

PERFORMANCE RATING SHEET
Period: July 1 - November 15, 2024

NAME OF CONTRACT OF SERVICE (COS) PERSONNEL:
POSITION:
OFFICE:

LYNDON S. COMPENDIO JR
Market Specialist I
Agribusiness and Marketing Assistance Division

ACTIVITY	OUTPUT INDICATOR	TARGET	ACCOMPLISHMENT	Quantity	Quality	Timeliness (T)	
I. PERFORMANCE - Based on Actual duties & responsibilities (75%)							
Conduct of project assessment and monitoring of YFC enterprises	No. of projects monitored	E - Monitored 12 projects of YFC Awardees Q - Successfully monitored the project enterprises base on prescribe template T - By the end of october 2024	E - 12 YFC projects monitored Q - Successfully monitored 100% of the project enterprises base on prescribe template with no documented complaint T - Before the end of October 2024	4	4	4	12
Participation during the World Food Exposition and assist the exhibitors	No. of trade fairs and exposition assisted	E - Assisted two (2) exhibitor during the WOFEX T - By the end of August, 2024	E - two (2) exhibitors assisted T - By the end of August, 2024	4		4	8
Screen / review business model canvas for the YFC competition - judging and evaluation	No. of BMC reviewed/screen	E - Reviewed/screened 10 business model canvass Q - Accurately reviewed base on set criteria and template T - By the end of November 2024	E - Reviewed/screened 10 business model canvass Q - with corrections on the review /evaluation of the document T - Before the end of November 2024	4	3	4	11
Facilitated the conduct of Capability Enhancement trainings a. Poultry and Swine management practices and Biosecurity Measures training b. Entrepreneurial training on Innovative, Creative and Design Thinking	No. of activities facilitated	E- Facilitated the two (2) training Q - Successfully conducted as per set objectives T - By the end of November 2024	E- Facilitated the two (2) training Q - Successfully conducted as per set objectives T - By the end of November 2024	4	4	4	12
Prepared letters and Certificates	No. of Letters/ certificates prepared	E - 100% of letters / certificates prepared T - by the end of November 2024	E - Prepared 100% of letter / certificates T - by the end of November 2024	4		4	8
Prepared and processed YFC 2024 procurement documents	No. of documents processed/prepared	E - Prepared/processed 100% of PR documents T - by the end of November 2024	E - Prepared/processed 100% of PR documents T - by the end of November 2024	4		4	8
Perform other activities assigned by the direct supervisor and AMAD chief	No. of activities performed	E - 100% of unprogrammed activities performed T - Before the set deadline or by end of the day	E - 100% of unprogrammed activities performed T - Before the set deadline or by end of the day	4		4	8
				28	11	28	67
A. Total Performance Rating							3.94
B. Average Performance Rating							2.96
C. Final Performance Rating							

II. OTHER FACTORS (25%)

D. Initiative (10%)

E. Autonomy (Work with minimal supervision (5%))

F. Punctuality (5%)

G. Others (Teamwork, Courtesy, Good

Manners & Right Conduct (GMRC) (5%)

H. Rating of other Factors in %

I. D x 10%

J. E x 5%

K. F x 5%

L. G x 5%

M. Final Other Factors Rating

N. FINAL RATING

O. Final Adjectival Rating*

4

4

5

4

0.4

0.2

0.25

0.2

1.05

4.01

VS

Name of COS Personnel:

LYNDON S. COMPENDIO JR

AMAD Staff

Final Rating by:

AUREA M. MADRIO
Chief, AMAD