATISFACTORY (1:00)	ed when required		ness.	ness and reliability	utions, procedures and concepts.	Indicate your rating (Poor to Out	NCE (2.5): The ability to set hig					adjentised to do are joy.	deal with. Must be closely	Uncooperative and difficult to	C SECTOR CITE MENT SETTING SETTINGS	o work and deal with enthusias	UNSATISFACTORY (2.00)
		31 or more	21-30	11-20	1:10	Ü.	<u> Tardiness/Undertime</u>	er, Personner Division based on tim	for work.		SATISFACTORY (1.50.)						standing) below:	gh standards for own personal perfe				supervision.	Does work with minimum	relationship with various work	Usually maintains cordial	SEALISE DE LE RIAMANE DESIGNATION MEM MANERAL MENTAL AUTHORISMENT MENTAL MANAGEMENT AND MANERAL PROPERTY OF SEALING MENTAL MENTA	seevolame-on diw naomist bus in:	UNSATISFACTORY (2.00) SATISFACTORY (3.00) VERY SATISFAC
		.50	1.00	1,50	2.0	2.5	Rating	Attendance for the six-month period shall be provided by the Chier, Personnel Division based on time records and/or attendance sheets.			VERY SATISFACTORY (2.00.)							ormance; strive for quality work; put for				assigned task with occasional	general public. Accomplishes	working relationship within the	Establishes a very pleasant	The same and Bolleton Parello.	superfore and the general public	
Equivalent Point Score:	8.50										OUTSTANDING (2.50)							lity work; put forth extra effort to ensure	workers.	with his supervisors and co-	tional and personal relationships	maintains harmonious, finc-	teous to the general public and	enthusiasm in the performance	Always exhibit a high degree of			TORY (4,00) OUTSTANDING (5.00)
	- ر						2.50		<u> </u>	2.00	POINT SCORE															1.50	4 00	POINT SCORE

MA. CARMELA LV. MARQUEZ Resident Manager

: BANAAG, FE D.

DATE:

BEHAVIORAL (10)

ROUEZ	MA. CARMELA LV. MARQUEZ Resident Manager				
	Equivalent Point Score:				
	8.50				
		.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	2,5 2.0	3. -10.
2.50		Rating	Tardiness/Undertime	Rating	Absences
		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.	for work. lief, Personnel Division based on tim	NCE (2:5): Regularity in reporting period shall be provided by the Ch	C: PUNCTUALITY and ATTENDANCE (2:5): Regularity in reporting for work. Aftendance for the six-month period shall be provided by the Chief, Perso
2,00					
POINT SCORE	OUTSTANDING (2.50)	VERY SATISFACTORY (2.001	SATISFACTORY (1.50)	UNSATISFACTORY (1.00)	POOR (50.)
				quired when required	 Consistently delivers what is required when required
					Pays attention to details
				eteness	> Shows organization and completeness
				ighness and reliability	 Demonstrates accuracy, thoroughness and reliability
				 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 factor
	orm extra elion to ensure	8: QUALITY OF WORK / PERFORMANCE (2.5): The ability to settings standards for own personal performance, strive for quality work; put form extra elion to ensure quality work.	ign standards for own personal perio	MANCE (2.5): The ability to set n	guality work.
			ab character for the post of the first	MANOE OF The ability of the	B. OTHER TWO STREET
	with his supervisors and co- workers				
	maintains harmonious, finc- tional and personal relationships	assigned task with occasional supervision.	supervision.		acceptable work outputs.
	teous to the general public and	general public, Accomplishes	Does work with minimum		tasks and does not produce
	of assigned task. Always cour-	working relationship within the various work units and the	units and general public:	supervised to do the lob	co-employees. Consistently complains about assigned
	Always exhibit a high degree of	Establishes a very pleasant	Usually maintains cordial	Uncooperative and difficult to	Has difficulty working with
4.00		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	ty to work and deal with enthusia	A. WORK ATTITUDE (5.00); Abili
POINT SCORE	OUTSTANDING (5.00)	VERY SATISFACTORY (4.00)	SATISFACTORY(3:00)	UNSATISEACTORY (2:00)	POOR (1.00.)
	June 3, 2021	DATE:		LITO D.	VAME : FABRE, JOSELITO D. DEPARTMENT :

GABAO, NORETA I.

June 3, 2021

DATE:

QUTSTANDING (2:50) POINT SCORE 2:00	> Pays attention to details > Consistently delivers what is required when required > Consistently delivers what is required when required POOR (.50.) UNSATISFACTORY (1.00.) SATISFACTORY (1.50.1) YERY SATISFACTORY (2.00.)	SATISFACTORY (1.501) SATISFACTORY (1.501) For work. I ardiness/Undertime 1-10 1-10	pured when required UNSATISFACTORY (1.00.) UNSATISFACTORY (1.00.) Regularity in reporting eriod shall be provided by the Ch Rating 2.5 2.6	> Pays attention to details > Consistently delivers what is required when required > Consistently delivers what is required when required POOR (50) LINSATISFACTORY (1.00) S C: PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work. Attendance for the six-month period shall be provided by the Chief, Perso Absences Absences Pating 0 2.5 1-10 2.0
	VERY SATISFACTORY (2:00) The records and/or attendance sheets.	SATISEACTORY (1.501) Sorwork Fier, Personnel Division based on bin	unsatisfactory (1.00) UNSATISFACTORY (1.00) VCE (2.5): Regularity in reporting	> Pays attention to details > Consistently delivers what is req POOR (50) POOR (50) C: PUNCTUALITY and ATTENDAN Attendance for the six-month po
			eteness	
		ɪtstanding) below: 3.	Considering the following factors, indicate your rating (Poor to Outstanding) below. Develops and implements new solutions, procedures and concepts. Demonstrates accuracy, thoroughness and reliability	Considering the following factors, indicate your ratin > Develops and implements new solutions, procedures > Demonstrates accuracy, thoroughness and reliability > Shows organization and completeness
orth extra effort to ensure	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.	igh standards for own personal perf	MANCE (2.5): The ability to set hi	B: QUALITY OF WORK / PERFORM quality work:
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.	Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision:	Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.	Uncooperative and difficult to deal with. Must be closely supervised to do the job.	Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.
4.00	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.	ty to work and deal with enthusia	A. WORK ATTITUDE (5.00): Abilit

NAME GENERALE, JOHNREY R.

