


Period: (January-May 15, 2024)

24 MAY 2024



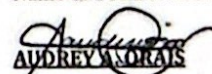
POSITION: ADMINISTRATIVE ASSISTANT I

OFFICE: OFFICE OF THE REGIONAL EXECUTIVE DIRECTOR

ACTIVITY	OUTPUT INDICATOR	TARGET	ACCOMPLISHMENT	QUANTITY (1)	QUALITY (1)	TIMELINESS (3)	TOTAL
I. PERFORMANCE- Based on actual duties & responsibilities (75%)							
a. Keeps track and/or conducts follow-up on reports and other official documents needing immediate action or response, to update the ORED Compliance Monitoring and ORED Correspondence Tracker;	No. of times conducted follow-up on reports and other official documents needing immediate action or response, to update the ORED Compliance Monitoring and ORED Correspondence Tracker; daily	Kept track and/ or conducts follow-up on reports and other official documents needing immediate action or response, to update the ORED Compliance Monitoring and ORED Correspondence Tracker; daily	Kept track and/ or conducts follow-up on reports and other official documents needing immediate action or response, to update the ORED Compliance Monitoring and ORED Correspondence Tracker; daily	3.8	3.8	4	3.9
b. Undertakes necessary preparation and proper coordination for all activities to be attended by the RED;	No. of times undertook necessary preparation and proper coordination for all activities to be attended by the RED; daily	Undertook necessary preparation and proper coordination for all activities to be attended by the RED; daily	Undertook necessary preparation and proper coordination for all activities to be attended by the RED; daily	4	4	4.5	4.2
c. Acts as documenter during meetings and other official activities attended by the RED;	No. of times acted as documenter during meetings and other official activities attended by the RED; daily	Acted as documenter during meetings and other official activities attended by the RED; daily	Acted as documenter during meetings and other official activities attended by the RED; daily	3.5	3.5	3.5	3.5
d. Provides assistance during Board of Regents (BOR) meetings of various State Colleges and Universities, to be participated by the RED;	No. of times provided assistance during Board of Regents (BOR) meetings of various State Colleges and Universities, to be participated by the RED; daily	Provided assistance during Board of Regents (BOR) meetings of various State Colleges and Universities, to be participated by the RED; daily	Provided assistance during Board of Regents (BOR) meetings of various State Colleges and Universities, to be participated by the RED; daily	5	5	5	5.0
e. Provides assistance during official activities to be attended by the RED within and outside the region; and	No. of times provided assistance during official activities to be attended by the RED within and outside the region; and	Provided assistance during official activities to be attended by the RED within and outside the region; and	Provided assistance during official activities to be attended by the RED within and outside the region; and	4.8	4.8	5	4.9
f. Performs other functions as may be required by the RED.	No. of tasks and services as may be required by the RED; daily	Performed other functions as may be required by the RED; daily	Performed other functions as may be required by the RED; daily	5	5	5	5.0
A. Total Performance Rating = (Sum of 1+2+3) = 9+9+10=28							26.4
B. Average Performance Rating = (A/No. of items (6) = 28/6 = 4.67)							4.4
C. Final Performance Rating (B x 0.75%) = 4.67 x							3.3

II. OTHER FACTORS (25%)		
D. Initiative (10%)		4
E. Autonomy (work with minimal supervision) (5%)		5
F. Punctuality (5%)		4
G. Others (Teamwork, Courtesy, Good Manners & Right Conduct (GMRC) (5%)		5
H. Rating of Other Factors in %:		
I. $D \times 10\% = 4 \times 0.10 = 0.40$		0.40
J. $E \times 5\% = 4 \times 0.05 = 0.20$		0.25
K. $F \times 5\% = 3 \times 0.05 = 0.15$		0.20
L. $G \times 5\% = 4 \times 0.05 = 0.20$		0.25
M. Final Other Factors Rating [(Sum of I + J + K + L)]		1.10
N. FINAL RATING = C + M = $3.5 + 0.95 = 4.45$		4.40
O. Final Adjective Rating*		Very Satisfactory

Name of COS Personnel:


AUDREY A. SORAIS

AA I

(Signature over Printed Name)

Final Rating by:


RUBY Q. CALESTERIO

SRS II/ Executive Secretary

(Signature over Printed Name)

Final Rating Scale*

Numerical	Adjectival
4.5-5.0	Outstanding
4.0-4.49	Very Satisfactory
3.5-3.99	Satisfactory
3.0-3.49	Unsatisfactory
2.99 and below	Poor