

I, **MARC BRYAN O. DUZON**, Administrative Services Aide of the Administrative and Finance Section, Pangasinan LMO, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July 01, 2018 to December 31, 2018

(the rater signs here at the beginning of the rating period)

(date when performance commitment is made at the beginning of the rating period)

MARC BRYAN O. DUZON

Ratee

Date

JUL 03, 2018

Reviewed by:
(the Division Manager reviews the performance commitment signs at the beginning of the rating period)

GAUDENCIO M. DE VERA

Division Manager A

JUL 05 2018

(the Officer/Head who approves the performance Commitment is made the rating period)

VICENTE R. MCMENDO, Ph.D.

Regional Manager A

ACTUAL ACCOMPLISHMENTS

Rating (Numerical)

Q¹

E²

T³

A⁴

(4)

Remarks

(5)

MPO/PAP

SUCCESS INDICATOR
(TARGETS + MEASURES)

(1)

(2)

(3)

Q¹

E²

T³

A⁴

Remarks

(5)

STRATEGIC PRIORITY/THEMES
(CORE FUNCTIONS (70%))

1. Encoding and preparation of Reports required by the central office/Regional Office.

1. Encoded and prepared reports of Personnel Manpower Complement every end of the month and other reports needed to submit to Regional Office/Central Office/CSC/ & others.

4.75 4.5 4.5 4.58

2. Filing services in 201 files and all other official documents of PIMO.

2. File Copy (all official documents filed every end of the day.)

4.25 4.25 4.5 4.33

3. Posting/Recording of Absences/Tardiness/Under-times in the individual index card.

3. Issued Application for leaves for employees and Recorded earned leave balances to their Balance of Leave Form.

4.5 4.5 4.75 4.58

4. Assist in the printing, consolidation, and assessment of DTR's of all PIMO Personnel

4. 2312 DTR's printed, consolidated and assessed at the end of December 31, 2018.

4.25 4.30 4.5 4.35

5. Monitoring Flag Raising Ceremony Attendance

5. Monitored and Listed Present/Absent Employees Every Flag Raising Ceremony of the week.

4.5 4.5 4.25 4.42

3.1164

SUPPORT FUNCTION (30%)
Information Gathering
& Dissemination

1. Assist in routing/dissemination of various documents to concerned office/officials.

1. Assist in routing/ dissemination of various documents to concerned office/officials.

4.5 4.5 4.5 4.5

2. Do liaison works assigned from time to time.

2. Liaison works assigned successfully completed at every end of the day

4.40 4.5 4.5 4.46

1.344

Average Rating

4.46 (4.5)

Comments and Recommendations for Development Purpose

Discussed with:
(the ratee signs here discussions of evaluation with division employee)

Date

Assessed by:

I certify that I discussed my assessment of the performance with the employee

Date

Final Rating by:

Date

MARC BRYAN O. DUZON

JAN 04 2019

Administrative Services Aide

GAUDENCIO M. DE VERA

Division Manager A

JAN 07 2019

VICENTE R. MCMENDO, Ph.D.

Regional Manager A

Legend: Rating Scale:

Numerical

Adjectival

5.00

- Outstanding (o) - target exceeded by 30%

4.00-4.99

- Very Satisfactory (VS) - target exceeded by 15% to 29%

3.00-3.99

- Satisfactory (S) - met 100% to 114% target

2.00-2.99

- Unsatisfactory (US) - only met 51% to 99% target

1.00-1.99

- Poor (P) - failed to deliver most target by 50% and below

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