

### PERFORMANCE EVALUATION

Name of Person hired under contract of service: <b>NEIL RYAN M.MASALIHIT</b>	Position Title: <b>Computer Maintenance Technologist I</b>	Contract Period: <b>JANUARY 03 to DECEMBER 31 2024</b>	Office Assignment: <b>PISMU</b>
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Specific Output under the Terms of Reference in the Contract	Performance Indicator	Actual Accomplishments	Rating				Remarks
			Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
To assist in the maintenance of ICT supply and equipment Inventory	One (1) Inventory of ICT Equipment maintained 7 days after the succeeding month	One (1) Inventory of ICT Equipemnt maintained 7 days after the succeeding month	3		3	3	
To assist the unit in the conduct of Market Studies for ICT related procurements of the Unit.	Three (3) Market Studies conducted within 2 days upon request	Twenty-five (25) Market Studies conducted within 1 day upon request	5		3	4	
To diagnose and resolve problems regarding hardware, software, connectivity and recommend new technologies as needed	Twenty (20) computers reformatted acted upon 2 hours after the receipt of request for assistance	Forty-one (41) computers reformatted acted upon 1 hour after the receipt of request for assistance	5		5	5	
	Sixty (60) Printer issues acted upon 15 minutes after the receipt of request for assistance	Ninety-one (91) printer issues acted upon 10 minutes after the receipt of request for assistance	5		5	5	

	Sixty (60) Internet Connectivity acted upon 15 mins after the receipt request for assistance	One Hundred Four (104) internet connectivity acted upon 10 minutes after the receipt request for assistance	5		5	5	
	Sixty (60) Computer Issues acted upon 15 minutes after the receipt request for assistance	Sixty-five (65) computer issues acted upon 10 minutes after the receipt request for assistance	5		5	5	
	Ten (10) Desktops Microsoft office 365 applications installed and Microsoft account activation within 4 hours after the receipt request for assistance.	Forty-one (41) Desktop Installed with Microsoft office 365 and Microsoft account activation within 4 hours after the receipt request for assistance	5		3	4	
To assist the Unit Head in the preparation of technical materials/videos/power point as required by EMB Central Office and other offices as well in the coordination of activities for the conduct of meetings , workshops , seminar and other related activities of the UNIT	Assist the Unit Head in preparation for Technical materials/ Powerpoint presentations/backdrops/ certificates /Five (5) as required by the unit head & assisted in the coordination of activities for the conduct of meetings 15 minutes after request was made	Prepared eleven (11) presentations/backdrops/ certificates as required by the unit within 10 minutes after the request was made	5		5	5	

	Four (4) Workshop , meetings and seminars assisted 15 minutes after request was made.	Assisted in twenty (20) webinars, workshops, within 10 minutes upon request	5		5	5	
To assist in the maintenance of systems crucial to the operation of the office	Assisted in the maintenance of the systems in this Office with backup logs generated every 10 days after the succeeding month.  -Sophos Firewall -Network-attached Storage (NAS) -Active Directory (AD)	Checked or maintained the systems of this office with back up logs generated every 5 days after the succeeding month. -Sophos Firewall -Network-attached Storage (NAS) -Active Directory (AD)	3		5	4	
To assist in the conduct of annual preventive maintenance of ICT Equipment.	Conduct forty-eight (48) preventive maintenance as scheduled in the PMP with report submitted 2 days after inspection	Conducted fifty-one (51) preventive maintenance as scheduled with report submitted 2 days after the inspection.	5		3	4	

<b>Final Average Rating</b>						<b>4.45</b>	
<b>Comments and Recommendations</b>							

Discussed with	Date	Evaluated by	Date	Final Rating by	Date
NEIL RYAN MASALIHIT	1-13-08	ROWENA P. VINEGAS		ENGR. MARIA CORAZON G. DACUYAN	
Computer Maintenance Technologist I		Chief PISMU		OIC-REGIONAL DIRECTOR and Concurrent Chief FAD	

Legend: 1-Quality   2-Efficiency   3-Timeliness   4-Average