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| **ARMED FORCES OF THE PHILIPPINES**  **PERFORMANCE EVALUATION REPORT** | | | | | | | | | | | | | | | | | |
| **PART 1 – ADMINISTRATIVE DATA** | | | | | | | | | | | | | | | | | |
| a. NAME (Last, First, Middle Initial)  **GALANZA, CLARENCE DAVE G** | | | | | | | | b. AFPSN  **960059** | | | c. RANK  A2C | | | d. DATE OF LAST PROMOTION  Year Month Day  **2023 JAN 18** | | | e. BOS  **PAF** |
| f. UNIT  **PAFHRMC** | | | | | | | g. AFOS/MOS/OI  Primary - 30534E  Functional - 30534E | | | | | h. EMAIL ADD  **clarencegalanza@gmail.com** | | | | | |
| i. PERIOD COVERED | | | | | | | j. RATED MONTHS  **6 Months** | | | k. DATE  **06 Jan 2024** | | | | | l. REASON FOR SUBMISSION  **SEMESTRAL** | | |
| FROM | | | THRU | | | |
| Year  **2023** | Month  **Aug** | Day  **01** | Year  **2024** | Month  **Jan** | | Day  **31** |
| **PART II – DUTY DESCRIPTION** | | | | | | | | | | | | | | | | | |
| 1. PRINCIPAL DUTY TITLE (Designation)   ELECTRONIC COMPUTER SYSTEMS APPRENTICE | | | | | | | | | b. REQUIRED RANK/SG (per T.O.) **A2C/E-2** | | | | | | | | |
| c. INDIVIDUAL TASKS WITH TARGETS BASED ON UNIT/OFFICE MAJOR FINAL OUTPUT (Individual Scorecard)     * Review and monitor all communications * Print, Edit and Reset Password of personnel’s SOI in HRMIS * Update and monitor the bandwidth of the internet * Set up Equipment on certain events and tasking * MISD Personnel * Other duties as the Head, Career Advisory Department may Direct * Other duties as the Head, Management Information Systems Department may direct | | | | | | | | | | | | | | | | | |
| **PART III – PERFORMANCE EVALUATION (Rater)** | | | | | | | | | | | | | | | | | |
| CHARACTER (combination of values, attributes and skills affecting leader actions) | | | | | | | | | | | | | | | | | |
| a. AFP VALUES/ATTRIBUTES: Mark the number which best describes the qualities of the ratee in each block. (1 – POOR, 2 – UNSATISFACTORY, 3 – SATISFACTORY, 4 – VERY SATISFACTORY, 5 – OUTSTANDING) Comments mandatory for all “UNSATISFACTORY” and “POOR” entries and use PART Vc | | | | | | | | | | | | | | | | | |
| a.1. AFP VALUES 1 2 3 4 5    Ylghjdhhg jjdxth dnhn  a) HONOR: Adherence to publicly declared code of values  b) INTEGRITY: Possesses high personal moral standards    c) COURAGE: Manifests physical and moral bravery  d) PATRIOTISM: Bears true faith and allegiance to the  Phils Constitution, AFP, unit and soldier  e) RESPECT: Promotes dignity, consideration, fairness to  Peers, subordinates and superiors  f) SERVICE: Places AFP priorities before self  g) DUTY: Fulfills professional, legal and moral obligations  ***Sub –Total***\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | |
| 1 2 3 4 5  a.2. ATTRIBUTESFundamental qualities and characteristics  a) PSYCHOLOGICAL STAMINA:Moral and physical courage,  presence of mind in an emergency, under great strain or  under prolonged pressure    b) ATTITUDE: Enthusiasm, Progressiveness, open-mindedness  and disposition    c) INITIATIVE: Assuming the responsibilities associated with  assignment including ability to take action without direction  within the scope of competence and authority  d) PERSONAL APPEARANCE: Physical appearance  e) SOCIAL PRESENCE: Behaving in a way that indicates a regard  for the values, traditions and practices  f) SELF-DEVELOPMENT: Enhancement of professional competence  by expansion of knowledge and skills across a broad range of  related subjects  ***Sub –Total***\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | |
| b. COMPETENCE/ PERFORMANCE OF DUTY: Mark the number which best describe the qualities of the ratee in each block. (1 – POOR, 2 – UNSATISFACTORY, 3 – SATISFACTORY, 4 – VERY SATISFACTORY, 5 – OUTSTANDING) | | | | | | | | | | | | | | | | | |
| 1 2 3 4 5  b.1 COMPETENCIES: Skill development is part of self-development; prerequisite to action     1. LEADERSHIP: Influencing others to achieve a productive,   efficient, skilled, motivated and cohesive team    FOLLOWERSHIP: Considerate to peers or show respect to  superiors and colleagues    b) PROFESSIONAL KNOWLEDGE: Possesses the  necessary expertise to accomplish all tasks and functions    c) INTERPERSONAL: Shows skill with people: coaching,  teaching,counseling, motivating and empowering  d) DECISION-MAKING ABILITY: Demonstrates proficiency in  required professional knowledge, judgment and warfighting  e) RESOURCEFULNESS: Ability device ways and means  to be able to perform his/her tasks  ***Sub –Total***\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | |
