

Name of Employee; Position: Division: Rating Period:

MARIANNE GRACE H. REDULLA

Administrative Assistant II

Maasin City January to December 2023

Name of Rater:

VICTORINO A. PIA

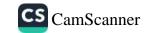
Position: Date of Review:

District In Charge January 12, 2024

			TO BE	FILLED	N DURING PLANNING			TO BE FI	LLED DU	IRING EV	ALUATIO	N	
MFOs	KRAs	OBJECTIVES	TIMELINE	Weight per		PERFORMANCE INDICATO	DRS	ACTUAL RESULTS		RA	TING		SCORE
					QUALITY	EFFICIENCY	TIMELINESS		Q	E	T	Ave	1
	KRA I : FINANCIAL RECORDS & REPORTS (30%)	Posted and recorded the schools disbursement of the MOOE downloaded per account to the Subsidiary Ledgers.	Year- Round	10%	100% Posted, recorded and filed the schools disbursement of the 5 MOOE downloaded per account to the Subsidiary Ledgers.	All disbursement are posted, recorded and signed with efficiency and are error free.	All schools disbursement of the MOOE downloaded are posted and recorded 5 days before deadline.	5 - 100% Posted, recorded and filed the schools disbursement of the MOOE downloaded per account to the Subsidiary Ledgers.	5	5	4	4.67	0.47
					100% Posted, recorded and signed the schools disbursement of the MOOE downloaded per account to the Subsidiary Ledgers	Majority of the disbursement are posted, recorded and signed with efficiency.	All schools disbursement of the MOOE downloaded are posted and recorded 4 days before deadline.						
					100% Posted, recorded and checked the schools disbursement of the 3 MOOE downloaded per account to the Subsidiary Ledgers.	Some disbursement are posted, recorded and signed with efficiency.	All schools disbursement of the MOOE downloaded are posted and recorded 3 days before deadline.	4 - All schools disbursement of the MOOE downloaded are posted and recorded 4 days before deadline.					
					70 - 79 % Posted and recorded the schools disbursement of the MOOE downloaded per account to the Subsidiary Ledgers.	Few disbursement are posted and recorded with efficiency.	All schools disbursement of the MOOE downloaded are posted and recorded 2 days before deadline.						
					69% and below posted and recorded the schools disbursement of the MOOE downloaded per account to the Subsidiary Ledgers.	No disbursement are posted and recorded.	All schools disbursement of the MOOE downloaded are posted and recorded 1 1 day before deadline.						



MFOs	KRAs	OBJECTIVES	TIMELINE	Weight per		PERFORMANCE INDICATO	RS	ACTUAL RESULTS		RA	TING		SCORE
					QUALITY	EFFICIENCY	TIMELINESS	1.01.00-0.000	Q	E	T	Ave	1
		Received and filed the schools monthly MOOE Liquidations, Monthly Cash Program, other Special Funds Liquidation, Fidelity Bond Premiums of school bonded officials and School AIP.	Year- Round	10%	100% Received and filed the schools monthly MOOE Liquidations, Monthly Cash Program, other Special Funds Liquidation, Fidelity Bond Premiums of school bonded officials and School AIP.	Very efficently received and filed all the schools monthly MOOE Liquidations, Monthly Cash Program, other Special Funds Liquidation, Fidelity Bond Premiums of school bonded officials and School AIP.	Liquidations, Monthly Cash Program, other Special	5 - 100% Received and filed the schools monthly MOOE Liquidations, Montly Cash Program, other Special Funds Liquidation, Fidelity Bond Premiums of school bonded officials and School AIP.	5	5	5	5 00	0.50
					100% Received and signed the schools monthly MOOE Liquidations, Monthly Cash Program, other Special Funds Liquidation, Fidelity Bond Premiums of school bonded officials and School AIP	Received and signed majority of the schools monthly MOOE Liquidations, Monthly Cash Program, other Special Funds Liquidation, Fidelity Bond Premiums of school bonded officials and School AIP.	Liquidations, Monthly Cash Program, other Special Funds Liquidation, Fidelity	5 - Very efficently received and filed all the schools monthly MOOE Liquidations, Montly Cash Program, other Special Funds Liquidation, Fidelity Bond Premiums of school bonded officials and School AIP.					
					100% Received and checked the Schools Monthly MOOE Liquidations, Monthly Cash Program, other Special Funds Liquidation, Fidelity Bond Premiums of school bonded officials and School AIP	Received and checked some of the schools monthly MOOE Liquidations, Montly Cash Program, other Special Funds Liquidation, Fidelity Bond Premiums of school bonded officials and School AIP.	Program, other Special Funds Liquidation, Fidelity Bond Premiums of school bonded officials and	MOOE Liquidations, Monthly Cash Program, other Special					
					70-79% Received and filed the schools monthly MOOE Liquidations, Monthly Cash Program, other Special Funds Liquidation, Fidelity Bond Premiums of school bonded officials and School AIP.	Received and filed few of the schools monthly MOOE Liquidations, Monthly Cash Program, other Special Funds Liquidation, Fidelity Bond Premiums of school bonded officials and School AIP.	All schools monthly MOOE Liquidations, Monthly Cash Program, other Special Funds Liquidation, Fidelity Bond Premiums of school bonded officials and School AIP are filed 3 days after receipt of the documents.						
					69% and below received and filed the schools monthly MOOE Liquidations, Monthly Cash Program, other Special Funds Liquidation, Fidelity Bond Premiums of school bonded officials and School AIP	Received and filed the schools monthly MOOE Liquidations, Monthly Cash Program, other Special Funds Liquidation, Fidelity Bond Premiums of school bonded officials and School AIP inefficiently.	All schools monthly MOOE Liquidations, Monthly Cash Program, other Special Funds Liquidation, Fidelity Bond Premiums of school bonded officials and School AIP are filed 4 days & beyond after receipt of the documents.						



MFOs	KRAs	OBJECTIVES	TIMELINE	Weight		PERFORMANCE INDICATO	RS	ACTUAL RESULTS		RA	TING		SCORE
				F.G.	QUALITY	EFFICIENCY	TIMELINESS	AGTORE REGOLIG	Q	E	T	Ave	1
		Reviewed and checked all check issuances, and prepared the monthly Statement of Bank Reconciliation.	Year- Round	10%	5 the control of the	Very accurately reviewed, checked and recorded all check issuances, and prepared and filed the monthly Statement of Bank Reconciliation. Accurately reviewed, checked and recorded all check issuances, and prepared and signed the monthly Statement of Bank Reconciliation.	Reviewed and checked all check issuances, and prepared the monthly Statement of Bank Reconciliation 3 days before the deadline. Reviewed and checked all check issuances, and prepared the monthly 4 Statement of Bank Reconciliation 1 day before the deadline,	5 - 100% Reviewed, checked and recorded all check issuances, and prepared and filed the monthly Statement of Bank Reconciliation. 5 - Very accurately reviewed, checked and recorded all check issuances, and prepared and filed the monthly Statement of Bank Reconciliation.	5	5	4	4.67	0.47
					100% Reviewed, checked and recorded all check issuances, and prepared the monthly Statement of Bank Reconciliation. 70-79% Reviewed and checked all check issuances, and prepared the monthly Statement of Bank Reconciliation.	Less accurately reviewed, checked and recorded all check issuances, and prepared and signed the monthly Statement of Bank Reconciliation. Inaccurately reviewed and checked all check issuances, and prepared the monthly Statement of Bank Reconciliation.	Reviewed and checked all check issuances, and prepared the monthly Statement of Bank Reconciliation on the day of the deadline. Reviewed and checked all check issuances, and prepared the monthly Statement of Bank Reconciliation 1 day after the deadline.	4 - Reviewed and checked all check issuances, and prepared the monthly Statement of Bank Reconciliation 1 day before the deadline.					
					69% and below reviewed and checked all check issuances, and prepared the monthly Statement of Bank Reconciliation.	Did not review and check all check issuances, and did not prepare the monthly Statement of Bank Reconciliation.	Reviewed and checked all check issuances, and prepared the monthly Statement of Bank Reconciliation 3 days after the deadline.						
	KRA II : ACCOUNTS TRACKING (30%)	Reviewed and checked all supporting documents of MOOE Liquidation, Special Funds and other claims.	Year- Round	15%	100% Reviewed, checked and filed all supporting documents of 5 MOOE Liquidation, Special Funds and other claims.	Very accurately reviewed, checked and filed all supporting documents of 5 MOOE Liquidation, Special Funds and other claims.	Reviewed, checked and filed all supporting documents of MOOE 5 Liquidation, Special Funds and other claims upon receipt of the documents.	5 - 100% Reviewed, checked and filed all supporting documents of MOOE Liquidation, Special Funds and other claims.	5	4	5	4.67	0.70
					100% Reviewed, checked and signed all supporting documents of 4 MOOE Liquidation, Special Funds and other claims.	Accurately reviewed, checked and signed all supporting documents of 4 MOOE Liquidation, Special Funds and other claims.	Reviewed, checked and signed all supporting documents of MOOE 4 Liquidation, Special Funds and other claims 1 day after receipt of the documents.	4 - Accurately reviewed, checked and signed all supporting documents of MOOE Liquidation, Special Funds and other claims.					
					100% Reviewed, checked and signed all supporting documents of 3 MOOE Liquidation, Special Funds and other claims.	Less accurately reviewed, checked and signed all supporting documents of 3 MOOE Liquidation, Special Funds and other claims.	Reviewed, checked and signed all supporting documents of MOOE 3 Liquidation, Special Funds and other claims 2 days after receipt of the documents.	5 - Reviewed, checked and filed all supporting documents of MOOE Liquidation, Special Funds and other claims upon receipt of the documents.					



