

SECTION III - SELF-APPRAISAL

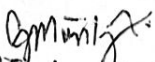
(To be completed by the Appraisee)

1) Please list your primary duties and additional work / assignments / projects undertaken / performed.

- * Conduct or assisting organic seminar / One-on-one seminar.
- * Field Inspection: visit / revisit new/existing farms and trader's facilities
- * Help farmers filling up forms for WEOPI program.
 - Commitment Letter, Farmers Profile, Field History Sheet, Farm Sketch Map
- * Make Internal Inspection Checklist and Review Report in assessing the farm if it is suitable for organic program
- * Assist EOCERT / COFCC auditor during annual external audit.
- * Assist and monitor traders/brokers on their organic trading: record keeping, delivery truck cleaning records & storage cleaning records.
- * Keep an eye on organic transaction in traders and brokers level.
- * Sending reports: Daily Activity, Weekly Itinerary, DTR, Cash Advance, Liquidation Report, etc.
- * Execute urgent task may be given by the immediate supervisor from time to time.

2) Please provide a self-evaluation of your performance for the period July 19, 2020 - August 20, 2022 and give suggestions for self-improvement.

- ① How to make myself more motivated and be more confident in making good decisions everytime I face problems/issues and make the best solutions.
- ① How to have good communication and coordination with everyone: supervisor/boss, co-workers, farmers, traders & brokers are involved in the WEOP1 program to build good work ethics, healthy work environment and good working relationship to all.
- ① How to construct my reports understandable and well detailed in addressing the situation in the coconut farm.
- ① How to be more productive in doing the task and other urgent work time management-wise.

Appraisee's Signature:  GILBERT L. MONTAJES

Date: 09/21/2022