



Republic of the Philippines  
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
Community Environment and Natural Resources Office  
Borongan, Eastern Samar

PERFORMANCE EVALUATION

Name of Person hired under contract of service:		Position Title:	Contract Period:	Office Assignment:			
STEPHANIE MAE CASPE		Data Management Officer	JULY TO DECEMBER 2024	CENRO BORONGAN, EASTERN SAMAR			
Specific Output per the Terms of Reference in the Contract	Performance Indicator	Actual Accomplishments	Rating				REMARKS
			Q1	E2	T3	A4	
	To undertake preliminary analysis of information on reports, map shape files and other related documents	Undertaken preliminary analysis of information on reports, map shape files and other related documents		4.00	5.00	4.50	
	To participate in meetings and assist CENRO in the development and management of database system on NGP accomplishment reports, financial reports, map shape file, geotagged photos and other related NGP documents	Participated in meetings and assist CENRO in the development and management of database system on NGP accomplishment reports, financial reports, map shape file, geotagged photos and other related NGP documents		4.00	5.00	4.50	
	To ensure the compliance of submission of NGP accomplishment reports, financial reports, map shapefiles, geotagged photos and other related NGP documents.	Ensured the compliance of submission of NGP accomplishment reports, financial reports, map shapefiles, geotagged photos and other related NGP		4.00	4.00	4.00	
	To review, update, finalize and ensure accuracy of information on reported accomplishments, maps shape files including attribute data and geotagged photos of Graduated NGP Sites.	Reviewed, updated, finalized and ensured accuracy of information on reported accomplishments, maps shape files including attribute data and geotagged photos of Graduated NGP Sites.		5.00	4.00	4.50	
	To Prepare and submit through channels, regular reports on the result of database management reports including issues and concerns with recommendations	Prepared and submitted through channels, regular reports on the result of database management reports including issues and concerns with recommendations		5.00	4.00	4.50	
	To Perform other related tasks as may be deemed necessary to carry out the aforementioned activities.	Performed other related tasks as may be deemed necessary to carry out the aforementioned activities.		4.00	5.00	5.00	
AVERAGE						4.50	
Final Average Rating		4.500	Very Satisfactory				
Comments and Recommendations for Development Purposes:							
Discussed with:	Date	Evaluated by:	Date	Final Ranking by:		Date	
STEPHANIE MAE CASPE Employee Contractual	27-Dec-24	For. HAIDE B. MONTES Forest Technician II/eNGP Coordinator	27-Dec-24	Forester FLORDELIZA C. DELA CRUZ CENR Officer		27-Dec-24	
Legend: 1 - Quantity 2 - Efficiency 3 - Timeliness 4 - Average							