MFOs	KRAs	OBJECTIVES	TIMELINE	Weight		PERFORMANCE INDICATO	RS	ACTUAL RESULTS		RA	TING		SCORE
				Pei	QUALITY	EFFICIENCY	TIMELINESS	AGIONE NEGOETO	Q	E	Т	Ave	
					70-79% Reviewed and checked all supporting documents of MOOE Liquidation, Special Funds and other claims. 69% and below reviewed and checked all supporting documents of MOOE Liquidation, Special Funds and other claims.	Inaccurately reviewed and checked all supporting documents of MOOE Liquidation, Special Funds and other claims. Did not review and check all supporting documents of MOOE Liquidation, Special Funds and other claims.	Reviewed and checked all supporting documents of MOOE Liquidation, Special Funds and other claims 3 days after receipt of the documents. Reviewed and checked all supporting documents of MOOE Liquidation, Special Funds and other claims 3 days after receipt of the documents 4 days and beyond after receipt of the documents						
		Reviewed and checked the monthly expenses reflected in the school Cash Book for MOOE and other special funds downloaded.	Year- Round	10%	100% Reviewed, checked and recorded the monthly expenses reflected in the school 5 Cash Book for MOOE and other special funds downloaded.	Very accurately reviewed, checked and recorded the monthly expenses reflected in the school Cash Book for 5 MOOE and other special funds downloaded.		5 - 100% Reviewed, checked and recorded the monthly expenses reflected in the school Cash Book for MOOE and other special funds downloaded.	5	5	5	5.00	0.50
					100% Reviewed, checked and signed the monthly expenses reflected in the school Cash Book for MOOE and other special funds downloaded.	Accurately reviewed, checked and signed the monthly expenses reflected in the school Cash Book for MOOE and other special funds downloaded.	Reviewed, checked and signed the monthly expenses reflected in the school Cash Book for MOOE and other special funds downloaded 1 day after receipt of the documents.	5 - Very accurately reviewed, checked and recorded the monthly expenses reflected in the school Cash Book for MOOE and other special funds downloaded.					
					100% Reviewed and checked the monthly expenses reflected in the 3 school Cash Book for MOOE and other special funds downloaded.	Less accurately reviewed and checked the monthly expenses reflected in the 3 school Cash Book for MOOE and other special funds downloaded.	Reviewed and checked the monthly expenses reflected in the school 3 Cash Book for MOOE and other special funds downloaded 2 days after receipt of the documents.	5 - Reviewed, checked and recorded the monthly expenses reflected in the school Cash Book for MOOE and other special funds downloaded upon receipt of the documents.					
					70-79% Reviewed and checked the monthly expenses reflected in the school Cash Book for MOOE and other special funds downloaded.	Inaccurately reviewed and checked the monthly expenses reflected in the school Cash Book for MOOE and other special funds downloaded.	Reviewed and checked the monthly expenses reflected in the school Cash Book for MOOE and other special funds downloaded 3 days after receipt of the documents.						
					69% and below reviewed and checked the monthly expenses reflected in the school Cash Book for MOOE and other special funds downloaded.	Did not review and check the monthly expenses reflected in the school Cash Book for MOOE and other special funds downloaded.	Reviewed and checked the monthly expenses reflected in the school Cash Book for MOOE and other special funds downloaded 4 days & beyond after receipt of the documents.						

MFOs	KRAs	OBJECTIVES	TIMELINE	Weight		PERFORMANCE INDICATOR	RS	ACTUAL RESULTS		RA	TING		SCORE
					QUALITY	EFFICIENCY	TIMELINESS		Q	E	T	Ave	
		Monitored and reconciled the expenses incurred by each school vis-a-vis their respective school AIP.	Year- Round	5%	100% Monitored, reconciled and recorded the expenses incurred by each school vis-a-vis their respective school AIP.	Monitored, reconciled and recorded the expenses incurred by each school visa-vis their respective school AIP very effectively.	Monitored and reconciled the expenses incurred by each school vis-a-vis their respective school AIP immediately upon receipt of documents.	5 - Monitored, reconciled and recorded the expenses incurred by each school vis- a-vis their respective school AIP.	5	4	4	4.33	0.22
	4				100% Monitored and reconciled the expenses incurred by each school vis-a-vis their respective school AIP.	Monitored and reconciled the expenses incurred by each school vis-a-vis their respective school AIP effectively.	Monitored and reconciled the expenses incurred by each school vis-a-vis their respective school AIP 1 day after receipt of the documents.	4 - Monitored and reconciled the expenses incurred by each school vis-a-vis their respective school AIP effectively.					
					100% Monitored the expenses incurred by each school vis-a-vis their respective school AIP.	Monitored and reconciled the expenses incurred by each school vis-a-vis their respective school AIP with less efficiency.	Monitored and reconciled the expenses incurred by each school vis-a-vis their respective school AIP 2 days after receipt of the documents.	4 - Monitored and reconciled the expenses incurred by each school vis-a-vis their respective school AIP 1 day after receipt of the documents.					
					70-79% Monitored and reconciled the expenses incurred by each school vis-a-vis their respective school AIP.	Monitored and reconciled the expenses incurred by each school vis-a-vis their respective school AIP inefficiently.	Monitored and reconciled the expenses incurred by each school vis-a-vis their respective school AIP 3 days after receipt of the documents.						
					69% and below monitored and reconciled the expenses 1 incurred by each school vis-a-vis their respective school AIP.	Monitored and reconciled the expenses incurred by each school vis-a-vis their respective school AIP with no efficiency.	Monitored and reconciled the expenses incurred by each school vis-a-vis their respective school AIP 4 days & beyond after receipt of the documents.						
	KRA III: FINANCIAL TRANSACTIONS RECORDING PROCEDURES (20%)	Recommended schools AIP for enhancement and realignment based on their Subsidiary Ledgers.	Year- Round	10%	100% Recommended schools AIP for enhancement & realignment based on their Subsidiary Ledgers.	Recommended schools AIP for enhancement & realignment based on their Subsidiary Ledgers very effectively.	Recommended schools AIP for enhancement & realignment based on their Subsidiary Ledgers on a monthly basis.	4 - Recommended Schools AIP for enhancement & realignment based on their Subsidiary Ledgers	4	4	4	4.00	0.40
		×-			90-99% Recommended Schools AIP for enhancement & realignment based on their Subsidiary Ledgers.	Recommend schools AIP for enhancement & realignment based on their Subsidiary Ledgers effectively.	Recommended schools AIP for enhancement & realignment based on their Subsidiary Ledgers on a quarterly basis.	4 - Recommend Schools AIP for enhancement & realignment based on their Subsidiary Ledgers effectively					
					.80-89% Recommended Schools AIP for enhancement & 3 realignment based on their Subsidiary Ledgers.	Recommend schools AIP for enhancement & realignment based on their 3 Subsidiary Ledgers with less efficiency.	Recommended schools AIP for enhancement & realignment based on their Subsidiary Ledgers semi- annually.	4 - Recommended schools AIP for enhancement & realignment based on their Subsidiary Ledgers on a quarterly basis.					