| b.2 PERFORMANCE OF DUTIES  a) MISSION ACCOMPLISHMENT: Accomplishment  of assigned task    b) DEDICATION TO DUTY: Acceptance of responsibility/  willingness to work  c) QUALITY OF PERFORMANCE OUTPUT: Producing a good  amount of quality work  d) TIMELINESS OF WORK: Completing work/assignments  on time and on target  ***Sub –Total***\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | |
| c. LATEST PFT**: \_\_\_\_\_** DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_HEIGHT: **\_\_\_\_\_** WEIGHT: \_\_\_\_\_ BMI**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | | | | | | |
| **PART IV. PERFORMANCE AND POTENTIAL EVALUATION (Rater)** | | | | | | | | | | | | | | | | | |
| a. EVALUATE THE RATEE’S PERFORMANCE DURING THE RATING PERIOD BASED ON THE CORRESPONDING TOTAL RATING. OUTSTANDING PERFORMANCE (101-110); VERY SATISFACTORY (91-100); SATISFACTORY (84-90); UNSATISFACTORY (70-83); POOR – (69 and below). COMMENTS ARE REQUIRED FOR “UNSATISFACTORY AND POOR RATING”    OUTSTANDING PERFORMANCE UNSATISFACTORY PERFORMANCE  VERY SATISFACTORY PERFORMANCE POOR    SATISFACTORY PERFORMANCE  COMMENTS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_      ***Grand Total***\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | |
| b. POTENTIAL FOR PROMOTION (For promotion purposes)  YES NO  INDICATE REASON: | | | | | | | | | | | | | | | | | |
| c. IDENTIFY ANY UNIQUE PROFESSIONAL SKILL/S OR AREA/S OF EXPERTISE OF VALUE TO THE AFP THAT THE RATEE POSSESSES. MARK THE SPACE/S PROVIDED AND INDICATE POTENTIAL CAREER FIELD/S FOR FUTURE SERVICE OR “OTHERS”.  Personnel Information System    Intelligence Civil Military Operations    Operations Training  Logistics Financial Management  Plans Others, specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | |
| d. SUITABILITY FOR FUTURE ASSIGNMENT/PLACEMENT/DESIGNATION:    Command of Operational Unit Staff of Operational Unit  Command of Administrative Unit Staff of Administrative Unit  Others (If specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | |
| e. (FOR PURPOSES OF PERFORMANCE BASED BONUS)  Add b1 and b2 of PART III of this PER and divide the sum by 9 to get the Average Point Score. Use the following table to determine the Equivalent Adjectival Rating and Performance Category:   |  |  |  |  | | --- | --- | --- | --- | | **Average Point Score** | **Equivalent Numerical Rating** | **Equivalent Adjectival Rating** | **Performance Category** | | 4.5 – 5.0 | 5 | Outstanding | Best | | 3.8 – 4.4 | 4 | Very Satisfactory | Better | | 3.0 – 3.7 | 3 | Satisfactory | Good | | 1.6 – 2.9 | 2 | Unsatisfactory | Unsatisfactory | | 1.0 – 1.5 | 1 | Poor | Poor |   Average Point Score \_\_\_\_\_\_\_\_ Equivalent Adjectival Rating \_\_\_\_\_\_\_\_\_\_ Performance Category \_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | |
| **PART V – AUTHENTICATION**  (Endorser indicates whether he “concurs or does not concur with the Rater’s rating in Part Vc. Further, the ratee’s signature verifies the admin data is correct, he/she has seen the completed PER and aware of the process) | | | | | | | | | | | | | | | | | |
| a. NAME OF RATER  **Ramon DG Delos Santos PAF** | | | | | AFPSN  **795723** | | RANK POSITION  **MSg NCOIC, CAD** | | | | | | SIGNATURE | | | DATE | |
| b. NAME OF ENDORSER  **JESSEL B CABALLERO PAF** | | | | | AFPSN  **O-154691** | | RANK POSITION  **2LT Head, CAD** | | | | | | SIGNATURE | | | DATE | |
| c. The endorser certifies the entries in the report are clear, accurate and complete.  CONCUR DOES NOT CONCUR | | | | | | | | | | | | | | | | | |
| d.  I understand that my signature constitutes agreement or disagreement with the evaluations of the rater and endorser. I further understand that my signature verifies that the administrative data in Part I; the duty description in Part II; the rating Officials in Part III and the APFT entries in Part IVc are correct. I have seen the completed report and I am aware of the process.  Agree Disagree (Specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  RATEE’S SIGNATURE DATE | | | | | | | | | | | | | | | | | |