DATE:

	0 1:10 11-20 21-30 31 or more	C: PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work. Attendance for the six-month period shall be provided by the Chief, Perso Absences Rating	POOR (.50) UNSATISFACT POOR (.50)		 Develops and implements new solutions, procedures Demonstrates accuracy, thoroughness and reliability 	quality work. Gonsidering the following facto	Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.	A. WORK ATTITUDE (5.00): Abilit	DEFAX INC.
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	0 1-;10 11-20 21-30 31 or more:	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	SATISFACTORY(1.50)			g: Quality 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:	Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.	WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.	SATISEACTORY (2001)
	2.5 2.0 1.50 1.00 .50	e records and/or attendance sheets <u>Rating</u>	VERY SATISFACTORY (2.001)			rmance; strive for quality work; pu	Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.	superiors and the general public.	
Equivalent Point Score: MA. CARMELA LV. MARQUEZ Mesident Manager	8.50	,	OUTSTANDING (2.50)			Torth extra enort to ensure.	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.	OUTS FAMILIAND (S.UU)	00 250 250 500 00 250 250 250 250 250 250 250 250 250 2
RQUEZ		2.50	POINT SCORE					4,00	DON'T OOD

NAME : JAMACA, LITO C.
DEPARTMENT :

DATE:

	0 1-10 11-20 21-30 31 or more	C: PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work. Attendance for the six-month period shall be provided by the Chief, Perso Absences	Pays attention to details Consistently delivers what is required when required POOR (50) UNSATISFACT	 Develops and implements new solutions, procedures Demonstrates accuracy, thoroughness and reliability Shows organization and completeness 	Considering the following factors, indicate your rating (Poor to Outstanding) below	B: QUALITY OF WORK I PERFORM	Has difficulty working with co-employees, Consistently complains about assigned tasks and does not produce acceptable work outputs.	A. WORK ATTITUDE (5.00): Ability	POOR (1:00)
	2.5 2.0 1.50 1.00 50	CE (2.5): Regularity in reporting find shall be provided by the Ching Reting	ired when required UNSATISFACTORY (1.00.)	Develops and implements new solutions, procedures and concepts. Demonstrates accuracy, thoroughness and reliability Shows organization and completeness	s, indicate your rating (Poor to Outs	ANCE (2.5): The ability to set hig	Uncooperative and difficult to deal with. Must be closely supervised to do the job.	to work and deal with enthusias	UNSATISFACTORY (2:00)
	0 1-10 11-20 21-30 31 of more	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/Undertine	SATISFACTORY (1.50.)		standing) below:	QUALITY OF WORK I PERFORMANCE (2.5): The ability to set high standards for own personal performance; strive for quality work.	Usually maintains cordial relationship with various work units and general public. Does work with minimum. supervision.	WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public	SATISFACTORY (3:00)
	2.5 2.0 1.50 1.00 .50	e records and/or attendance sheets. <u>Rating</u>	VERY SATISFACTORY (2:00)		**************************************		Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.	superiors and the general public.	VERYSATISEACTORY(4,00)
Equivalent Point Score Equivalent Point Score MA. CARMELA LV. MARQUEZ Resident Manager	» 5		OUTSTANDING (2.50)			llty work; put forth extra effort to ensure	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.		OUTSTANDING (5:00.)
RQUEZ	/	2.50	POINT SCORE					4.00	ROINT SCORE

: JARAULA, TEODORA C.

DATE:

	_				
	Equivalent Point Scoye.				
	8.25				
	•	.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
2.25		Rating	Tardiness/Undertime	Rating	Absences
		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.	for work. ief, Personnel Division based on tim	NCE (2.5); Regularity in reporting eriod shall be provided by the Ch	C: PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work. Attendance for the six-month period shall be provided by the Chief, Person Attendance for the six-month period shall be provided by the Chief, Person Attendance for the six-month period shall be provided by the Chief.
2.00					
BOINT SCORE	OUTSTANDING 12 ROA	VERY SATISSACTORY (200)	SATISEACTORY/1.EA)	uired when required	Consistently delivers what is required when required
					 Pays attention to details
<u> </u>				eteness	 Shows organization and completeness
· • • · · ·				ighness and reliability	 Demonstrates accuracy, thoroughness and reliability
			•	 Develops and implements new solutions, procedures and concepts 	 Develops and implements new
			standing.) below:	Considering the following factors, indicate your rating (Poor to Outstanding) below:	Considering the following factor
	lity work; put forth extra effort to ensure	formance; strive for quality work; put f	B: QUALITY OF WORK / PERFORMANCE (2.5): The ability to set high standards for own personal performance; strive for qual-	MANCE (2.5): The ability to set h	B: QUALITY OF WORK / PERFOR quality work.
	Workers.				
	tional and personal relationships with his supervisors and co-	supervision.			
	maintains harmonious, finc-	assigned task with occasional	supervision.		acceptable work outputs.
	of assigned task. Always cour-	various work units and the	units and general public,	supervised to do the job.	complains about assigned
	Always exhibit a high degree of	Establishes a very pleasant working relationship within the	Usually maintains cordial relations his with various work	Uncooperative and difficult to	Has difficulty working with
4.00		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.	ty to work and deal with enthusia	A. WORK ATTITUDE (5.00): Abili
POINT SCORE	OUTSTANDING (5.00.)	VERY SATISFACTORY (4.00.)	SATISFACTORY (3:00)	UNSATISFACTORY (2:00)	POOR (1.00.)

