



St. Peter's College of Ormoc
Office of the School President
<http://spcormoc.edu.ph/>; (053) 255-7597
A member of the Association of Benedictine Schools

AY 2022-2023 School Theme: Benedictine Education: In the Spirit of Communion, Participation, and Mission

CERTIFICATE OF EMPLOYMENT

July 25, 2022

To whom it may concern:

This is to certify that **Ms. Jay-Ann L. Barabad** has been employed in St. Peter's College of Ormoc as OIC – Registrar at Registrar's Office from July 19, 2015 up to July 31, 2022.

This certification is issued upon the request of Ms. Barabad for whatever legal purpose it may serve.

Issued this 25th day of July 2022.

A. Maureen Cariaga, OSB
SR. MAUREEN CARIAGA, OSB
President

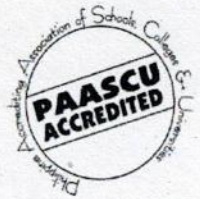


Not valid w/o
School Seal



ST. PETER'S COLLEGE OF ORMOC

Fr. Ismael Cataag St., 6541 Ormoc City, Leyte, Philippines
Tel Nos. (053) 255-7597 Ortelco



July 25, 2022

SERVICE RECORD

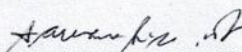
Name BARABAD JAY-ANN LABRAGUE
(Last Name) (First Name) (Middle Name)

ST. PETER'S COLLEGE OF ORMOC

Employer

SERVICE (Inclusive Date)		Designation	Status
From	To		
2015	2016	Secretary (BEd)	Probationary
2016	2019	Secretary (BEd)	Permanent
2019	2021	SHS Record In-charge - Registrar	Permanent
2021	2022	OIC - Registrar	Permanent

CERTIFIED TRUE AND CORRECT


SISTER ADELA ARABIA, OSB
HR Officer



not valid
w/o
school seal



ST. PETER'S COLLEGE OF ORMOC

Fr. Ismael Cataag St., Ormoc City
6541 Leyte, Philippines

CERTIFICATION

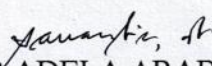
July 26, 2022

To whom it may concern:

This is to certify that **Ms. Jay-Ann L. Barabad** has been employed in St. Peter's College of Ormoc as **Office Secretary** at the BED Office and **SHS Record In-charge** at the Registrar's Office. Attached is the xerox of her Performance Evaluation Rating.

This certification is issued upon the request of **Ms. Barabad** for whatever legal purpose it may serve her.

Issued this 26th day of July 2022.


SISTER ADELA ARABIA, OSB
HR Officer



Not valid w/o
School Seal

SAA/jbe



ST. PETER'S COLLEGE OF ORMOC

Fr. Ismael Cataag St., Ormoc City

6541 Leyte, Philippines

SY 2018-2019 School Theme:

One community moving towards social transformation—our gift to the 21st century

PERSONNEL OFFICE

NON-TEACHING PERSONNEL EVALUATION

School Year 2018- 2019

Name : JAY-ANN BARABAD Office BED Office
Unit Head : Sr. Jessica Arante, OSB Position BED Secretary

I. WORK COMPETENCIES (70%)		Head	Peer	Self	Average Rating
A.	Quality of Work	4	4.5	5	4.50
B.	Job Knowledge	5	5	5	5.00
C.	Quantity of Work	5	5	5	5.00
D.	Dependability	5	5	5	5.00
E.	Trainability	4	5	4	4.33
Total Points:		50.40%	54.60%	67.20%	66.73%

II. PERSONAL QUALIFICATIONS AND RELATIONS APPRAISAL (20%)		Head	Peer	Self	Average Rating
A.	Initiative	5	5	4	4.67
B.	Cooperation	5	4.5	4	4.50
C.	Good Grooming/Appearance	5	5	5	5.00
D.	Courtesy and Politeness	5	4.5	5	4.83
E.	Community Involvement	4	4	4	4.00
Total Points:		19.20%	18.40%	17.60%	15.20%

III. ATTENDANCE AND PUNCTUALITY (BY Personnel Officer) (10%)		Rating
A.	Working within the Official Time	5
B.	Punctuality	4.5
Total Points:		9.50%

REVISED WEIGHTS OF FACTORS:		Average Rating
Total points under:		
I. WORK COMPETENCIES (70%)		66.73%
II. PERSONAL QUALIFICATIONS AND RELATIONS APPRAISAL (20%)		15.20%
III. ATTENDANCE AND PUNCTUALITY (BY Personnel Officer) (10%)		9.50%
Accumulated Points:		91.43%

Strengths:

Head : she is pleasant to work with.
Peer : none
Self : none

Areas of Improvements

Head : none
Peer : none
Self : none

Other Comments:

Head : she is a blessing to our department.
Peer : none
Self : none

Recommended Action:

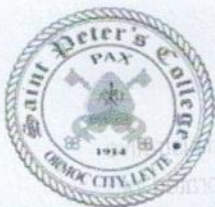
Sr. Jessica Arante, OSB ----To Continue Tenure