MFOs	KRAs	OBJECTIVES	TIMELINE	Weight		PERFORMANCE INDICATO	RS	ACTUAL RESULTS		RA	TING		SCORE
				FST	QUALITY	EFFICIENCY	TIMELINESS		Q	E	T	Ave	
		Maria de la composición del composición de la co			70-79% Recommended Schools AIP for enhancement & realignment based on their Subsidiary Ledgers	Recommend schools AIP for enhancement & realignment based on their Subsidiary Ledgers with inefficiently.	Recommended schools AIP for enhancement & realignment based on their Subsidiary Ledgers annually.						
					69% and below recommended schools 1 AIP for enhancement & realignment based on their Subsidiary Ledgers	Recommend schools AIP for enhancement & realignment based on their Subsidiary Ledgers with no efficiency.	Not compliant at all.						
		Reviewed schools Cash Program thru their monthy MOOE Budget allocation.	Year- Round	10%	100% Reviewed and filed schools Cash 5 Program thru their monthy MOOE Budget allocation.	Reviewed and filed schools Cash Program thru their monthy MOOE Budget allocation very effectively.	Cash Program thru their 5 monthy MOOE Budget allocation upon receipt of the documents	5 - 100% Reviewed and filed schools Cash Program thru their monthy MOOE Budget allocation.	5	5	5	5.00	0.50
					100% Reviewed and signed schools Cash Program thru their monthy MOOE Budget allocation.	Reviewed and signed schools Cash Program thru their monthy MOOE Budget allocation effectively.	Reviewed and signed schools Cash Program 4 Hru their monthy MOOE Budget allocation 1 day after receipt of the documents	5 - Reviewed and filed schools Cash Program thru their monthy MOOE Budget allocation very effectively.					
					100% Reviewed schools Cash Program thru their monthy MOOE Budget allocation.	Reviewed schools Cash Program thru their monthy 3 MOOE Budget allocation with less efficiency.	Reviewed schools Cash Program thru their monthy 3 MOOE Budget allocation 2 days after receipt of the documents	5 - Reviewed and filed schools Cash Program thru their monthy MOOE Budget allocation upon receipt of the documents.					
	ent v	Mary - Challe Core, 1 400			70-79% 100% Reviewed schools Cash Program 2 thru their monthy MOOE Budget allocation.	Reviewed schools Cash Program thru their monthy MOOE Budget allocation with inefficiently.	Reviewed schools Cash Program thru their monthy 2 MOOE Budget allocation 3 days after receipt of the documents.						
	PALLED AND A	And the second s			69% and below reviewed schools Cash Program 1 thru their monthy MOOE Budget allocation.	Reviewed schools Cash Program thru their monthy 1 MOOE Budget allocation with no efficiency.	Reviewed schools Cash Program thru their monthy 1 MOOE Budget allocation 4 days & beyond after receipt of the documents						
	KRA IV: OTHER RELATED FUNCTIONS & SERVICES (20%)	Provided administrative support to District Supervisor and School Heads.	Year- Round	5%	100% Performed tasks assigned by District Supervisor and School Heads.	Very efficently performed tasks assigned by District Supervisor and School Heads.	Performed tasks assigned by District Supervisor and School Heads before the said deadline	assigned by District Supervisor and School Heads	5	4	4	4.33	0.22
					90 - 99% Performed tasks assigned by 4 District Supervisor and School Heads.	Efficently performed tasks assigned by District 4 Supervisor and School Heads.	Performed tasks assigned by District Supervisor and 4 School Heads on the said deadline.	Efficently performed tasks assigned by District Supervisor and School Heads.					
					80 - 89% Performed tasks assigned by 3 District Supervisor and School Heads.	Less efficently performed tasks assigned by District 3 Supervisor and School Heads.	Performed tasks assigned by District Supervisor and 3 School Heads after the said deadline.	4 - Performed tasks assigned by District Supervisor and School Heads on the said deadline.					

MFOs	KRAs	OBJECTIVES	TIMELINE	Weight		PERFORMANCE INDICATO	ORS	ACTUAL RESULTS		RA	TING		SCORE
					QUALITY	EFFICIENCY	TIMELINESS	-	a	E	T	Ave	1
					70 - 79 % Performed tasks assigned by District Supervisor and School Heads.	Inefficently performed tasks assigned by District Supervisor and School Heads.	Performed tasks assigned by District Supervisor and School Heads two weeks beyond the said deadline.						
					.69% Performed tasks assigned by District Supervisor and School Heads	Not compliant at all.	Not compliant at all						
		Complied to Administrative Matters	Year- Round	5%	100% of the administrative issuances 5 complied + MOVs.	Conformed to all administrative issuances & MOVs.	Compliance to every Administrative requirements as required days before with MOVs.	4 - 100% of the administrative issuances complied.	4	4	4	4 00	0 200
					100% of the administrative issuances 4 complied.	Conformed of the administrative issuances and without notices.	Compliance to every Administrative requirements as required days before with MOVs.	4 - Conformed of the administrative issuances and without notices:					
					100% of the 3 administrative issuances complied and improved.	Conformed of the administrative issuances and 1-5 notices.	Complied to every Administrative issuances on time.	4 - Compliance to every Administrative requirements as required 3 days before with MOVs.					
					2 complied.	2 Conformed of the administrative issuances with 6-10 notices .	100% Complied to every Administrative issuances as required within 1 week.						
					Below 49% of the administrative issuances complied.	Conformed of the administrative issuances with more than 11 notices.	100% Complied to every Administrative issuances as required beyond 1 week.						
		Reviewed documents received and prepared referral slips by identifying contents of documents for action of the ASDS or routing document to the concerned office or person.	January – July	5%	received reviewed and referral slips prepared by identifying contents of documents for action of the ASDS or routing document to the concerned office or	Documents received reviewed and referral slips prepared by identifying contents of documents for action of the ASDS or routing document to the concerned office or person with very minimal cost and resources.	Reviewed documents received and prepared referral slips by identifying contents of documents for action of the ASDS or routing document to the	5 - 100% of the documents received reviewed and referral slips prepared by identifying contents of documents for action of the ASDS or routing document to the concerned office or person.	5	4	4	4.33	0.217
					person 90-99% of the documents received reviewed and referral slips prepared by Identifying contents of documents for action of the ASDS or routing document to the concerned office or person	Documents received reviewed and referral slips prepared by identifying contents of documents for action of the ASDS or routing document to the concerned office or person with minimal cost and resources.	Reviewed documents received and prepared referral slips by identifying contents of documents for action of the ASDS or routing document to the concerned office or personafter 1 day.	contents of documents for action of the ASDS or routing document to the					



MFOs	KRAs	OBJECTIVES	TIMELINE	Weight per		PERFORMANCE INDICATO	RS	ACTUAL RESULTS		RA	TING		SCORE
					QUALITY	EFFICIENCY	TIMELINESS		a	E	T	Ave	1
					80-89% of the documents received reviewed and referral slips prepared by identifying contents of documents for action of the ASDS or routing document to the concerned office or nerson.	Documents received reviewed and referral slips prepared by identifying contents of documents for action of the ASDS or routing document to the concerned office or person within the allocated cost and resources.	Reviewed documents received and prepared referral slips by identifying contents of documents for action of the ASDS or routing document to the concerned office or person after 2 days.	contents of documents for action of the ASDS or routing document to the					
					70-79% of the documents received reviewed and referral slips prepared by identifying contents of documents for action of the ASDS or routing document to the concerned office or	Documents received reviewed and referral slips prepared by identifying contents of documents for action of the ASDS or routing document to the concerned office or person exceeding the allocated cost and resources.	Reviewed documents received and prepared referral slips by identifying contents of documents for action of the ASDS or routing document to the concerned office or person after 3 days.						
					69% and below of the documents received reviewed and referral slips prepared by identifying contents of documents for action of the ASDS or routing document to the concerned office or person.	Documents received reviewed and referral slips prepared by identifying contents of documents for action of the ASDS or routing document to the concerned office or person beyond the allocated cost and resources.	Reviewed documents received and prepared referral slips by identifying contents of documents for action of the ASDS or 10 routing document to the concerned office or person after 4 days and beyond.						
		Facilitated travel documents (local and abroad) of the ASDS by preparing travel authority, itinerary and other required documents and making such available for the ASDS on or before travel date.	January – July	5%	100% of the travel documents (local and abroad) of the ASDS facilitated by preparing 5 travel authority, itinerary and other required documents and making such available for the ASDS.	Facilitated all of the travel documents (local and abroad) of the ASDS by preparing travel authority, itinerary and other required documents and making such available for the ASDS on or before travel date.	documents and making such available for the ASDS 5 days before travel date.		5	5	4	4.67	0.233
					documents (local and abroad) of the ASDS facilitated by by preparing travel authority, itinerary and other required documents and making such available for the ASDS	Facilitated majority of the travel documents (local and abroad) of the ASDS by preparing travel authority, itinerary and other required documents and making such available for the ASDS on or before travel date.	Facilitated travel documents (local and abroad) of the ASDS by preparing travel authority, a litinerary and other required documents and making such available for the ASDS 3 days before travel date.	5 - Facilitated all of the travel documents (local and abroad) of the ASDS by preparing travel authority, itinerary and other required documents and making such available for the ASDS on or before travel date.					