BEHAVIORAL (10)

MA. CARMELA LV. MARQUEZ Resident Manager	re .50 31 or more	71-20 1.50 1.50 1.50 1.50 1.50 1.50 1.50 1.5	2.0	Absences Rating Tardiness/Undertime Rating	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.			> Pays attention to details	> Shows organization and completeness	> Demonstrates accuracy, thoroughness and reliability	> Develops and implements new solutions, procedures and concepts.	Considering the following factors indicate your rating (Poor to Outstanding) below:	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.	Workers,	 supervision.	supervision. assigned task with occasional	tasks and does not produce supervised to do sterjob. Opes work with minimum general public. Accomplishes tegus to the general public and	y deal with, Must be closely relationship with various work working relationship within the	to Usually maintains cordial	A. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.	STATE OF THE PROPERTY OF THE P	POOR (1.00.) UNSATISEACTORY (2.00.) SATISEACTORY (3.00.) VERY SATISEACTORY (4.00.) UNSATISEACTORY (4.00.)	NAME JEMENIA, ALVENS. June 3, 2021	
MARQUEZ nager				2.50		2.00	POINT SCORE													4.00		POINT SCORE	İ	

NAME : LABADAN, JOSEPH A.
DEPARTMENT

ps ps POINT SCORE 2.00 2.50 2.50 4 4 7 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4	withiri the withiri the enthusiasm in the performance of assigned task. Always coursonal the performance of assigned task. Always coursonal stream toous to the general public and maintains harmonious, finic, tional and personal relationship with his supervisors and co-workers. Iffly work; put forth extra effort to ensure TORY (2.001) O O Garage Sheets: MA. CARMELA LV MA. CARMELA LV	Establishes a very p working relationship various work units a general public. According assigned task with o supervision. VERY SATISFACT Patin 2.5 2.0 1.50 1.50 1.50 1.50 1.50 1.50 1.50 1.	Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision. Igh standards for own personal perfetstanding) below: SATISFACTORY (1:50) SATISFACTORY (1:50) Tardiness/Undertime 0 1-10 1-20 21-30 31 or more	Uncooperative and difficult to deal with Must be closely supervised to do the job. MANCE (2.5): The ability to set file solutions, procedures and concepts. Indicate your rating (Poor to Out solutions, procedures and concepts. Indicate when required UNSATISFACTORY (1.00) VCE (2.5): Regularity in reporting eriod shall be provided by the Ch. Eating 2.5 2.0 1.50 1.00 5.0	Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs. B: QUALITY OF WORK / PERFORMANCE (2.5): The aquality work. Considering the following factors, indicate your ratire. Develops and implements new solutions, procedures. Develops and implements new solutions, procedures. Develops and implements new solutions, procedures. Develops and implements new solutions, procedures. Develops and implements new solutions, procedures. Develops attention to details. Consistently delivers what is required when required poor to details. POOR (.50) POOR (.50) Quality out a six-month period shall be provided attendance for the six-month period shall be provided attendance for the six-month period shall be provided attendance for the six-month period shall be provided at the provided attendance for the six-month period shall be provided at the provided attendance for the six-month period shall be provided at the provided attendance for the six-month period shall be provided at the provi
	MARR	degree of formance ays courublic and fine dationships ind co-	degree of formance ays cour, ublic and (, finic, lationships and co-	ally maintains cordial Castabishes a very pleasant working relationship within the sand general public. Is and general public. Is a very within maintain maintain provision. Is assigned task with occasional superformance; strive for quality work; put forth extra effort to ensure below: AltisFACTORY (1.50) VERY SATISFACTORY (2.00)	Dutally maintains cordial real with. Must be closely in with. Must be closely and closely anyther both pob. Does work with minimum supersional personal per

: LABININAY, JERRY C.

DATE:

June 3, 2021

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

MA. CARMELALV. MARQUEZ

Resident Manager

NAME DEPART

: LALOCAN, MARIO M.

DATE:

June 3, 2021

	Equivalent Polin Score:				
	8,50				
		:50	31 or more	;50	31 or more
		1.00	. 21-30	1.00	21-30
		1.50	11-20	1,50	11-20
		20		2.5	1 2 2
2.50		Rating	Tardiness/Undertime	Rating	Absences
		Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets.	lef, Personnel Division based on tim	vc= (2.5): Regularity in reporting eriod shall be provided by the Ch	Attendance for the six-month period shall be provided by the Chief, Personal Attendance for the six-month period shall be provided by the Chief, Personal States and States are supported by the Chief, Personal States are supported by the Chief
2.00					
POINT SCORE	OUTSTANDING (2.50)	VERY SATISFACTORY (2.00)	SATISFACTORY (1.50)	UNSATISFACTORY (1.00.)	POOR.(.50.)
				julred when required	 Consistently delivers what is required when required
					Pays attention to details
				eteness	 Shows organization and completeness
				ighness and reliability	 Demonstrates accuracy, thoroughness and reliability
				> Develops and implements new solutions, procedures and concepts.	 Develops and implements new
			standing) below:	Considering the following factors, indicate your rating (Poor to Outstanding) below:	Considering the following factor
	rth extra effort to ensure	B: QUALITY OF WORK I 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 perfo	MANCE (2.5): The ability to set hi	B: QUALITY OF WORK / PERFOR quality work.
	workers.				
	with his supervisors and co-				
	tional and personal relationships	supervision.			
	maintains harmonious, finc-	assigned task with occasional	supervision.		acceptable work outputs.
	tegus to the general public and	general public. Accomplishes	Does work with minimum	supervised to do the Job.	complains about assigned
	enthusiasm in the performance	working relationship within the	relationship with various work	deal with. Must be closely	co-employees. Consistently
	Always exhibit a high degree of	Establishes a very pleasant	Usually maintains cordial	Uncooperative and difficult to	Has difficulty working with
4.00		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.	ty to work and deal with enthusia	A. WORK ATTITUDE (5.00): Abiii
POINT SCORE	OUTS (ANDING (5:00)	VERY SALISHACTORY (4.00)	SALISHACLORY (3.00)	UNSATISFACTORY (2.00)	FOOR (1.00)
		11			

MA. CARMELA LV. MARQUEZ
Resident Manager

: MALIN, VIRGILIO E.