Prepared by:

Claire G. Ablen
Personnel Office Senior Staff

Approved by:

Sr. Mary Vincent Feliciano, OSB.
President 10-5-19



St. Peter's College of Ormoc
Fr. Ismael Cataag St., Ormoc City, 6541 Leyte, Philippines
Tel. No. (053) 255-4391 Fax: (053) 255- 3406



SY 2019-2020 School Theme:

One community moving towards social transformation—our gift to the 21st century

PERFORMANCE APPRAISAL SUMMARY

NON-TEACHING PERSONNEL

This performance appraisal summary is based on the evaluation conducted dated on June 2-4, 2020 by the employee's Immediate Head, a Peer, and the Self. It assessed the employee's ability, based on the following areas: Quality of Work, Relationship with Co-Workers, Communication, Attitude, and Attendance and Punctuality.

Employee Name: **BARABAD, JAY-ANN L.**

Office/ Department: **REGISTRAR**

Position: **RECORD INCHARGE**

Final Rating: **4.68**

No. of Appraisals: **3**

Description: **Excellent**

Areas of Evaluation	Percentage Equivalent	Efficiency Rating	Description
I. Quality of Work	30%	4.77	Excellent
II. Relationship with Co-Workers	20%	4.80	Excellent
III. Communication	20%	4.57	Excellent
IV. Attitude	20%	4.87	Excellent
V. Attendance and Punctuality	10%	4	Good

An employee feedback was made on Aug. 5, 2020 at the HR office to discuss the result of this evaluation.

S. M. Adela Arabia, OSB
HR Officer

Conforme:

JAY-ANN L. BARABAD
Non-Teaching Personnel

Note: This document must be kept confidential.



St. Peter's College of Ormoc
Fr. Ismael Cataag St., Ormoc City, 6541 Leyte, Philippines
Tel. No. (053) 255-4391 Fax: (053) 255- 3406

NON-TEACHING PERSONNEL EVALUATION
School Year 2020-2021
SUMMARY OF RATINGS

Employee Name: **BARABAD, JAY-ANN L.**

Position: **STAFF**

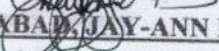
Office/Dept : **REGISTRAR'S OFFICE**

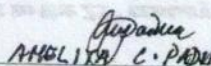
Status : **REGULAR**

AREAS OF EVALUATION		Average Points	WR
I. QUALITY OF WORK (30%)		4.73	1.42
A.	Correctness of Output	4.50	
B.	Job Knowledge	4.83	
C.	Quantity of Output	5.00	
D.	Use of Time	4.83	
E.	Controls	4.50	
II. RELATIONSHIP WITH CO-WORKERS (20%)		4.80	0.96
A.	Courtesy and Politeness	5.00	
B.	Community Involvement	4.33	
C.	Cooperation/Collaboration	5.00	
D.	Employee Support	5.00	
E.	Handling Feedback	4.67	
III. COMMUNICATION (20%)		4.77	0.95
A.	Effectiveness of Communication	5.00	
B.	Clarity of Instruction	4.67	
C.	Relevance	4.83	
D.	Emotional Awareness	4.67	
E.	Communicating in Difficult Situations	4.67	
IV. ATTITUDE (20%)		4.93	0.99
A.	Dependability	5.00	
B.	Initiative	4.83	
C.	Trainability	4.83	
D.	Good Grooming and Appearance	5.00	
E.	Adaptability	5.00	
V. ATTENDANCE AND PUNCTUALITY (10%)		4.75	0.48
A.	Working within the Official Time	5.00	
B.	Punctuality	4.50	
FINAL RATING:		4.80	INTERPRETATION: GOOD

REMARKS/ RECOMMENDATIONS:

A conference was held with the employee whose name appears above on _____
to discuss the results of the evaluation.


BARABAD, JAY-ANN L.
Employee's Signature


ANGELINA C. PADUA
Immediate Head/ HR
05-04-2021



St. Peter's College of Ormoc
Fr. Ismael Cataag St., Ormoc City, 6541 Leyte, Philippines
Tel. No. (053) 255-4391 Fax: (053) 255- 3406

SY 2020-2021 School Theme:

Embracing differences: Uniting Benedictine youth in Christ – Focus on Conversatio and Community

**NON-TEACHING PERSONNEL
ANNUAL EVALUATION
S.Y. 2020-2021**

Name:	BARABAD, JAY-ANN L.	No. of Evaluators:	3
Final Rating:	4.80	Interpretation:	Good
Office/Dept:	REGISTRAR'S OFFICE	Position:	STAFF

AREAS OF STRENGTH:

- Can be trusted
- Diligent
- Extends help to others
- Helpful
- High level of initiative in meeting deadlines; also, to avoid delays in every task assigned
- Responsible
- Very professional in terms of work

AREAS OF IMPROVEMENT:

- Be more positive and avoid negative vibes.