



Republic of the Philippines
Department of Education
REGION VIII (EASTERN VISAYAS)
SCHOOLS DIVISION OFFICE OF LEYTE
STA FE NATIONAL HIGH SCHOOL
STA FE, LEYTE

PERFORMANCE EVALUATION FORM

Name of Employee: **JEROME B. NUÑEZ JR.**

Position: **GIP INTERN – Administrative Support**

School: **STA FE NATIONAL HIGH SCHOOL**

Evaluation Period: **FEBRUARY 4, 2025 - MAY 31, 2025**

Name of Rater: **NESTOR E. RIPALDA**


Position: **SCHOOL HEAD**

Job Classification: **CONTRACT OF SERVICE**

KRA's	PERFORMANCE INDICATOR	RATING					SCORE
		1	2	3	4	5	
Punctuality and Attendance	Reports to work on time and observes proper attendance				✓		4
Task Completion and Accuracy	Completes assigned tasks correctly and on time					✓	5
Initiative and Willingness to Learn	Shows interest in learning new tasks and takes initiative without prompting				✓		4

Teamwork and Interpersonal Skills	Cooperates with staff and maintains respectful workplace relationships					✓	5
Compliance with Office Rules and Conduct	Adheres to rules, maintains professionalism and proper decorum					✓	5
Communication Skills	Conveys information clearly and professionally in both oral and written forms; actively listens, asks clarifying questions, prepares concise reports, and keeps supervisors/peers informed of task progress.					✓	4
TOTAL SCORE							27

SUMMARY OF RATING	
TOTAL SCORE	27
OVERALL RATING	4.5
DESCRIPTION	Very Satisfactory


JEROME B. NUÑEZ JR.
 GIP-Administrative Staff/ Ratee


CHRIZEL A. REQUITILLO
 Administrative Officer II/ Rater


NESTOR E. RINALDA
 Principal IV/ Approving Authority



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Name of Employee: JEROME B. NUÑEZ JR.

Position: GIP INTERN – Administrative Support

School: STA FE NATIONAL HIGH SCHOOL

Evaluation Period: OCTOBER 1, 2024 - DECEMBER 30, 2024

Name of Rater: NESTOR E. RIPALDA

Position: SCHOOL HEAD

Job Classification: CONTRACT OF SERVICE

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