DATE:

ROUEZ	MA. CARMELA LV. MARQUEZ Resident Manager				
	Equivalent Point Score:				
	22 22 27				
		50.	31 or more	.50	31 or more
		1.00	21-30	1.00	21-30
		150	11:20	1:50	11-20
		2.5	1 0	2.5	
2.50		Rating	Tardiness/Undertime	Rating	Absences
		Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets.	lef, Personnel Division based on tim	eriod shall be provided by the Ch	Attendance for the six-month p
			for work.	ICE (2.5): Regularity in reporting	C: PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work
2.00	GUISTANDING (Z.50)	VERY SA IISFACTORY (Z.00.)	SATISFACTORY (1.50.)	UNSATISFACTORY (1.00)	POOR (50)
				uired when required	 Consistently delivers what is required when required
				-	Pays attention to details
				steness	 Shows organization and completeness
				ghness and reliability	 Demonstrates accuracy, thoroughness and reliability
				> Develops and implements new solutions, procedures and concepts.	 Develops and implements new.
			standing) below:	Considering the following factors, indicate your rating (Poor to Outstanding) below:	Considering the following facto
	rth extra effort to ensure	QUALITY OF WORK I 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.	gh standards for own personal perfo	MANCE (2.5): The ability to set hi	B: QUALITY OF WORK / PERFORE quality work.
	workers.				
·	with his supervisors and co-	supervision			
	maintains harmonious, finc-	assigned task with occasional	supervision.		acceptable work outputs.
	teous to the general public and	ganeral public. Accomplishes	Does work with minimum	supervised to do the job.	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
	Always exhibit a high degree of	Establishes a very pleasant.	Usually maintains cordial	Uncooperative and difficult to	Has difficulty working with
4.00		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	y to work and deal with enthusias	A. WORK ATTITUDE (5.00): Abilit
POINT SCORE	OUTSTANDING (5:00')	VERY SATISFACTORY (4.00)	SATISFACTORY (3:00)	UNSATISFACTORY (200)	POOR (1.00)
					DEPARTMENT :

: MONTALBA, JOVENCIO L.

| F

DATE:

June 3, 2021

	Equivalent Poin/Score:				
	8.50				
		.50	3i or more	,5°	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
2.50		Rating	Tardiness/Undertime	Rating	Absences
		Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets.	iet, Personnel Division based on tim	period shall be provided by the Ch	Attendance for the six-month p
			for work	NCE (2.5): Regularity in reporting	C: PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work
2.00	Tocal Swimming	VERT SALISFACTOR LIGUUS	SA IISTACTORT (1:50)	UNSA INFACTOR TITLOUT	FOOK LOOL
POPUL				quired when required	 Consistently delivers what is required when required
				leteness	Shows organization and completeness
				ughness and reliability	 Demonstrates accuracy, thoroughness and reliability
				> Develops and implements new solutions, procedures and concepts.	 Develops and implements new.
			standing) below:	Considering the following factors, indicate your rating (Poor to Outstanding) below:	Considering the following factor
	rth extra effort to ensure	QUALITY OF WORK I 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.	gh standards for own personal perfo	MANCE (2.5): The ability to set hi	B: QUALITY OF WORK / PERFOR quality work.
	workers.				
	with his supervisors and co-				
	tional and personal relationships	supervision.			
	maintains harmonious, finc-	assigned task with occasional	supervision.		acceptable work outputs
	teous to the general public and	general public. Accomplishes	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
	enthusiasm in the performance		relationship with various work	deal with. Must be closely	co-employees: Consistently
	Always exhibit a high degree of	Establishes a very pleasant	Usually maintains cordial	Uncooperative and difficult to	Has difficulty working with
4:00		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 enthusias	A. WORK ATTITUDE (5.00): Abili
POINT SCORE	OUTSTANDING (5.00)	VERY SATISFACTORY (4.00.)	SATISFACTORY (3.00.)	UNSATISFACTORY (2:00.)	POOR (1:00)
	-				DEPARTMENT :

MA CARMELA LV. MARQUEZ
Resident Manager

NAME : NAVARRO, SAMMY J.

DATE:

June 3, 2021

Equivalent Point Score:	8,50						2:50	heets.	2.00	001 OUTSTANDING (2.50) POINT SCORE							ility work; put forth extra effort to ensure	with his supervisors and co- workers.	al maintains narmonious, injo- tionel and personal relationships	,	of assigned task. Always cour-			400
		,50	7.00	1.50	2.0	2.5	Rating	ne records and/or attendance st		VERY SATISFACTORY (2.00)							ormance; strive for quality work		assigned task with occasional supervision.	general public. Accomplishes	various work units and the	Establishes a very pleasant		superiors and the general public
		31 or more	21-30	11-20	140	0	Tardiness/Undertime	PONC TOALITY and ATTENDANCE (4.5): regularity in reporting to work. Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets.		SATISFACTORY (1.50)						standing) below:	B: QUALITY OF WORK / PERFORMANCE (2.5): The ability to set high standards for own personal performance; strive for quaquality work.		supervision.	Does work with minimum	units and general public.	Usually maintains cordial	RECIVE HILL COMP. Fullish to acid with allumental and harmony and secondary acid projects and the Sources bearing	and harmony with no omployees
		50	1;00	1.50	2.0	2.5	Rating	Attendance for the six-month period shall be provided by the Chief, Personal Provided by the C		UNSATISFACTORY (1.00)	equired when required		leteness	ughness and reliability	 Develops and implements new solutions, procedures and concepts. 	Considering the following factors, indicate your rating (Poor to Outstanding) below:	RMANCE (2.5): The ability to set hig			•	supervised to do the job	Uncooperative and difficult to	ny to work and dear with eliminates	the to make and don't with onthing to
		31 or more	21-30	11-20	1-10	0	Absences	Attendance for the six-month		POOR (.50.)	> Consistently delivers what is required when required	 Pays attention to details 	 Shows organization and completeness 	 Demonstrates accuracy, thoroughness and reliability 	 Develops and implements new 	Considering the following fact	B: QUALITY OF WORK / PERFOR quality work.		acceptable work outputs.	tasks and does not produce	complains about assigned	Has difficulty working with	A. WORK AT IT OBE (S. Og). ADI	- 13