MFOs	KRAs	OBJECTIVES	TIMELINE	Weight per		PERFORMANCE INDICATOR	RS	ACTUAL RESULTS		RA	TING		SCOR
					QUALITY	EFFICIENCY	TIMELINESS	11010/121100	Q	E	T	Ave	1
					80-89% of the travel documents (local and abroad) of the ASDS facilitated by preparing 3 travel authority, itinerary and other required documents and making such available for the ASDS.	Facilitated some of the travel documents (local and abroad) of the ASDS by preparing travel authority, a itinerary and other required documents and making such available for the ASDS on or before travel date.	Facilitated travel documents (local and abroad) of the ASDS by preparing travel authority, 3 itinerary and other required documents and making such available for the ASDS 2 days before travel date.	documents and making such available for the ASDS 3					
					70-79% of the travel documents (local and abroad) of the ASDS facilitated by preparing 2 travel authority, itinerary and other required documents and making such available for the ASDS.	Facilitated a few of the travel documents (local and abroad) of the ASDS by preparing travel authority, itinerary and other required documents and making such available for the ASDS on or before travel date.	Facilitated travel documents (local and abroad) of the ASDS by preparing travel authority, 2 itinerary and other required documents and making such available for the ASDS 1 day before travel date.						
					69% and below of the travel documents (local and abroad) of the ASDS facilitated by by preparing travel authority, itinerary and other required documents and making such available for the	Not compliant at all.	Facilitated travel documents (local and abroad) of the ASDS by preparing travel authority, 1 itinerary and other required documents and making such available for the ASDS on the travel date.						
				100%	ASUS								4.62
	Numerical Rating 4.500 - 5.000 3.500 - 4.499 2.500 - 3.499 1.500 - 2.499	Descriptive Rating (O) Outstanding (VS) Very Satisfactory (S) Satisfactory (U) Unsatisfactory		100%	other required documents and making		such available for the						

MARIANNE GRACE H. REDULLA Administrative Assistant II

below - 1.499 Signature Name

Position

(P) Poor

VICTORINO A. PIA District In Charge Rater ROPELYNB. INUTAN Administrative Officer V Approving Authority

SUMMARY OF RATING CY: JANUARY - DECEMBER 2023

KRAs	WEIGHT PER KRA	OBJECTIVES	WEIGHT PER OBJECTIVES	RATING	SCORE
20240-000-00		Objective 1	10%	4.67	0.47
KRA 1	30%	Objective 2	10%	5.00	0.50
		Objective 3	10%	4.67	0.47
		Objective 1	15%	4.67	0.70
KRA 2	30%	Objective 2	10%	5.00	0.50
1		Objective 3	5%	4.33	0.22
KRA 3	20%	Objective 1	10%	4.00	0.40
KKA 3	20%	Objective 2	10%	5.00	0.50
		Objective 1	5%	4.33	0.22
KRA 4	20%	Objective 2	5%	4.00	0.20
KKA 4	20%	Objective 3	5%	4.33	0.22
		Objective 4	5%	4.67	0.23
			FINAL RATI	NG	4.62
			ADJECTIVAL R	ATING	OUTSTAND

Adjectival Ratings:

RANGE	ADJECTIVAL RATING
4.500 - 5.000	Outstanding
3.500 - 4.499	Very Satisfactory
2.500 - 3.499	Satisfactory
1.500 - 2.499	Unsatisfactory
Below 1.499	Poor

CORE BEHAVIORAL COMPETENCIES	Teamwork: 4	CORE SKILLS
Self-Management: 5	Willingly does his/her share of responsibility.	Oral Communications: 5
Sets personal goals and direction, needs and development.	Promotes collaboration and removes barriers to teamwork and goal accomplishment across the organization	Follow instructions accurately.
Undertakes personal actions and behaviors that are clear and purposive and takes into account personal goals and values congruent to that of the organization.	Applies negotiation principles in arriving at win-win agreements.	Expresses self clearly, fluently and articulately.
☐ Displays emotional maturity and enthusiasm for and is challenged by higher goals	Drives consensus and team ownership of decisions.	Uses appropriate medium for the message.
Prioritize work tasks and schedules (through gantt charts, checklists, etc.) to achieve goals.	Works constructively and collaboratively with others and across organizations to accomplish organizational goals and objectives.	Adjust communication style to others.
Sets high quality, challenging, realistic goals for self and others Professionalism and Ethics: 4	Service Orientation: 4 Can explain and articulate organizational directions, issues and problems.	Guides discussions between and among peers to meet an objective.
Demonstrates the values and behavior enshrined in the Norms of Conduct and Ethical Standards for public officials and employee (RA 6713).	☑ Takes personal responsibility for dealing with and/or correcting costumer service issues and concerns	Written Communication: 5
Practices ethical and professional behavior and conduct taking into account the impact of his/her actions and decisions.	Initiates activities that promotes advocacy for men and women empowerment.	Knows the different written business communication formats used in the DepEd.
Maintains professional image: being trustworthy, regularity of attendance and punctuality, good erooming and communication.	Participates in updating of office vision, mission, mandates & strategies based on DepEd strategies and directions.	Writes routine correspondence/communications, narative and descriptive report based on readily available information data with minimal spelling or grammatical error/s (e.g., memos, minutes, etc.
☑ Makes personal sacrifices to meet the organization's needs.	Develops and adopts service improvement programs through simplified procedures that will further enhance service delivery.	Secures information from required references (i.e., Directories, schedules, notices, instructions) for specific purposes.
Acts with a sense of urgency and responsibility to meet the organization's needs, improves systems and help others improve their effectiveness.	Innovation: 4	Self-edits words, numbers, phonetic notation and content, if necessary.
Result Focus: 5	Examines the root cause of problems and suggests effective solutions. Fosters new ideas, processes, and suggests better ways to do things (cost and/or operational efficiency).	Demonstrates clarity, fluency, impact, conciseness and effectiveness in his/her written communications.
Achieves results with optimal use of time and resources most of the time.	Demonstrates an ability to think "beyond the box". Continuously focuses on improving personal productivity to create higher value and results.	Computer/ICT Skills: 5
Avoids rework, mistakes and wastage through effective work methods by placing organizational needs before personal needs.	Promotes a creative climate and inspires co-workers to develop original ideas or solutions.	Prepares basic compositions(e.g., letters, reports, spreadsheetsand graphics presentation using Word Processing and Excel.
Delivers error-free outputs most of the time by conforming to standard operating procedures correctly and consistently. Able to produce very satisfactory quality of work in terms of usefulness/acceptability and completeness with no supervision.	Translates creative thinking into tangible changes and solutions that improve the work unit and organization.	Identifies different computer parts, turns the computer on/off, and work on a given task with acceptablespeed and accuracy and connectscomputer peripherals (e.g. printers, moderns, multimedia projectors, etc.)
required. Expresses a desire to do better and may express frustration at waste or inefficiency.	Uses ingenious methods to accomplish responsibilities. Demonstrates resourcefulness and the ability to succeed with minimal resources.	Prepares simple presentation using powerpoint.
May focus on new or more precise ways of meeting goals set. Makes specific changes in the system or in own work methods to	SOCCES WILL INTERIOR PERCENT.	Utilizies technologies to: access information to enhance proffesional productivity, assists in conducting research and communicate through local and global professional networks. Recommends appropriate and updated technology to enhance productivity and proffesional practice.
		OVERALL COMPETENCY RATINGS
		CORE BEHAVIORAL COMPETENCIES 4.33
		CORE SKILLS 5.00
		OVERALL RATING 4.66 UTSTANDING

PART III: SUMMARY OF RATINGS FOR DISCUSSION

Final Performance Results	Rating	Weighted	Adjectival Rating
1. (IPCRF) Accomplishments of KRAs and Objectives - 80%	4.62	3.69	
2. Competency Rating -20%	4.66	0.93	
3. Overall Rating- 100% (January to December 2023)		4.63	Outstanding

Rater - Ratee Agreement

The signatures below confirm that the employee and his/her superior have agreed on content of this appraisal form and the performance rating.

