



PERFORMANCE EVALUATION AND DEVELOPMENT FORM

PERIOD COVERED: October 2018 - September 2019

NAME: Rhonah Rose L. Torrente

POSITION: Program Officer

UNIT: VRC

DATE ACCOMPLISHED: July 12, 2019

SECTION I - PERFORMANCE REVIEW

(Check the appropriate box. Use additional sheets as necessary)

GOALS	RESULTS	RATING		
		ME	OEE	CEE
Program Management: Effectiveness Project Disbursements target is 1M	Program Management: Effectiveness Project Disbursement is 423, 599 as of June 30, 2019			
Resource Mobilization Approval Target is Downloaded from PMO Target- 2,400,000 VRC Target - 720,000	Resource Mobilization From PMO Health Asalus -Intellicare 2019 FPUA- Nutriset SMC & SFP in FPUA Community Republic Cement- TOT in Danao City Approval Actual Total is 1,240,800			
Programmatic Target: WRA provided with information on MNCHN services 3000 WRA provided/utilizing MNCHN services - 600 Children under-5 provided with supplemental feeding - 200 Households implementing FAITH gardening- 100 Individuals education in basic nutrition- 200	Programmatic Actual: WRA provided with information on MNCHN services - 146 WRA provided/utilizing MNCHN services Children under-5 provided with supplemental feeding Households implementing FAITH gardening Individuals education in basic nutrition			
Collective Impact Site - Buhisan Watershed Forest Reserve data collection and conduct PPI (Poverty Probability Index) Tool Survey in the four barangays	Consolidated 940 families in the area and presented the results to partners and stakeholders. Also, able to have the updated data on different sectors of the barangays for knowledge management for the future			
Participate in the institutional event such as 12th Olango Challenge, Refo Caravan and Brigada Eskwela and other related activities	Had take the lead and participated in some of the major activities of the VRC such as Olango Challenge, Refo Caravana dn Brigada Eskwela of Education.			



Performance Evaluation and Development Form

Section II: Competency Assessment

Direction: Mark "X" the appropriate box

QUALITY				
Strives for excellence in all pursuits. Maintains the highest standards of work quality, continually improving his/her work and exceeding agreed-upon standards.				
Key Behaviors	Score			
	NE	M	P	E
	0	1	2	3
1 Outputs produced meet the standards of stakeholders.				X
2 Outputs are accurate/error-free.			X	
3 Outputs are submitted on the set deadline.				X
4 Shows thoroughness, neatness and attention to details as evidenced by his/her deliverables. Outputs are well researched and well presented.				X
5 Anticipates forthcoming needs and possibilities and acts accordingly.			X	
TOTAL	0	0	2	3
AVERAGE SCORE				2.600

TEAMWORK				
Works effectively and productively with others. Appreciates the strengths of others, trusts their professional judgment, builds relationships that contribute not only to efficient and effective accomplishment of goals but also to the building of the PBSP family.				
Key Behaviors	Score			
	NE	M	P	E
	0	1	2	3
1 Works for the welfare of other units of the organization.				X
2 Actively practices collaboration. Contributes to team efforts that produce desired result. Takes on different roles to help team achieve its goals.				X
3 Shares knowledge and expertise with his/her team members. Listens				X
4 Communicates problems to team members (within the unit and in other units) with tact and consideration. Responds positively to feedback from team members.			X	
5 Participates in institutional activities and group tasks that requires inter-unit collaboration. (i.e., AMM, BAC, Canteen Committee, etc).				X
6 Treats all members of the organization with respect regardless of status. Interacts and communicates in a friendly, positive and professional manner when coordinating with team members within the unit and from other units.			X	
TOTAL	0	0	2	4
AVERAGE SCORE				2.667

Legend

- NE** Not Evident
- M** Manifested
- P** Proficient
- E** Expert

SERVICE

Is committed to PBSP's social development mission. Values working for the poor and providing service to other stakeholders in an attempt to bring about social progress -- without compromising PBSP's interests. Considers target internal and external client as the lifeblood of the organization that requires efficient and effective service.