MA, CARMELA LV. MARQUEZ Resident Manager

DATE:

RQUEZ	MA. CARMELA LV. MARQUEZ Resident Manager				
	Equivalent Point Score:				
	8.50				
		.50	21-30 31 or more	.50	21-30 21 or more
		1.50	11-20	1,50	14-20
• · • · •		2.0	1-10	2.0	1-10
2.50		Rating	Tardiness/Undertime	Rating	Absences
		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.	for work. lef, Personnel Division based on tim	NCE (2.5): Regularity in reporting period shall be provided by the Ch	C: PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work. Attendance for the six-month period shall be provided by the Chief, Personal Provided by the Chief.
2,00					
POINT SCORE	OUTSTANDING (2.50)	VERY SATISFACTORY (2:00.)	SATISFACTORY (1.50)	UNSATISFACTORY (1:00.)	POOR (.50.)
				quired when required	 Pays attention to details Consistently delivers what is required when required
				eteness	 Shows organization and completeness
				ughness and reliability	> Demonstrates accuracy, thoroughness and reliability
				> Develops and implements new solutions, procedures and concepts.	> Develops and implements new
			standing) below:	Considering the following factors, indicate your rating (Poor to Outstanding) below	Considering the following factor
	orth 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.	gh standards for own personal perfo	MANCE (2.5): The ability to set.hi	B: QUALITY OF WORK / PERFOR quality work.
	workers.				
	tional and personal relationships	supervision,	-		
	maintains harmonious, fine-	assigned task with occasional	supervision.		acceptable work outputs.
	of assigned task. Always cour- teous to the general public and	various work units and the	units and general public	supervised to do the job.	complains about assigned
	enthusiasm in the performance	working relationship within the	relationship with various work	Uncooperative and difficult to deal with. Must be closely	Las difficulty working with co-employees. Consistently
		7			_
4.00		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.	ly to work and deal with enthusias	A. WORK ATTITUDE (5.00): Abili
POINT SCORE	P (2001) COUTSTANDING(5.00)	VERY SATISFACTORY (4:00.)	SATISFACTORY (3.00)	UNSATISFACTORY (2.00)	POOR (1:00)
	June 3, 2021	DATE:		BERTO, JR. P.	NAME : NILLES, LAMBERTO, JR. P. DEPARTMENT :

RQUEZ	MA. CARMELA LV. MARQUEZ Resident Manager				
	- Americanical contracts				
	8.50				
		Ü	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
2:50		Rating	Tardiness/Undertime	Rating	Absences
		Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets.	ief, Personnel Division based on tim	period shall be provided by the Ch	
			for work.	PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work.	C: PUNCTUALITY and ATTENDA
:2.00					
POINT SCORE	(05.2) ONIGNATSTUO	VERY SATISFACTORY (2:00)	SATISFACTORY (1.50.)	UNSATISFACTORY (1.00.)	POOR (.50.)
				quired when required	 Consistently delivers what is required when required
					> Pays attention to details
				etenėss	 Shows organization and completeness
				ughness and reliability	 Demonstrates accuracy, thoroughness and reliability
				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 factor
	lify work; put forth extra effort to ensure	ormance; strive for qualify work; put fo	QUALITY OF WORK / PERFORMANCE (2.5): The ability to set high standards for own personal performance; strive for quality work.	MANCE (2.5): The ability to set h	B: QUALITY OF WORK / PERFOR quality work.
	Workers				
	with his supervisors and co-				
	tional and personal relationships	supervision.			
	maintains harmonious, finc-	assigned task with occasional	supervision.		acceptable work outputs:
	teous to the general public and	general public. Accomplishes	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
	enthusiasm in the performance	working relationship within the	relationship with various work	deal with. Must be closely	co-employees. Consistently
	Always exhibit a high degree of	Establishes a very pleasant	Usually maintains cordial	Uncooperative and difficult to	Has difficulty working with
4.00		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.	ty to work and deal with enthusia	A. WORK ATTITUDE (5.00): Abili
POINT SCORE	OUTSTANDING (5:00)	VERY SATISFACTORY (4:00)	SATISFACTORY(3.00)	UNSATISFACTORY (2:00)	POOR (1.00.)
		DATE:	:	ARAWAGAN A.	NAME PINAGAWA, SARAWAGAN A DEPARTMENT :

TOUEZ	8.50 Equivalent Point Score: MA. CARMELA LV. MARQUEZ Resident Manager	1.50 1.00 .50	11-20 21-30 31. or more	1;50 1;00 .50	11-20 21-30 31 or more
		2.5 2.0	0 1-10	2.5 2.0	0 1-10
2.50		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	for work. lief, Personnel Division based on tim Tardiness/Undertime	NCE (2.5): Regularity in reporting period shall be provided by the Ch	C: PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work. Attendance for the six-month period shall be provided by the Chief, Person Rating Absences.
POINT SCORE 2.00	OUTSTANDING (2.50)	VERY SATISFACTORY (2.00.)	SATISEACTORY (1.50.)	UNSATISFACTORY (1.00)	POOR (.50)
				lateness quited when required	 Shows organization and completeness Pays attention to details Consistently delivers what is required when required
				 Develops and implements new solutions, procedures and concepts, Demonstrates accuracy, thoroughness and reliability 	 Develops and implements new solutions, procedures Demonstrates accuracy, thoroughness and reliability
			tstanding.) below:	Considering the following factors, indicate your rating (Poor to Outstanding) below	Considering the following factor
	orth 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 perfo	MANCE (2.5): The ability to set h	B: QUALITY OF WORK / PERFOR quality work.
	teous to the general public and maintains harmonious, finctional and personal relationships with his supervisors and coworkers.	general public. Accomplishes assigned task with occasional supervision,	Does work with minimum supervision.		tasks and does not produce acceptable work outputs.
	Always exhibit a high degree of enthusiasm in the performance of assigned task. Always cour-	Establishes a very pleasant working relationship within the various work units and the	Usually maintains cordial relationship with various work units and general public.	Uncooperative and difficult to deal with. Must be closely supervised to do the job.	Has difficulty working with co-employees. Consistently complains about assigned
4.00	7000000	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.	ty to work and deal with enthusia	A. WORK ATTITUDE (5.00): Abiii
POINT SCORE	June 3, 2021	DATE:	SATISEACTORY (300)	MIE E.	NAME : RABADON, AMIE E DEPARTMENT :