Name of Employee:	MARIANNE GRACETH. REDULLA	Name of Superior:	VICTORINO A. PIA
Signature:		Signature:	\ist.
Date:	January 12, 2024	Date:	January 12, 2024

PART IV: DEVELOPMENT PLANS

Strengths	Development Needs	Action Plan (Recommended Developmental Intervention)	Timeline	Resources Needed
CORE BEHAVIORAL COMPETENCIES				
Self Management	Innovation	Seminar/Workshops	As needed	
Result Focus		Coaching	Year Round	
		Self-managed learning	Year Round	Human Resources
CORE SKILLS		Benchmarking	As needed	Administrative Resources
Oral Communication		No.		
Written Communication				
Computer/ICT Skills			_ /	1

VICTORINO A. PIA

MARIANNE GRACE H. REDULLA

ROFE YN B. NUTAN
Approving Authority

DEPED RPMS form - DEPED RPMS form -For Support Staff (below SG 18) | 3



MARIANNE GRACE H. REDULLA

Administrative Assistant II

Maasin City
July to December 2022

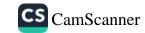
Name of Employee: Position: Division: Rating Period

Name of Rater. Position: Date of Review: ISIDRO C. CATUBIG EdD, CESE OIC-ASDS January 27, 2023

			TO BE FILL	.ED IN D	JRING PLANNING			10	RE FILL	ED DURIN		AHON	
MFOs	KRAs	OBJECTIVES	TIMELINE	Weight per		PERFORMANCE INDICATO	RS	ACTUAL RESULTS		5.731	TING		SCOR
					QUALITY	EFFICIENCY	TIMELINESS	KESOLIS	q	E	T	Ave	
	KRA 1 : Office Schedules (15%)	Scheduled/calendared meetings/appointments of the ASDS with other offices/staff by calendaring, following up and confirming attendance of both parties	July - December	15%	100% of the meetings/appointments of the 5 ASDS with the other offices/staff were scheduled/calendared.	Meetings/appointments of the ASDS with the other offices/staff were scheduled/calendared with very minimal cost and resources.	Scheduled/calendared meetings/appointments of the ASDS with other offices/staff immediately.	100% of the meetings/ appointments of the ASDS with the other offices/ staff were	5	5	5	5 00	0.750
		auditalice of both patties			90-99% of the meetings/appointments of the ASDS with the other offices/staff were scheduled/calendared.	Meetings/appointments of the ASDS with the other offices/staff 4 were scheduled/calendared with minimal cost and resources.	Scheduled/calendared meetings/appointments of the 4 ASDS with other offices/staff after 1 day.	scheduled immediately with very minimal cost and resources					
					80-89% of the meetings/appointments of the ASDS with the other offices/staff were scheduled/calendared.	Meetings/appointments of the ASDS with the other offices/staff 3 were scheduled/calendared within the allocated budget and resources.	Scheduled/calendared meetinge/appointments of the 3 ASDS with other offices/staff after 2 days.						
					70-79% of the meetings/appointments of the ASDS with the other offices/staff were scheduled/calendared.	Meetings/appointments of the ASDS with the other offices/staff were acheduled/calendared exceeding the allocated budget and resources.	Scheduled/calendared meetings/apointments of the ASDS with other offices/staff after 3 days.						
					69% and below of the meetings/appointments of the 1 ASDS with the other offices/staff were scheduled/calendared.	Meetings/appointments of the ASDS with the other offices/staff were scheduled/calendared beyond the allocated budget and resources.	Scheduled/calendared meetings/appointments of the 1 ASDS with other offices/staff after 4 days and beyond.						
	KRA 2 : Communications/ Documents (20%)	Reviewed documents received and prepared referral slips by identifying contents of documents for action of the ASDS or routing document to the concerned office or person.	July - December	15%	100% of the documents received were reviewed and referral slips were prepared by identifying contents of documents for action of the ASDS or routing document to the concerned office or person.	Documents received were reviewed and referral alips were prepared by identifying contents of documents for action of the ASDS or routing document to the concerned office or person with very minimal cost and resources.	Reviewed documents received and prepared referral slipe by identifying contents of documents for action of the ASDS or routing document to the concerned office or person immediately.	95% of the documents received were reviewed and referral alips were prepared by identifying contents of documents for action of the ASDS	4	4	5	4.33	0.650
					90-99% of the documents received were reviewed and referral slips were prepared by identifying contents of documents for action of the ASDS or routing document to the concerned office or person.	Documents received were reviewed and referral slips were prepared by identifying contents of documents for action of the ASDS or routing document to the concerned office or person with minimal cost and resources.	Reviewed documents received and prepared referral slips by identifying contents of documents for action of the ASDS or routing document to the concerned office or person after 1 day.	or routing document to the concerned office or person immediately and with very minimal cost and resources.					



MFOs	KRAs	OBJECTIVES	TIMELINE	Weight		PERFORMANCE INDICATO	RS	ACTUAL		RAT	ING		SCORE
					QUALITY	EFFICIENCY	TIMELINESS	RESULTS	a	E	T	Ave	
					80-89% of the documents received were reviewed and referral slips were prepared by identifying contents of documents for action of the ASDS or routing document to the concerned office or person.	Documents received were reviewed and referral slips were prepared by identifying contents of documents for action of the ASDS or routing document to the concerned office or person within the allocated cost and resources.	Reviewed documents received and prepared referral slips by identifying contents of documents for action of the ASDS or routing document to the concerned office or person after 2 days.						
					70-79% of the documents received were reviewed and referral elips were prepared by identifying contents of documents for action of the ASDS or routing document to the concerned office or person.	Documents received were reviewed and referral slips were prepared by identifying contents of documents for action of the ASDS or routing document to the concerned office or person exceeding the allocated cost and resources.	Reviewed documents received and prepared referral alips by identifying contents of documents for action of the ASDS or routing document to the concerned office or person after 3 days.						
					69% and below of the documents received were reviewed and referral slips were prepared by identifying contents of documents for action of the ASDS or routing document to the concerned office or person.	Documents received were reviewed and referral slips were prepared by identifying contents of documents for action of the 1 ASDS or routing document to the concerned office or person beyond the allocated cost and resources.	Reviewed documents received and prepared referral slips by identifying contents of documents for action of the 1 ASDS or routing document to the concerned office or person after 4 days and beyond.						
	KRA 3 : Guests Reception (5%)	Entertained visitors/guests of the ASDS by attending to their needs promptly thus lessening the time demand on the ASDS	July - December	5%	100% of the visitora/guests of the ASDS were entertained by attending to their needs 5 promptly thus lessening the time demand on the ASDS.	Visitors/guests of the ASDS were entertained by attending to their needs promptly thus lessening the time demand on the ASDS with very minimal cost and resources.	Entertained visitors/guests of the ASDS immediately by attending to their needs promptly thus ilessening the time demand on the ASDS.	100% of the visitors/ guests of the ASDS were entertained immediately with very minimal cost and resources by attending to their	5	5	5	5.00	0 250
		e e			90-99% of the visitors/guests of the ASDS were entertained by attending to their needs 4 promptly thus lessening the time demand on the ASDS.	Visitors/guests of the ASDS entertained by attending to their needs promptly thus lessening 4 the time demand on the ASDS with minimal cost and resources.	Entertained visitors/guests of the ASDS after 10 minutes from arrival by attending to their needs promptly thus lessening the time demand on the ASDS.	needs promptly thus lessening the time demand on the ASDS.					
					80-89% of the visitors/guests of the ASDS entertained by attending to their needs 3 promptly thus lessening the time demand on the ASDS.	Visitors/guests of the ASDS were entertained by attending to their needs promptly thus lessening 3 the time demand on the ASDS within the allocated cost and resources.	Entertained visitors/guests of the ASDS after 20 minutes from arrival by attending to their 3 needs promptly thus lessening the time demand on the ASDS.						
					70-79% of the visitors/guests of the ASDS were entertained by attending to their needs 2 promptly thus lessening the time demand on the ASDS.	Visitors/guests of the ASDS were entertained by attending to their needs promptly thus lessening 2 the time demand on the ASDS exceeding the allocated cost and resources.	Entertained visitors/guests of the ASDS after 30 minutes from arrival by attending to their needs promptly thus lessening the time demand on the ASDS.	-					
					69% and below of the visitors/guests of the ASDS were entertained by attending 1 to their needs promptly thus lessening the time demand on the ASDS.	Visitors/guests of the ASDS were entertained by attending to their needs promptly thus tessening 1 the time demand on the ASDS beyond the allocated cost and resources.	Entertained visitors/guests of the ASDS 40 minutes and beyond from arrival by attending to their 1 needs promptly thus lessening the time demand on the ASDS.						