Key Behaviors	Score			
	NE	M	P	E
	0	1	2	3
1 Continuously seeks to understand and satisfactory meets stakeholders			X	
2 Takes into consideration the customer's perspective in his/her action and decisions without compromising PBSP's interest. Keeps customer up-to-date on requests.				X
3 Treats all target cliente with respect regardless of status. Exhibits a friendly, positive and professional demeanor when dispensing advice or rendering service.			X	
4 Commits according to capability.			X	
5 Keeps promises and commitments made to others.				X
TOTAL	0	0	3	2
AVERAGE SCORE				2.400

INTEGRITY

Transacts within the guidelines of established policies, protocol and operating procedures. Demonstrates PBSP's corporate values and ethical standards. Exhibits utmost professionalism in all things.

Key Behaviors	Score			
	NE	M	P	E
	0	1	2	3
1 Avoids situations and actions that may lead to conflict of interest or may compromise the integrity of the Foundation.			X	
2 Exercises honesty and transparency in all dealings with internal and external stakeholders.				X
3 Uses funds and resources appropriately and judiciously.				X
4 Complies with and works within the context of PBSP's policies, procedures and ethical standards.				X
TOTAL	0	0	1	3
AVERAGE SCORE				2.750

WORK-LIFE BALANCE

Values the balance of work and life of every individual and pursues the policies and procedures that promote this value. Meets and responds to work and life issues, needs and aspirations without compromising PBSP's work standards. Participates in activities that enhance aspects of growth aside from career (e.g., mental, physical, spiritual).

Key Behaviors	Score			
	NE	M	P	E
	0	1	2	3

1	Actively pursues training and development opportunities (e.g., brown bag sessions, formal schooling, etc.) within and outside PBSP for professional and personal development without compromising his/her own and the unit's work standards. Assumes responsible position/s in professional organizations.				X
2	Takes an active role in the Foundation's socialization and corporate wellness activities (e.g., Sportfest, Outing, Christmas Party, etc).				X
3	Avails of planned and authorized leaves of absence/ days-off.				X
TOTAL		0	0	0	3
AVERAGE SCORE				3.000	

Competency	Average Scores
Quality	2.600
Teamwork	2.667
Service	2.400
Integrity	2.750
Work-Life Balance	3.000
	2.683

Total Score	Rating
0 - 0.494	DNM
0.495 - 1.494	ME
1.495 - 2.744	OEE
2.745 - 3.000	CEE

EMPLOYEE PERFORMANCE SUMMARY

Please shade the appropriate box

- ☐ Did Not Meet Expectations (DNM)
- ☐ Meets Expectation (ME)
- ☒ Occasionally Exceeds Expectations (OEE)
- ☐ Consistently Exceeds Expectations (CEE)

State Employee's Strengths

The ratee used to multi task in the different projects assigned especially in the project development and processes of the organization. She prefers implementing various projects especially in institutional activities like the 12th Olango Challenge, Brigada Eskwela Activities, Refo Caravan and take the lead in collection of data and in conducting the PPI (Poverty Probability Index) Tool Survey of Collective Impact Site, the Buhisan Watershed Forest Reserve covering barangays. And able to consolidate and present the summary report to the partners and stakeholders.


With less supervision, and only one man team in the Health program, she is capable enough to have project development, monitoring and implementation of Safe Motherhood Caravan, Supplemental Feeding Program and other health related programs.

State Employee's Area/s for Development

The ratee needs to develop the resource mobilization of the program assigned to her. Even though, member companies and other organizations do not have a program on their CSR on health, we should think of other innovations of health project. She should develop links of networks to the different member companies and CSR programs and other institutions.

Employee's Signature  RHONAH ROSE L. TORRENTE

Date **JULY 12, 2019**

First Level Reviewer Signature  ANGELIE YULO-MILLAN

Date **JULY 12, 2019**



EMPLOYEE PERFORMANCE & DEVELOPMENT APPRAISAL

Step 1: Background Information

Use this section to capture your status in your current role and your future career goals. This will form the foundation for setting your development goals.