NAME DEPARTME

SAGHRON, MERCY A.

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DATE:

Equivalent Point Score: MA. CARMELA LV. Resident Man	8.50	.50 31 or more	11:20 1.50 11:20 1.50 1.00 21:30 1.00	 g <u>Fardiness/Underline</u>	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.	POOR (50) UNSATISFACTORY (1.00.) SATISFACTORY (1.50.) VERY SATISFACTORY (2.00.) OUTSLANDING (2.00.)	ealis s what is required when required	> Shows organization and completeness	> Demonstrates accuracy, thoroughniess and reliability	> Develops and implements new solutions, procedures and concepts.	Considering the following factors indicate your rating (Poor to Outstanding) below:	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.	workers.	supervision, tional and personal relationships with his supervisors and co-	sk with occasional	supervised to do the job. units and general public various work units and the	Has difficulty working with Uncooperative and difficult to Usually maintains cordial Establishes a very pleasant Aways exhibit a high degree of co-employees. Consistently deal with. Must be closely relationship with various work working relationship within the enthusiasm in the performance	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) VERY SATISFACTORY (4.00) OUTSTANDING (5.00)
MA. CARMELA LV. MARQUEZ Resident Manager	8.50			2.50		2.00			,			to ensure		personal relationships pervisors and co-	harmonious, finc-	d task. Always cour-	ibit a high degree of nit the performance	4.00	TANDING (5:00) POINT SCORE

: SALAHAG, MERYDITH L.

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DATE:

June 3, 2021

	Equivalent Point Scare				
	8.50				
		.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	150	2.0	1-10
		2,5	0	2.5	0
2.50		Rating	Tardiness/Undertime	Rating	Absences
		Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets.	itef, Personnel Division based on tim	period shall be provided by the Ch	Attendance for the six-month p
			for work.	NCE (2.5) Regularity in reporting	C: PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work
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POINT SCORE	OUTSTANDING (2.50)	VERY SATISFACTORY (2.001)	SATISFACTORY (1.50)	UNSATISFACTORY (1.00)	POOR (:50)
				quired when required	 Pays attention to details Consistently delivers what is required when required
				eteness	Shows organization and completeness
				ughness and reliability	 Demonstrates accuracy, thoroughness and reliability
				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 factor
	tility work; put forth extra effort to ensure	ormance; strive for quality work; put for	B: QUALITY OF WORK / PERFORMANCE (2.5): The ability to set high standards for own personal performance; strive for quality work.	MANCE (2.5): The ability to set hi	B: QUALITY OF WORK / PERFOR quality work.
	wojnsta.				
	tional and personal relationships with his supervisors and co-	supërvision.			
	maintains harmonious, fine-	assigned task with occasional	supervision.		acceptable work outputs.
	of assigned task. Always cour-	various work units and the	units and general public	supervised to do the job.	complains about assigned
	enthusiasm in the performance	working relationship within the	relationship with various work	deal with. Must be closely	co-employees Consistently
	Always exhibit a high degree of	Establishes a very pleasant	Usually maintains cordial	Uncooperative and difficult to	Has difficulty working with
4.00		, superiors and the general public.	WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the get	ty to work and deal with enthusias	A. WORK ATTITUDE (5:00): Abili
POINT SCORE	OUTSTANDING (5:00.)	VERY SATISFACTORY (4.00)	SATISFACTORY (3.00)	UNSATISFACTORY (2:00)	POOR (1.00.)

MA. CARMELA LV. MARQUEZ
Resident Manager

MORO, RICKY F. DATE: June 3, 2021
POOR (1:00.) UNSATISFACTORY (2:00.) SATISFACTORY (3:00.) VERY SATISFACTORY (4:00.) OUTSTANDING (5:00.) POINT SCORE A. WORK ATTITUDE (5:00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public. 4:00
Has difficulty working with co-employees. Consistently compleins about assigned asks and does not produce acceptable work outputs. Uncooperative and difficult to deal with. Must be closely compleins about assigned to do the job. Does work with minimum assigned task with occasional assigned task with occasional supervisors and coworkers.
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
> Pays attention to details
s 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.
ices Rating Tardiness/Undertime
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11-20 1.50 1.50 1.50 1.50 1.50 1.50 1.50
31 or more50 .50
Equivalent Point Scofe:
MA. CARMELA LV. MARQUEZ Resident Manager

NAME DEPART

: SAQUILABON, EMY H.

