



Republic of the Philippines
Department of Education
Region VIII (Eastern Visayas)
Division of Private Schools
Division of Northern Samar
Laoang II District
SAINT MICHAEL KINDERGARTEN SCHOOL OF LAOANG INC.
A. Infante St. Brgy. Guilaongi, Laoang Northern Samar
School ID No. # 404762

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

NAME OF EMPLOYEE:	MA. JOLINA S. DE ASIS	NAME OF RATER:	MIDA I. GIRAY
POSITION:	TEACHER	POSITION:	SCHOOL PRINCIPAL
RATING PERIOD:	SCHOOL YEAR 2021-2022	DATE OF REVIEW:	JUNE 6, 2022

EVALUATION FACTORS		0 (4.6-5.0)	VS (3.6-4.5)	S (2.6-3.5)	U (1.6-2.5)	VU (1.0-1.5)
Dedication	Respond to work on time. Uses time constructively.	4.8				
Performance	Good working knowledge of job assignment. Organizes and performs work in a timely professional manner.	4.8				
Cooperation	Willingly accepts work assignments Willingly accepts changes in assignments not directly related to the job	4.9				
Initiative	Performs assigned duties with little or no supervision Performs assigned duties with little or no supervision under pressure Strive to meet deadline	4.8				
Communication	Communicates clearly and intelligently in person	4.8				
Teamwork	Works well with fellow employees with no friction	5.00				
Character	Accepts constructive criticism without unfavorable responses	4.8				
Responsiveness	Handles stressful situation with tact.	4.7				
Personality	Demonstrates a pleasant calm personality when dealing with fellow employee	5.00				

Appearance	Well groomed. Clean and neat. Dresses appropriately for work.	4.8				
Work Habits	Maintain neat and orderly work station. Maintains neat and orderly paper work.	4.8				
TOTAL		4.8 - 0				

Legend:

O- outstanding

VS- Very Satisfactory

S- Satisfactory

U- Unsatisfactory

VU- Very Unsatisfactory

CONVERSION TABLE

Outstanding (4.6-5.0)	5- means the employee met the 96% and above of his/ her target
Very Satisfactory (3.6-4.5)	4- means the employee meet the 91% to 95 % and above of his/ her target.
Satisfactory (2.6- 3.5)	3- means the employee met the 85% to 90% of his/ her target
Unsatisfactory (1.6-2.5)	2- means the employee met the 75% to 84% and above of his/ her target
Very Unsatisfactory (1.5-1.0)	1- means the employee met his/ her target below 75%

Employee signature over printed name: MA. JOLINA C. DE AGUIR Date: JUNE 6, 2022

Evaluation performed by: MIDA I. GIRAY Date: JUNE 6, 2022



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INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

NAME OF EMPLOYEE:	MA. JOLINA G. DE ASCA	NAME OF RATER:	MIDA I. GIRAY
POSITION:	TEACHER	POSITION:	SCHOOL PRINCIPAL
RATING PERIOD:	SCHOOL YEAR 2022-2023	DATE OF REVIEW:	JUNE 5, 2023

EVALUATION FACTORS		0 (4.6- 5.0)	VS (3.6- 4.5)	S (2.6- 3.5)	U (1.6- 2.5)	VU (1.0- 1.5)
Dedication	Respond to work on time. Uses time constructively.	4.8				
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Work Habits	Maintain neat and orderly work station. Maintains neat and orderly paper work.	4.8				
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Legend:

O- outstanding VS- Very Satisfactory S- Satisfactory
 U- Unsatisfactory VU- Very Unsatisfactory

CONVERSION TABLE	
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Very Unsatisfactory (1.5-1.0)	1- means the employee met his/ her target below 75%

Employee signature over printed name: MA. JOLINA S. DE ASCA Date: JUNE 5, 2023

Evaluation performed by: MIDA L. GIRAY Date: JUNE 5, 2023



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Certificate of Employment

This is to certify that **MA. JOLINA SAPA DE ASIS** as officially employed as the institution's Teacher from **SEPTEMBER 2021 to JULY 2022** and **AUGUST 2022 to April 17, 2023**.