NAME: RHONAH ROSE L. TORRENTE	POSITION: PROGRAM OFFICER	UNIT: VRC - HEALTH	DATE: 10/10/2018
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Performance Summary (Write the tasks, projects or accomplishments achieved)

This fiscal year, I started as Program Officer for Health. As the only one implementing the Health projects in VRC such as Safe Motherhood Caravan and Supplemental Feeding Program. These are the Republic Cement Services – Safe Motherhood Caravan in Danao City, Cebu Centennial Lions Club – Supplemental Feeding Program in Brgy. Sapangdaku, Cebu City and also Intellicare- Safe Motherhood Caravan and Supplemental Feeding Program 2018.

Also, as program officer, I was the one assigned on the baseline assessment and data gathering for the Collective Impact Site in Buhisan Watershed Forest Reserve Project.

Areas of Strength (knowledge, skills and competencies) Areas for Development

I am used to doing a lot of things in the project development and processes of the company. I also prefer being busy implementing various projects especially in education and doing project development simultaneously, rather than handling just one or two projects just like in Health.

In addition, I also helped and assisted other projects in Education and Environment especially when in need of manpower in any event or project implementation.

I really don't think ResMob is my thing. I can make proposals for companies/ donors that expressed their interest in PBSP Project, just like when I was with Education program. But if I will be the one to look for them, it's going to be a challenge on my part and I am not sure of my capabilities when it comes to this. And I think this area of expertise is for development.

Performance Rating:

Shade the appropriate box

<input type="checkbox"/>	DNM	<input type="checkbox"/>	Meets Expectation	<input checked="" type="checkbox"/>	Occasionally Exceeds Expectation	<input type="checkbox"/>	Consistently Exceeds Expectation
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Planning Your Development Goals



Use this section to capture your development goal(s), steps to achieve that goal(s). List down the activities that you will pursue (Action Steps) in order to achieve your development goals. Indicate the date (month/year) you plan to implement the actions.

Step 2: Development Goals	Step 3: Action Steps	Target Date:
Diploma in Professional Education to enhance the intra personal skills and develop the techniques in teaching, evaluator or speaker.	Enroll in DPE or another graduate studies in university.	October 2018 – May 2019
Training on resource mobilization and project development	Attend enhancement training of PBSP or other trainings of development not just in Cebu but also nationwide and international if possible.	October 2018 – September 2019

You may add additional rows or use extra sheets if necessary.

Sign-off

Please ensure this portion is signed by all signatories.

 Employee Signature: RHONAH ROSE L. TORRENTE	 First Level Supervisor Signature: ANGELIE YULO-MILLAN
Date: 10/10/2018	Date: 10/11/2018



Performance Evaluation and Development Form

For Non-Supervisory Position

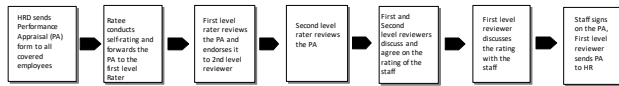
General Instructions

The Performance Evaluation and Development Form is used to document employee performance during a specified appraisal period. The purpose of this evaluation is to communicate clearly to the person being evaluated how well he/she is meeting expectations at his/her current position. The form is composed of four (4) sections, namely:

- SECTION I. Key Result Areas
SECTION II. Competency Assessment
SECTION III. Major Accomplishments
SECTION IV. Employee Performance Summary and Development Plan

Each section has its own set of instructions on how it is going to be accomplished. If you feel you need to review the rationale, key principles, guidelines and processes of this Performance Evaluation, please consult the Human Resources Development (HRD) Unit.

Performance Appraisal Process



Instruction for Section I: Key Result Areas

- All required employee data must be supplied (employee name, employee number, date hired, etc).
- Write the actual accomplishments of the ratee in relation to his/her set minimum standard during the performance planning. Consider critical and relevant factors (both internal and external) affecting the staff's performance.
- Based on accomplishments cited, specify the Ratee's score using the qualitative rating and its equivalent score.

Qualitative Rating	Score
Consistently Exceeds Expectations (CEE)	4.01 - 4.50
Occasionally Exceeds Expectations (OEE)	3.26 - 4.00
Meets Expectations (ME)	2.00 - 3.25
Does Not Meet Expectations (DNM)	1.00 - 1.99

- Weighted score is obtained by multiplying the weights per indicator with the corresponding score. This is automatically computed.
- The sum of all weighted scores is the score for Section I.