DATE:

			31 or more .50 31 or more .50	21-30 1:00 21-30 1.00	1.50	0 2.0 1.10	Absences Rating Tardiness/Undertime Rating	on time records and/or a		POOR (.50.) UNSATISFACTORY (1.00.) SATISFACTORY (1.50.) VERY SATISFACTORY (2.00.)	> Pays attention to details	Shows organization and completeness	> Demonstrates accuracy, thoroughness and reliability	> Develops and implements new solutions, procedures and concepts.	Considering the following factors, indicate your rating (Poor to Outstanding) below:	QUALITY OF WORK I 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.		supervision.	supervision:	tasks and does not produce supervised to do the Job. Units and general public. Venous work units and general public. Accomplishes	y deal with. Must be closely relationship with various work	Has difficulty working with Uncooperative and difficult to Usually maintains cordial Establishes a very pleasant	WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.
MA, CARWELA LV. MARQUEZ Resident Manager	Equivalent Point Score	8.25								OUTSTANDING (2:50)						orth extra effort to ensure	workers.	tional and personal relationships	maintains harmonious, finc-	teous to the general public and	enthusiasm in the performance	Always exhibit a high degree of	· · · · · · · · · · · · · · · · · · ·
\RQUEZ						• ••	2.25		2.00	POINT SCORE													4.00

DATE:

8,50 Equivalent Point Score:	Equivalen				
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		Rating	<u>Tardinėss/Undertime</u>	Rating	Absences
		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.	for work. ief, Personnel Division based on tim	NCE (2.5): Regularity in reporting period shall be provided by the Ch	C: PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work. Attendance for the six-month period shall be provided by the Chief, Person
OUTSTANDING (2.50)	OUTSTA	VERY SATISFACTORY (2.00)	SATISFACTORY (1:50.)	UNSATISFACTORY (1:00.)	POOR (.59.)
				quired when required	
				eleness	 Shows organization and completeness Page attention to details
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			:	Develops and implements new solutions, procedures and concepts.	> Develops and implements new r
			standing) below:	Considering the following factors, indicate your rating (Poor to Outstanding) below:	Considering the following facto
insure	orth extra effort to e	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.	gh standards for own personal perfo	MANCE (2.5): The ability to set hi	B: QUALITY OF WORK / PERFORT quality work.
isors and co	with his supervisors and co- workers.	1			
onious, finc	maintains harmonious, finc- tional and personal relationships	assigned task with occasional	supervision		acceptable work outputs.
neral public	teous to the general public and	general public: Accomplishes	Does work with minimum		tasks and does not produce
k Always or	of assigned task. Always cour-	various work units and the	units and general public.	supervised to do the job.	co-employees, Consistently complains about assigned
a high degre	Always exhibit a high degree of	Establishes a very pleasant	Usually maintains cordial	Uncooperative and difficult to	Has difficulty working with
		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.	ty to work and deal with enthusia	A. WORK ATTITUDE (5.00): Abilit
IDING (5.0	OUTSTANDING (5.00)	VERY SATISFACTORY (4:00)	SATISFACTORY(3.00)	UNSATISFACTORY (2.00)	POOR (4 00)
June 3, 2021	June	DATE:		EMEDIOS S.	NAME : SUMONDA, REMEDIOS S DEPARTMENT :
	-	1 : 1			

MA. CARMELA LV. MARQUEZ Resident Manager

: TABIAN, VANESSA U.

DATE:

MA. CARMELA LV. M. Resident Mana	8.50	31 or more ,50 31 or more 50	1.00	1.50	1-10 2.0 1-10. 2.0	ices E	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.	POOR (50) UNSATISEACTORY (1.00) SATISEACTORY (1.501) VERT SATISEACTORY (2.00) QUI O FAMOLINO 12.501	s what is required when required	> Pays attention to details	> Shows organization and completeness	> Demonstrates accuracy, thoroughness and reliability	> Develops and implements new solutions, procedures and concepts.	Considering the following factors, indicate your rating (Poor to Outstanding) below:	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:	workers	supervision, tional and personal relationships with his supervisors and co-		supervised to do the job.	₹ 	A. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.
MA: CARMELA LV. MARQUEZ Resident Manager	8.50					2.50		2.00	i A A						sure		nal relationships	nious, fine-	Always cour-	performance	4.00

: TORCENDE, ANTONIO L.

DATE:

rquez	MA. CARMELA LV. MARQUEZ Resident Manager				
	Equivalent Point Spore:				
	8.50				
		,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
2.50		Rating	Tardiness/Undertime	Rating	Absences
		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.	for work. lief, Personnel Division based on tim	NCE (2.5): Regularity in reporting pariod shall be provided by the Ch	C: PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work. Attendance for the six-month period shall be provided by the Chief, Personal Provided by the Chief.
2.00					
POINT SCORE	OUTSTANDING (2.50)	VERY SATISFACTORY (2.00)	SATISFACTORY (1.50)	UNSATISFACTORY (1.00)	 Consistently delivers what is required when required POOR (.50.) UNSATISFACT
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				 Develops and implements new solutions, procedures and concepts 	 Develops and implements new
			standing) below:	Considering the following factors, indicate your rating (Poor to Outstanding) below	Considering the following fack
	illy work; put forth extra effort to ensure	ormance; strive for quality work; put for	QUALITY OF WORK / PERFORMANCE (2.5): The ability to set high standards for own personal performance; strive for quality work.	MANCE (2.5): The ability to set h	B: QUALITY OF WORK / PERFOR quality work.
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	with his supervisors and co-	SPECIFICATION OF THE PROPERTY		• ••	
	maintains narmonious, inc.	assigned task with occasional	supervision,	-	acceptable work outputs.
	teous to the general public and	general public. Accomplishes	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
	Always exhibit a high degree of enthusiasm in the performance	Establishes a very pleasant working relationship within the	relationship with various work	Uncooperative and difficult to deal with. Must be closely	Has difficulty working with
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4 00		evineriors and the general middle		the to mark and deal with pathucia	10
POINT SCORE	P ON TSTANDING (5 00 Y	VEBY SATISEACTORY/// 00 Y	SATISEACTORYISON	NO. CAROLOGICA CAROLOGICA	
					JOSADTMONT .

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: UGYAB, JOBERT D.

