



5. Issue certifications related to personnel matters.	100% of requests for certifications are acted upon within 2 hours.	100% of requests for certifications are acted within 1 hour.	4.56	4.56	4.56	4.56	
6. Acts as the Asst. PESO Manager and performs the functions of the PESO Manager in her behalf by: a. Referral and Placement; b. Conducting Career Coaching; c. Labor Market Analysis; d. Supervision of SPES Workers and the GIP.	100% of applicants who wants to avail the services of DOLE are referred.	100% of applicants who wants to avail the services of DOLE are referred.	4.70	4.70	4.70	4.70	
<b>Total Over-all Rating</b>			<b>4.52</b>	<b>4.52</b>	<b>4.50</b>	<b>4.51</b>	

<b>Average Rating (Total Over-all Rating divided by the number of MFO's)</b>	<b>4.51</b>
<b>FINAL RATING</b>	<b>4.51</b>
<b>ADJECTIVAL RATING</b>	

**Comments and Recommendation for Development Purposes:**

<b>Discussed with:</b>	<b>Date</b>	<b>Assessed by:</b>	<b>Calibrated by:</b>	<b>Final Rating by</b>
 <b>HENRY T. REGAÑON</b> Employee	01.11.2021	I certify that I discussed my assessment of the performance with the employee.  <b>GRACE J. CASIL</b> Supervisor	 <b>EUGENIO N. PEÑAFLOR, SR.</b> Performance Management Team/ Planning Office	<b>GRACE J. CASIL</b> Municipal Mayor

<b>Legend:</b>	<b>1-Quality</b>	<b>2-Efficiency</b>	<b>3-Timeliness</b>	<b>4-Average</b>
	80.0	80.0	80.0	80.0