Instructions for Section II: Competency Assessment

- Key behavioral indicators are listed for each competency. To score, use the quantitative rating for each competency level described as follows:

Competency Level	Description	Score
Expert (E)	Competency extensive, as evidenced by consistent and exceptional efforts to model key behaviors in the workplace and develop competency in others.	3.00
Proficient (P)	Competency fully developed, as evidenced by consistent and successful demonstration of key behaviors in the workplace.	2.00
Manifested (M)	Competency developing, as indicated by demonstration of key behaviors in the workplace from time to time.	1.00
Not Evident (NE)	Competency not manifested. Key behaviors not demonstrated.	0.00

- To obtain the score for each competency, assess the extent to which the ratee manifests the identified key behaviors. Indicate your rating by marking/typing the letter "X" in the appropriate column in the Score Column. Do not type any other letter or number.
- The Average Score for the competency will automatically be computed by the template and appear in the Average Score Column. For your guidance, this score is computed as follows:

$$\frac{NE (__ \times 0) + M (__ \times 1) + P (__ \times 2) + E (__ \times 3)}{\text{Number of Identified Key Behaviors in the Competency}}$$

- The Section II Total Score would indicate the required number of critical incidents. Please cite these, as needed, in the space provided.

Total Score	Required Number of Critical Incidents	Required Information in the Critical Incidents
0 - 0.494	2 critical incidents (-)	Non manifestation of key behaviors
0.495 - 1.494	1 critical incident (+)	Manifestation of key behavior/s
1.495 - 2.744	2 critical incidents (+)	Consistent manifestation of key behavior/s
2.745 - 3.000	2 critical incidents (+)	Promotion and modeling of key behavior/s

Instructions for Section III-A: Major Accomplishments

Cite outstanding individual achievements or commendable actions that led to tangible benefits executed by the ratee during the performance period. Indicate the corresponding benefits in terms of how it has resulted to:

- Financial gains or savings;
- Improved operational efficiency;
- Increased staff morale, and/or
- Enhanced group or organizational reputation

Instructions for Section III-B: Unit Balanced Score Card (BSC)

The Unit BSC rating is the performance rating of the unit as a team, and is based on the submitted unit targets and goals. The rating for this will be provided by the Unit Manager. The Unit BSC rating comprises 30% of individual employee's final weighted score. The Unit BSC rating scale is as follows:

Unit Weighted Score	Qualitative Rating
4.76 - 5.00	Excellent
4.00 - 4.75	Very Good
3.51 - 3.99	High Satisfactory
3.00 - 3.50	Satisfactory
2.00 - 2.99	Less Satisfactory
1.00 - 1.99	Fails to Meet Expectations

Instructions for Section IV: Employee Assessment and Development Summary

Section IVA: For the supervisor

Review your assessment of the employee, actual results compared to targets and competencies (if applicable). Summarize that information and write it in the space provided in Performance Summary.

Review employee's past performance, consider what knowledge, skills, and competencies the employee excelled. Think about feedback received (from peers direct reports, managers, etc) regarding the employee's abilities and performance.

Decide on the areas that need development. It could be a competency, skill or talent.

Section IVB: For the supervisor and employee

Review the employee's career interests and abilities to determine career goals. Think about what the employee wants his/her career to look like in the near future as well as his/her long term goals. Short term goals should be achievable in the next one to three years. The successful achievement of the short-term goals should lead to the long-term career goals, which may take more than three years to complete.

Set developmental goals. Consider both the short-term and long term goals. Short-term goals may be directly related to the current job or to a position the employee aspires in the near future.

Consider organizational goals, direction, unit targets and business plan or group objectives

Once a goal is established, create an Action step. The Action Steps gives a list of the important things that need to be done to achieve the goal. It's an action plan that allows an employee to track progress towards the goal.

An Action Plan should have three main parts:

- Action- what Action will be taken?
- Context- when, and where, will it take place?
- Results- what will be the results of this action?

Types of developmental activities or actions that can be used to build skills and competencies include:

- Practical on-the-job experience (joining a committee or project team)
- Coaching/mentoring sessions
- Special assignments (cross-functional teams, task force)
- Increased responsibility
- Self-directed study or reading
- Training
- Job transitions - change in work, people, location, scope.