1	MFOs	KRAs	OBJECTIVES	TIMELINE	Weight		PERFORMANCE INDICATOR	RS	ACTUAL		RAT	ING		SCORE
ı						QUALITY	EFFICIENCY	TIMELINESS	RESULTS	Q	E	T	Ave	
		KRA 4 : Records/Files (15%)	Identified/sorted official documents, correspondence per programs/projects as to confidentiality and importance for proper labelling/filing and safekeeping for future reference.	July - December	15%	100% of the official documents, correspondence programs/projects were identified/sorted as to confidentiality and importance for proper labelling/filing and safekeeping for future reference.	Official documents, correspondence programs/projects were identified/sorted as to 5 confidentiality and importance for proper labelling/filing and safekceping for future reference with very minimal cost and	identified/sorted official documents, correspondence per programs/projects as to confidentiality and importance for proper labelling/filing and safekeeping for future reference immediately.	and importance for proper labelling/filing	5	5	4	4.67	0.700
						90-99% of the official documents, correspondence programa/projects were identified/sorted as to 4 confidentiality and importance for proper labelling/filing and safekeeping for future reference.	Official documents, correspondence programa/projects were identified/sorted as to confidentiality and importance for proper labelling/filing and safekeeping for future reference with minimal cost and resources.	identified/sorted official documents, correspondence per programs/projects as to confidentiality and importance for proper labelling/filing and safekeeping for future reference after 1 day.	and safekeeping for future reference after 1 day and with minimal cost and resources.					
						80-89% of the official documents, correspondence programs/projects were identified/sorted as to 3 confidentiality and importance for proper labelling/filling and safekeeping for future reference.	Official documents, correspondence programs/projects were identified/sorted as to 3 confidentiality and importance for proper labelling/filling and safekeeping for future reference within the allocated cost and resources.	Identified/sorted official documents, correspondence per programs/projects as to confidentiality and importance of proper labelling/filing and safekeeping for future reference after 2 days.						
						70-79% of the official documents, correspondence programs/projects were identified/sorted as to 2 confidentiality and importance for proper labelling/filing and safekeeping for future reference.	Official documents, correspondence programs/projects were identified/sorted as to 2 confidentiality and importance for proper tabelling/filling and safekeeping for future reference exceeding the allocated cost and resources.	Identified/sorted official documents, correspondence per programs/projects as to confidentiality and importance 2 for proper labelling/filing and safekeeping for future reference after 3 days.						
						69% and below of the of the official documents, correspondence programs/projects were identified/sorted as to confidentiality and importance for proper labelling/filing and safekeeping for future reference.	Official documents, correspondence programa/projects were identified/sorted as to confidentiality and importance for proper labelling/filling and safekeeping for future reference beyond the allocated cost and resources.	identified/sorted official documents, correspondence per programs/projects as to confidentiality and importance for proper labelling/filing and safekeeping for future reference after 4 days and beyond.						
		KRA 5 : Technical/Adminis trative Support (45%)	Prepared minutes of meetings/agenda attended and conducted by the Office of the ASDS by recording and transcribing the encoding agreements made and disseminate it to the attendees for future reference and follow through of agreements.	July – December	5%	100% of the minutes of meetings/agenda attended and conducted by the Office of the ASDS were prepared 5 and disseminated to the attendees for future reference and follow through of agreements.	Minutes of meetings/agenda attended and conducted by the Office of the ASDS were prepared by recording and 5 transcribing the encoding agreements made and disseminating it to the attendees for future reference and follow through of agreements with very	Prepared minutes of meetings/agenda attended and conducted by the Office of the ASDS by recording and stranscribing the encoding agreements made and disseminating it to the attendees for future reference and follow through of agreements immediately.	85% of the minutes of meetings/agenda attended and conducted by the Office of the ASDS were prepared and disseminated to the attendees for future reference and follow through of through of the strength of the strength of the strength of the the strength of the through of the through of through of	3	4	3	3.33	0.167
						90-99% of the minutes of meetings/agenda attended and conducted by the Office of the ASDS were prepared and disseminated to the attendees for future reference and follow through of agreements.	Minutes of meetings/agenda attended and conducted by the Office of the ASDS were prepared by recording and transcribing the encoding agreements made and disseminating it to the attendees for future reference and follow through of agreements with	Prepared minutes of meetings/sgenda attended and conducted by the Office of the ASDS by recording and transcribing the encoding agreements made and disseminating it to the attendees for future reference and follow through of agreements after 1	agreements after 2 days with minimal cost and resources.					

1	MFOs	KRAs	OBJECTIVES	TIMELINE	Weight		PERFORMANCE INDICATOR	RS	ACTUAL		RA	TING		SCORE
ł						QUALITY	EFFICIENCY	TIMELINESS	RESULTS	a	E	T	Ave	
						80-89% of the minutes of meetings/agenda attended and conducted by the Office of the ASDS were prepared and disseminated to the attendees for future reference and follow through of agreements	Minutes of meetings/agenda attended and conducted by the Office of the ASDS were prepared by recording and transcribing the encoding agreements made and disseminating it to the attendees for future reference and follow through of agreements within the	Prepared minutes of meetings/agenda attended and conducted by the Office of the ASDS by recording and stranscribing the encoding agreements made and disseminating it to the attendees for future reference and follow through of agreements after 2						
						70-79% of the minutes of meetingu/agenda attended and conducted by the Office of the ASDS were prepared and disseminated to the 2 attendees for future reference and follow through of agreements	Minutes of meetings/agends attended and conducted by the Office of the ASDS were prepared by recording and transcribing the encoding 2 agreements made and disseminating it to the attendees for future reference and follow through of agreements exceeding the allocated cost and resources	Prepared minutes of meetings/agenda attended and conducted by the Office of the ASDS by recording and transcribing the encoding 2 agreements made and disseminating it to the attendees for future reference and follow through of agreements after 3 days.						
						69% and below of the minutes of meetingu/agenda attended and conducted by the Office of the ASDS were prepared and disseminated to 1 the attendees for future reference and follow through of agreements.	Minutes of meetings/agenda attended and conducted by the Office of the ASDS were prepared by recording and transcribing the encoding 1 agreements made and disseminating it to the attendees for future reference and follow through of agreements beyond the allocated cost and resources.	Prepared minutes of meetings/agenda attended and conducted by the Office of the ASDS by recording and transcribing the encoding 1 agreements made and disseminating it to the attendees for future reference and follow through of agreements after 4 days and beyond.						
The second secon			Facilitated travel documents (local and abroad) of the ASDS by preparing travel authority, itinerary and other required documents and making such available for the ASDS on or before travel date.	July - December	15%	100% of the travel documents (local and abroad) of the ASDS were facilitated by preparing travel authority, tinerary and other required documents and making such available for the ASDS.	Facilitated travel documents (local and abroad) of the ASDS by preparing travel authority, Rinerary and other required documents and making such available for the ASDS on or before travel date with very minimal cost and resources.	Facilitated travel documents (local and abroad) of the ASDS by prepring travel authority, itinerary and other required documents and making such available for the ASDS 5 days before travel date.	100% of the travel documents (local and abroad) of the ASDS werefacilitated by by preparing travel authority, kinerary and other required documents and making such available for the	5	4	5	4 67	0.700
						90-99% of the travel documents (local and abroad) of the ASDS were facilitated by preparing travel authority, it linerary and other required documents and making such available for the ASDS.	Facilitated travel documents (local and abroad) of the ASDS by preparing travel authority, litherary and other required documents and making such available for the ASDS on or before travel date with minimal cost and resources.	Facilitated travel documents (local and abroad) of the ASDS by preparing travel authority, timerary and other required documents and making such available for the ASDS 3 days before travel date.	available for the ASDS 5 days before travel date with minimal cost and resources.					
						80-89% of the travel documents (local and abroad) of the ASDS were facilitated by preparing travel authority, it inerary and other required documents and making such available for the ASDS.	Facilitated travel documents (local and abroad) of the ASDS by preparing travel authority, litherary and other required documents and making such available for the ASDS on or before travel date within the allocated cost and resources.	Facilitated travel documents (local and abroad) of the ASDS by preparing travel authority, itinerary and other required documents and making such available for the ASDS 2 days before travel date.						