June 3, 2021

DATE:

	Equivalent Point Score:				
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		2:0	1-10	2.0	1-10
		2.5	Ö	2:5	0
2.50		Rating	Tardiness/Undertime	Rating	Absences
		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.	lef, 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	Attendance for the six-month i
POINT SCORE	OUTSTANDING (2:50)	VERY SATISFACTORY (2.00)	SATISFACTORY (1.501)	UNSATISFACTORY (1:00.)	POOR (50)
				iquired 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
				 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 factor
	rth 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 perfu	NANCE (2.5): The ability to set hi	B: QUALITY OF WORK / PERFOR quality work.
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	with his supervisors and co-				
	tional and personal relationships	supervision.			
	maintains harmonious, finc-	assigned task with occasional	supervision.		acceptable work outputs.
	teous to the general public and	general public. Accomplishes	Does work with minimum		tasks and does not produce
	of assigned task. Always cour-		units and general public.	supervised to do the job	complains about assigned
	enthusiasm in the performance	working relationship within the	relationship with various work	deal with Must be closely	co-employees Consistently
	Always exhibit a high degree of	Establishes a very pleasant	Usually maintains cordial	Uncooperative and difficult to	Has difficulty working with
4.00		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 get	ity to work and deal with enthusias	A. WORK ATTITUDE (5.00): Abili
TOTAL SOCOND	OOTO LANDING (O.C.)	VERY SALISPACTOR (400)	SALISFACIORY (3.00)	UNSATISFACTORY (2:00)	POOR (1:00)
			The second secon		DETAK I MEN :

MA, CARMETA LV. MARQUEZ Resident Manager

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

21 Raba 22 Sagl- 23 Salar 24 Salm 25 Sagu 26 Sumo						lacksquare	L	_	┸	1	╀	Į.		TH Lab		┵.			1			1		n 4		_ _			Į.	Emp.
	Sumonda, Remedios S	Saquilabon, Emy H.	CIO, NICKY T.	Salmoro Bicky F	Salahag, Mervdith i	Sagi-iron, Mercy A	Rabadon, Amie E	Pinagawa, Sarawagan A.	Nilles, Lamberto Jr. P.	Navarro, Sammy J.	Wontalba, Jovencio L	Main, Virgilio E	Lalocan, Mario M.	abininay, Jerry C.	abadan, Joseph A.	Shodo Alven S.	emenia Al-	raniaca, Lito C.	Generale, Johnsey R.	Gabao, Noreta I.	Chapte, Josepho D.	Eahin ag, Fe D	balaripan, Vilma	Anajo, Romel S	Artalo, Bernard S.	Altria D. Algren C.	Amanda Aliano Emmanuel L			Name of Job Orders
	+	679.96 V	603.71	╀	+	+	\dashv	603.71	-	-	720.77	603,71	603.71	641.51	764.02	603.71	720.77	603.71	641.51	603.71	679.96	720.77	603.71	603,71	603.71	641.51	679.96		7.41	7
ACID PISMON I	Control of the Contro	Very Satisfactory	Very Satisfactory	Very Satisfactory	And partitional	Atomorphism A	Very Satisfactory	Very Satisfactory	Very Satisfactory	Very Satisfactory	Very Satisfactory	Very Satisfactory	Very Satisfactory	Very Satisfactory	Very Satisfactory	Very Satisfactory	Very Satisfactory	Very Satisfactory	Very Satisfactory	Very Satisfactory	Very Satisfactory	Very Satisfactory	Very Satisfactory	Very Satisfactory	Very Satisfactory	Very Satisfactory	Very Satisfactory	Adjectival Rating		A. WORK ATTITUDE (5%)
4.00	L	<u> </u> -	4.00	4.00	4,00	\$ 50	3 5	300	1 2 2	3 2	4 00	4 00	400	4,00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4 8	Т		Nimerical	TTUDE (5%)
Very Salisfactory	very satisfactory	A Maria Carlo	Vany Satisfactors	Very Satisfactory	Very Satisfactory	Very Satisfactory	Very Satisfactory	very satisfactory	very satisfactory	very satisfactory	very satisfactory	Very Satisfactory	Very Satisfactory	Very Satisfactory	Very Satisfactory	Very Stiefactory	Very Satisfactory	Very Satisfactory	Very Satisfaction	Very Satisfactory	Very Saliefactory	Very Satisfactory	Vary Satisfactory	Very Strict story	Very Satisfactory	Vary Satisfactory	Very Salisfactory	Adjectival Rating	(2.5%)	B. QUALITY OF WORK
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7 77	2.50	2.50	V.50	3 50	250	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2,50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.00	1.50	Rating	Numercial	accomplish	C. PUNCTUALITY and ATTENDANCE (to be
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1	2 22	2.50	2.50	2.50	1	2 50	2.50	2.50	2,50	2.50	2.50	2.50	2.50	2.50	2.50	2.25	2.50	2.50	2.50	2.50	2,50	2.50	2.25	2.50	2,25	2.00	Rate	Average		be
0.23	0 75	8.50	8.50	8.50	0.00	0 0	χ 5 6	8 50	8.50	8.50	8.50	8.50	8.50	8,50	8,50	8.25	8.50	8.50	8.50	8.50	8.50	8.50	8.25	8.50	8.25	8.00		SCORE	TOTAL	

z			0		1 07	i	1/	27 T		_	Ŏ.	Emp.		
Note: Absences of Carlo Carlo			Ugyab, Jobert D		Forcende, Antonio L.		Tabian, Vanessa U			Name of Job Orders				
		003./1		+		603.71					72.0	RATE		
		very satisfactory		Acid patriactory	Your Care	Act and and and a	Vary Cationia	Sunon normal	Adjective Pating			A. WORK ATTITUDE (5%)		
		4.00	3	4.00		4.00		Sunav		Numerical		10DE (5%)	!	
	Assistance Area			Very Satisfactory		Very Satisfactory		Adjectival Rating			(%5.5)	B. QUA		
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0,50	χ.	0,50		0.50	י			טרטאה		CIA				

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

MA. CARMELA LV. MARQUEZ
Resident Manager

Printed Name / Signature