



INTEGRATED BAR OF THE PHILIPPINES NORTHERN SAMAR CHAPTER

Building II, College of Law, University of Eastern Philippines, Veloso Blvd, UEP Zone I, Catarman, N. Samar



IBP Northern Samar
Chapter Officers
2023-2025

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PERFORMANCE EVALUATION RATING

Name of Employee: JOSEPH O. DELORINO

Position: Senior Administrative Assistant

Period Covered: July 3, 2023 to July 31, 2024

Date: August 14, 2024

Rating:

5 - Outstanding 3 - Satisfactory 1 - Poor
4 - Very Satisfactory 2 - Unsatisfactory

I. CORE FUNCTIONS (50%)

	Rate
1. Updated IBP Legal Aid cases and inventory of legal record.	5
2. Interviewed clients.	5
3. Accepted call and texts from IBP clients.	5
4. Consolidated office files and organized the IBP Office.	5
5. Prepared files and documents to be submitted in IBP National.	5
6. Drafted Complaint, Judicial affidavits and other legal documents.	5
7. Attended/observed hearings in courts.	5
8. Coordinated Referrals from PAO/Court.	5
9. Referred IBP Clients to their respective lawyers.	5
10. Assisted Lawyers in handling IBP cases.	5

II. SUPPORT FUNCTION (50%)

	Rate
1. Organize IBP events.	5
2. Draft and delivered IBP invitation letters.	5
3. Engage in Community.	5
4. Performed other related tasks assigned by lawyers.	5

Total Rating: 40

Average Rating: 5

Adjectival Rating: Outstanding

Approved and Rated by:

ATTY. JONATHAN D. LOBERIO
President
Integrated Bar of the Philippines
Northern Samar Chapter

Concurred/Received by:

JOSEPH O. DELORINO
Senior Admin. Assistant

Building II, College of Law,
University of Eastern Philippines,
Veloso Blvd, UEP Zone I,
Catarman, N. Samar
ibpnorthersamar@gmail.com