1	MFOs	KRAs	OBJECTIVES	TIMELINE	Weight		PERFORMANCE INDICATOR	RS	ACTUAL		RA	TING		SCORE
-						QUALITY	EFFICIENCY	TIMELINESS	RESULTS	a	E	T	Ave	
						70-79% of the travel documents (local and abroad) of the ASDS were facilitated by preparing travel authority, 2 filnerary and other required documents and making such available for the ASDS.	Facilitated travel documents (local and abroad) of the ASDS by preparing travel authority, litnerary and other required documents and other required washing as and making such available for the ASDS on or before travel date exceeding the allocated cost and resources.	Facilitated travel documents (local and abroad) of the ASDS by preparing travel authority, itinerary and other required documents and making such available for the ASDS 1 day before travel data						
						89% and below of the travel documents (local and abroad) of the ASDS were facilitated by preparing travel authority, it linerary and other required documents and making such available for the ASDS.	Facilitated travel documents (local and abroad) of the ASDS by preparing travel authority, litnerary and other required documents 1 and making such available for the ASDS on or before travel data beyond the allocated cost and resources.	Fecilitated travel documenta (local and abroad) of the ASDS by preparing travel authority, timerary and other required documents and making auch available for the ASDS on the travel date.						
			Facilitated supporting documents for cash advances in connection with the conduct of a certain activity, official travels (local and abroad), reimbursements, liquidation reports of the ASDS by preparing required documents/forms.	July - December	15%	100% supporting documenta for cash advances in connection with the conduct of a certain activity, official travels (local and abroad), reimbursements, liquidation reports of the ASDS were facilitated by preparing required documents/forms.	Facilitated supporting documents for cash advances in connection with the conduct of a certain activity, official travels (local and abroad), reimbursements, 5 iquidation reports of the ASDS by preparing required documents/forms with very minimal cost and resources.	Facilitated supporting documents for cash advances in connection with the conduct of a certain activity, official travets (local and abroad), 5 reimbursements, liquidation reports of the ASDS by preparing required documents/forms immediately.	100% supporting documents for cash advances in connection with the conduct of a certain activity, official travels (local and abroad), reimbursements, liquidation reports of the ASDS were	5	5	4	4 67	0.700
						90-99% supporting documents for cash advances in connection with the conduct of a certain activity, official travels (local and a broad), reimbursements, liquidation reports of the ASDS were facilitated by preparing required documents/forms.	Facilitated supporting documents for cash advances in connection with the conduct of a certain activity, official travels (local and abroad), reimbursements, a liquidation reports of the ASDS by preparing required documents/forms with minimal cost and resources.	Facilitated supporting documents for cash advances in connection with the conduct of a certain activity, official travels (local and abroad), reimbursements, liquidation reports of the ASDS by preparing required documents/forms after 1 day.	tre ASIAS were facilitated by preparing required documents/forme after 1 day and with very minimal cost and resources.					
						80-89% supporting documents for cash advances in connection with the conduct of a certain activity, official travels (local and 3 abroad), reimbursements, liquidation reports of the ASDS were facilitated by preparing required documents/forms.	Facilitated supporting documents for cash advances in connection with the conduct of a certain activity, official travels (local and abroad), reimbursements, 3 liquidation reports of the ASDS by preparing required documents/forms within the allocated cost and resources.	Facilitated supporting documents for cash advances in connection with the conduct of a certain activity, official travels (local and abroad), 3 reimbursements, squidation reports of the ASDS by preparing required documents/forms after 2 days.						
						70-79% supporting documents for cash advances in connection with the conduct of a certain activity, official travels (local and a broad), relimbursements, liquidation reports of the ASDS were facilitated by preparing required documents/forms.	Facilitated supporting documents for cash advances in connection with the conduct of a certain activity, official travels (local and abroad), reimbursements, 2 liquidation reports of the ASDS by preparing required documents/forms exceeding the allocated cost and resources.	Facilitated supporting documents for cash advances in connection with the conduct of a certain activity, official travels (local and abroad), reimbursements, liquidation reports of the ASDS by preparing required documents/forms after 3 days.						



-	MFOs	KRAs	OBJECTIVES	TIMELINE	Weight		PERFORMANCE INDICATOR	RS	ACTUAL		RA	TING		SCORE
	-					QUALITY	EFFICIENCY	TIMELINESS	RESULTS	Q	E	Т	Ave	
						69% and below supporting documents for cash advances in connection with the conduct of a certain activity, official travels (local and 1 abroad), reimbursements, liquidation reports of the ASDS were facilitated by preparing required documents/forms.	Facilitated supporting documents for cash advances in connection with the conduct of a certain activity, official travels (local and abroad), reimbursements, 1 liquidation reports of the ASDS by preparing required documents/forms beyonfd the allocated cost and resources.	Facilitated supporting documents for cash advances in connection with the conduct of a certain activity, official travels (local and abroad), 1 reimbursements, liquidation reports of the ASDS by preparing required documents/forms after 4 days and beyond.						
			Prepared PowerPoint presentation drafted by the ASDS for use in the scheduled speaking engagement.	July - December	5%	5 100% PowerPoint 5 essentation drafted by the 5 ASDS were prepared for use in the scheduled speaking encacement 90-99% PowerPoint presentation drafted by the 4 ASDS were prepared for use in the scheduled speaking encacement	Prepared PowerPoint presentation drafted by the ASOS for use in the scheduled speaking engagement with very minimal cost and resources. Prepared PowerPoint presentation drafted by the ASDS for use in the scheduled speaking engagement with minimal cost and resources.	Prepared PowerPoint presentation drafted by the ASDS for use in the scheduled apealding engagement immediately. Prepared PowerPoint presentation drafted by the 4 ASDS for use in the scheduled apealding engagement after 1 day	B5% PowerPoint presentation drafted by the ASDS were prepared for use in the scheduled speaking engagement after 2 days within the allocated cost and resources.	3	3	3	3.00	0.150
						80-89% PowerPoint presentation drafted by the 3 ASDS were prepared for use in the scheduled speaking engagement.	Prepared PowerPoint presentation drafted by the ASDS of use in the scheduled speaking engagement within the allocated cost and resources.	Prepared PowerPoint presentation drafted by the 3 ASDS for use in the scheduled speaking engagement after 2 days.						
						70-79% PowerPoint presentation drafted by the 2 ASDS were prepared for use in the scheduled speaking engagement.	Prepared PowerPoint presentation drafted by the ASDS for use in the scheduled speaking engagement exceeding the allocated cost and resources.	Prepared PowerPoint presentation drafted by the ASDS for use in the scheduled speaking engagement after 3 days.						
						69% and below PowerPoint presentation drafted by the ASDS were prepared for use in the scheduled speaking engagement.	Prepared PowerPoint presentation drafted by the ASDS 1 for use in the scheduled speaking engagement beyond the allocated cost and resources.	Prepared PowerPoint presentation drafted by the 1 ASDS for use in the scheduled apealding engagement aFiter 4 days and beyond.						
			Prepared administrative support/logistics needs in the implementation of the Office programs /projects/ activities initiated by the ASDS through collection/ consolidation of participants' attendance and directory, consolidation of P/PI/As output, prepation of supplies/ materials/ equipment.		10%	100% administrative support/logistics needs in the implementation of the Office programs /projects/ activities initiated by the ASDS were prepared through collection/ consolidation of participants' attendance and directory, consolidation of P/P/As output, prepation of supplies/ materials/ equipment.	Prepared administrative support/logistics needs in the tmplementation of the Office programs /projects/ activities initiated by the ASDS through collection/ consolidation of participants' attendance and directory, consolidation of P/P/As output, prepation of supplies/ materials/ equipment with very minimal cost and resources.	Prepared administrative support/logistics needs in the implementation of the Office programs /projects/ activities initiated by the ASDS through collection/ consolidation of participants' attendance and directory, consolidation of P/P/As output, prepation of supplies/ materials/ equipment immediately.	100% administrative support/logistics needs in the implementation of the Office programs /projects/ activities initiated by the ASDS were prepared immediately through collection/ consolidation of participants'	5	4	5	4.67	0.467
				*		90-99% administrative support/logistics needs in the implementation of the Office programs /projects/ activities initiated by the ASDS were prepared through collection/ consolidation of participants' attendance and directory, consolidation of P/P/As output, prepation of supplies/ materials/ equipment.	Prepared administrative support/logistics needs in the implementation of the Office programs /projects/ activities initiated by the ASDS through collection/ consolidation of participants' attendance and directory, consolidation of P/P/As output, prepation of supplies/ materials/ equipment with minimal cost and resources,	Prepared administrative support/logistics needs in the implementation of the Office programs /projects/ activities initiated by the ASDS through collection/ consolidation of participants' sttendance and directory, consolidation of P/P/As output, prepation of supplies/ materials/ equipment after 1 day.	attendance and directory, consolidation of P/P/As output, prepation of supplies/ materials/ equipment with minimal cost and resources.					