Above name bearer is a Teacher of SMKSLI has satisfactory moral behavior and with an average teaching style and strategies. He/ She has shown satisfactorily rapport towards her colleagues typically of how a teacher of should be.

This **CERTIFICATE** is issued on the behalf of the bearer as a matter of complying the needed requirements and of whatever legal purposes this may serve.

Further I say naught.

Certified true and correct by:

Not valid w/o
School seal

Mida I. Giray
MIDA I. GIRAY
School Principal



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ST. MICHAEL KINDERGARTEN SCHOOL OF LAOANG INC.
A. Infante St. Brgy. Guilaoangi, Laoang Northern Samar
SCHOOL ID NO. 404762

**SERVICE RECORD CR-2**

NAME : DE ASIS MA. JOLINA SAPA
(Surname) (Given Name) (M - Name)

(If married woman, give maiden name)

BIRTH : MAY 21, 1998 CATARMAN N. SAMAR
(Date) (Place)

(Data herein should be checked from
birth or baptismal certificate or some

other

reliable documents.)

This is to certify that the above named employee actually rendered services in this Office as shown by the "SERVICE RECORD" below each line of which is supported by appointments and other papers actually issued and approved by the authorities concerned.

[illegible]

Issued in compliance with Executive Order No. 54 dated August 10, 1954 and accordance with the Circular No. 58 dated August 10, 1954 of the system.

JUNE 5, 2023

(Date)

CERTIFIED TRUE AND CORRECT BY:

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MIDA I. GIRAY
School Principal



SERVICE RECORD

(To be accomplished by employer)

Name: DE ASIS, MA. JOLINA SAPA
BirthDate/Place: May 21, 1998 CATARMAN, NORTHERN SAMAR

This is to certify that the employee named herein above actually rendered services in this office as shown by the service record below.
Each line of which is supported by appointment and other papers actually issued by this office and approved by the authorities concerned.

SERVICE		RECORD OF APPOINTMENT			OFFICE ENTITY DIVISION		L/V	SEPARATION
(Inclusive Dates)					Station/Place of		ABS	
From	To	Designation	Status	Salary	Assignment	Branch	W/O Pay	Date/Cause
04/03/2023	12/31/2023	Learning Support Aide	Contractual	455.00 /d	PGNS-PGO	Provincial	None	New
01/02/2024	Present	Learning Support Aide	Contractual	455.00 /d	PGNS-PGO	Provincial	None	Renewal

PURPOSE: employment purposes.

Issued in compliance with Executive Order No. 34 dated August 10, 1954, and in accordance with Circular No. 58 dated August 10, 1954 of the system

CERTIFIED CORRECT:

ATTY. ROSALEAH L. TEPACE-ESTUDILLO
PGDH-PHRMDO



Republic of the Philippines
PROVINCE OF NORTHERN SAMAR
Catarman, Northern Samar

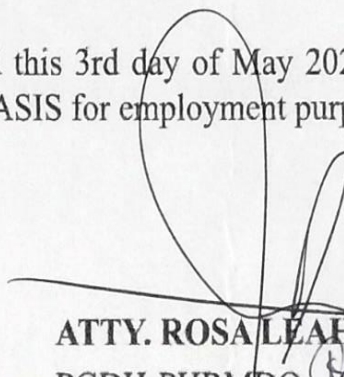
PROVINCIAL HUMAN RESOURCE MANAGEMENT
AND DEVELOPMENT OFFICE

CERTIFICATE OF EMPLOYMENT

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that as per records of this office, **Ms. MA. JOLINA S. DE ASIS**, Learning Support Aide of the Provincial Governor's Office, Province of Northern Samar, has been hired on a contractual status from April 03, 2023 to present.

This certification is issued this 3rd day of May 2024 in Catarman, Northern Samar, Philippines, upon request of Ms. DE ASIS for employment purposes.


ATTY. ROSALEAH L. TEPACE-ESTUDILLO
PGDH-PHRMDO