Os	KRAs	OBJECTIVES	TIMELINE	Weight		PERFORMANCE INDICATOR	RS	ACTUAL		RATI	ING		SCO
\dashv					QUALITY 80-89% administrative	EFFICIENCY Prepared administrative	TIMELINESS Prepared administrative	RESULTS	Q	E	Т	Ave	
				,	support/logistics needs in the implementation of the Office programs /projects/ activities initiated by the ASDS were prepared through collection/ consolidation of participarts' attendance and directory, consolidation of P/P/As output, prepation of supplies/ materials/ equipment.	support/logistics needs in the implementation of the Office programs /projects/ activities initiated by the ASDS through collection/ consolidation of participants' attendance and directory, consolidation of P/P/As output, prepetion of supplies/ materials/ equipment within the allocated cost and resources.	support/logistics needs in the implementation of the Office programs /projecta/ activities initiated by the ASDS through collection/ consolidation of participants' attendance and directory, consolidation of P/P/As output, prepation of supplies/ materials/ equipment after 2 days.						
					70-79% administrative support/logistics needs in the implementation of the Office programs /projects/ activities initiated by the ASDS were prepared through collection/ consolidation of participants' attendance and directory, consolidation of P/P/As output, prepation of supplies/ materials/ equipment.	Prepared administrative support/logistics needs in the implementation of the Office programs /projects/ activities initiated by the ASDS through collection/ consolidation of participants' attendance and directory, consolidation of P/P/As output, prepation of supplies/ materials/ equipment exceeding the allocated cost and resources.	Prepared administrative support/logistics needs in the implementation of the Office programs /projects/ activities initiated by the ASDS through collection/ consolidation of participants' attendance and directory, consolidation of P/P/As output, prepation of supplies/ materials/ equipment after 3 days.						
					69% and beyond administrative support/logistics needs in the implementation of the Office programs /projects/ activities initiated by the ASDS were prepared through collection/ consolidation of participants' attendance and directory, consolidation of P/P/As output, prepation of supplies/ materials/ equipment.	Prepared administrative support/logistics needs in the implementation of the Office programs /projects/ activities initiated by the ASDS through collection/ consolidation of participants' attendance and directory, consolidation of P/P/As output, prepation of supplies/ materials/ equipment beyond the allocated cost and resources.	Prepared administrative support/logistics needs in the implementation of the Office programs /projects/ activities initiated by the ASDS through collection/ consolidation of participants' attendance and directory, consolidation of P/P/As output, prepation of supplies/ materials/ equipment after 4 days and beyond.						
4		1		100%									4.
Nu	4 500 - 5 000 3 500 - 4 499 2 500 - 3 499 1 500 - 2 499 below - 1 499	Descriptive Rating (O) Outstanding (VS) Very Satisfactory (S) Satisfactory (U) Unsatisfactory (P) Poor									<i>-</i> .		_
Na	gnature ime isition	ISIDRO C. CATUBA OIC-ASD Rater				MARIANNE GRADE H. REDUI Administrative Assistant II	LIA		Jos	SILYNUS. S chools Dr	OLANA I	erintende	SO V

SUMMARY OF RATING CY: JULY - DECEMBER 2022

KRAs	WEIGHT PER KRA	OBJECTIVES	WEIGHT PER OBJECTIVES	RATING	SCORE
KRA 1	15%	Objective 1	15%	5.00	0.750
KRA 2	15%	Objective 1	15%	4.33	0.650
KRA 3	5%	Objective 1	5%	5.00	0.250
KRA 4	15%	Objective 1	15%	4.67	0.700
-		Objective 1 Objective 2	5% 15%	3.33 4.67	0.167 0.700
KRA 5	50%	Objective 3	15%	4.67	0.700
		Objective 4 Objective 5	5% 10%	3.00 4.67	0.150 0.467
			FINAL RATI ADJECTIVAL R		4.53 OUTSTANDING

Adjectival Ratings:

RANGE	ADJECTIVAL RATING
4.500 - 5.000	Outstanding
3.500 - 4.499	Very Satisfactory
2.500 - 3.499	Satisfactory
1.500 - 2.499	Unsatisfactory
Below 1.499	Poor

CORE BEHAVIORAL COMPETENCES	Teamwork: 4	CORE SKILLS		
Self-Management: S	Willingly does his/her share of responsibility.	Oral Communications: 5		
Sets personal goals and direction, needs and development.	Promotes collaboration and removes barriers to teamwork and goal accomplishment across the organization	Follow instructions accurately.		
 Undertakes personal actions and behaviors that are clear and purposive and takes into account personal goals and values congruent to that of the organization. 	Applies negotiation principles in arriving at win-win agreements.	Expresses self clearly, fluently and articulately.		
Displays emotional snaturity and enthusiasm for and is challenged by higher goals	Drives consensus and team ownership of decisions.	☑ Uses appropriate medium for the message.		
Prioritize work tasks and schedules (through gantt charts, checklists, etc.) to achieve soals.	 Works constructively and collaboratively with others and across organizations to accomplish organizational goals and objectives. 	☑ Adjust communication style to others.		
Sets high quality challenging, resilietic goals for self and others.	Service Orientation: 4 Gan explain and articulate organizational directions, issues and problems.	☑ Guides discussions between and among peers to meet an objective.		
Demonstrates the values and behavior enshrined in the Norms of Conduct and Ethical Standards for public officials and employee (RA 6713)	[Written Communication: 5		
Practices ethical and professional behavior and conduct taking into account the amount of his/her actions and decisions.	☐ Initiates activities that promotes advocacy for men and women empowerment.	Knows the different written business communication formats used in the DepEd.		
Maintains professional image: being trustworthy, regularity of attendance and punctuality acod processes and communication.	 Participates in updating of office vision, mission, mandates & strategies based on DepEd strategies and directions. 	Writes routine correspondence/communications, rurative and descriptive report based on readily available information data with minimal spelling or grammatical error/s (e.g., memos, minutes, etc.		
☑ Makes personal sacrifices to meet the organization's needs.	 Develops and adopts service improvement programs through simplified procedures that will further enhance service delivery. 	Secures information from required references (i.e., Directories, schedules, notices, instructions) for specific purposes.		
Acts with a series of urgency and responsibility to meet the organization's needs, amproves systems and help others improve their effectiveness.	Innovation: 4	Self-edits words, numbers, phonetic notation and content, if necessary.		
Result Focus: 4	Examines the root cause of problems and suggests effective solutions. Fosters new ideas, processes, and suggests bettter ways to do things (cost and/or operational efficiency).	Demonstrates clarity, fluency, impact, conciseness and effectiveness in he/her written communications.		
Achieves results with optimal use of time and resources most of the time.	Demonstrates an ability to think "beyond the box". Continuously focuses on improving personal productivity to create higher value and results.	Computer/ICT Skills: 4		
 Awards rework, mistakes and wastage through effective work methods by placing organizational needs before personal needs. 	Promotes a creative climate and inspires co-workers to develop original ideas or solutions.	Prepares basic compositions(e.g., letters, reports, spreadsheetsand graphics presentation using Word Processing and Excel.		
Delivers error-free outputs most of the time by conforming to standard operating procedures connectly and correstently. Able to produce very satisfactory quality of work in terms of usefulness/acceptability and completeness with no supervision required.	Translates creative thinking into tangible changes and solutions that improve the work unit and organization.	[2] Identifies different computer parts, turns the computer on/off, and work on a given task with acceptablespeed and accuracy and connectscomputer peripherals (e.g. printers, modems, multimedia projectors, etc.)		
Expresses a sesse to do better and may express frustration at waste or inefficiency. May focus on new or more precise ways of meeting scale set.	 Uses ingenious methods to accomplish responsibilities. Demonstrates resourcefulness and the ability to succeed with minimal resources. 	Prepares simple presentation using powerpoint.		
Makes specific changes in the system or in own work methods to		Utilizies technologies to: access information to enhance proffesional productivity, assists in conducting research and communicate through local and global professional networks. Recommends appropriate and updated technology to enhance productivity and proffesional practice. OYERAL COMPETENCY RATINGS		
		CORE BEHAVIORAL COMPETENCIES 4.16 CORE SCILLS 4.47		
		OVERALL RATING 6.42 VERY SATISFACTORY		
		No. 40 (100 a.)		



PART III: SUMMARY OF RATINGS FOR DISCUSSION

Final Performance Results	Rating	Weighted	Adjectival Rating
1. (IPCRF) Accomplishments of KRAs and Objectives - 80%	4.53	3.63	
2. Competency Rating -20%	4.42	0.88	
3. Overall Rating- 100% (July to December 2022)		4.51	Outstanding

Rater - Ratee Agreement

The signatures below confirm that the employee and his/her superior have agreed on content of this appraisal form and the performance rating.

Name of Employee: MARIANNE GRACE H_REDULLA		Name of Superior: ISIDRO C. CATUBIG		
Signature:	AN	Signature:		
Date:	/ 19	Date:		

PART IV: DEVELOPMENT PLANS

Strengths	Development Needs	Action Plan (Recommended Developmental Intervention)	Timeline	Resources Needed
CORE BEHAVIORAL COMPETENCIES				
Self Management	Teamwork			
Professionalism and Ethics	Result Focus	Self-managed learning	Year Round	
Service Orientation	Innovation	CONTROL OF THE AMERICAN CONTRO		Human Resources
CORE SKILLS				Administrative Resources
Oral Communication	Computer/ICT Skills	Benchmarking;	Year Round	
Written Communication		Seminar/Workshops;	As needed	
		Coaching	As needed	

JOSILYN S. SOLANA EdD, CESO V Approving Authority

DEPED RPMS form - DEPED RPMS form -For Support Staff (below SG 18) 3