Name of Ratee:	<u>RHONAH ROSE L. TORRENTE</u>	Name of Rater:	<u>CECILIA C. ANG</u>
Position:	<u>PROJECT OFFICER</u>	Position:	<u>SENIOR PROGRAM OFFICER</u>
Organizational Unit:	<u>VRC</u>	Date Accomplished:	<u>24-Oct-17</u>
Date of Employment:	<u>1-Jun-14</u>	Performance Period:	<u>OCTOBER 2016 - SEPTEMBER 2017</u>

Summary of Ratings

(To be filled up by the Rater AFTER accomplishing Sections I, II and III)

Sections	Rating	Percentage Weight	Weighted Score
Section I: Key Result Areas	3.39	70%	2.37
Section II: Competency Profile	2.37	30%	0.71
Section IIIA: Major Accomplishments			0.25
INDIVIDUAL NUMERICAL RATING (70%)			2.33
Section IIIB: Unit Balanced Score Card Rating	2.49	30%	0.75
FINAL WEIGHTED SCORE			3.08
FINAL QUALITATIVE RATING			ME

Section I: Key Result Areas

Name of Ratee: Rhonah Rose L. RHONAH ROSE L. TORRENTE
Name of Rater: CECILIA C. ANG
Position: PO
Position: SPO
Unit: VRC
Date Accomplished: OCTOBER 24, 2017
Date of Employment: JUNE 2017
Performance Period: OCTOBER 2016 - SEPTEMBER 2017

KRAs and Performance Indicators	Weight Per Indicator (%)	Score	Weighted Score	Performance Results		Remarks
				Minimum Target Performance Plan	(Refer to Actual)	
KRA 1: Program management effectiveness	25%		0.87			
KPI1: Program disbursement	2%	3.5	0.07	PhP2,396,910.00 PhP1,004,528 UWW- Continuing Reconstruction Ilihan IS PhP680,303 PLDT/Ramcar- Scholarships for IP PhP292,222 - Lear Corp. - Ibabao Estancia ES Learning Resource Enhancement	Actual Disbursement- PhP3,522,585.86 Target- PhP463,823.30 UWW- 85,098 Lear-Ibabao ES - 194,671.65 PLDT-184,053.65 Untargeted Project- PhP3,058,762.56 ACE- 801,450.56 SM Investments- 649,593 Elena Tan- 229,797 Accenture inc. Desktop - 43,159 Insular-San Jose - 495,169 Lear Maguikay - 839,594 *Ready for school projects (Brigada Eskwela activities)	
KPI2: Project completion rate	5%	3.75	0.19	100% of projects are due on March 31, 2017 (UWW-Continuing Ilihan) and 100% of projects are due on June 2017 (PLDT/Ramcar Scholarship and Lear Corp. Ibabao Estancia)	Project Completion of the following: 100% UWW-Ilihan Project, PLDT-IP scholarship, Lear-Ibabao ES Additional Project: 100% Insular Life-San Jose and other Brigada Eskwela Projects On-going projects-50% Lear Maguikay project	
KPI3: Achievement of programmatic targets	5%	3.75	0.19	a. Schools Assisted - 3 schools (1 for UWW, 1 PLDT/Ramcar Scholarship, 1 Lear Corp. Ibabao-Estancia) b. School Desk Provided- 904 - (180 UWW, 200 Marcelo Fernan ES, 252 for Marasbaras ES, 182 for Jugan ES, 90 Calape ES, 90 Malbago) c. Students provided with Educational Assistance - 40 PLDT scholars c. Students provided with in school feeding - 45 students d. LRCs established - 1 at Ibabao-Estancia ES and 1 at Bancal ES computers and reading materials	A. Schodis Assisted - 7 (Bancal, PLDT, Ibabao-Estancia, San Jose ES and THS, Maguikay, Ilihan IS) B. School Desk Provided - 1264 C. Students with Educational Assistance- 40 D. Students provided with in school feeding - 45 students E. LRC Established- 3 (ACE, Lear-Ibabao-ES and Lear-Maguikay ES) Had assisted on the different education projects, such as: Ready for School/Brigada Eskwela	
KPI4: Companies engaged in Flagship Programs	1%	3.25	0.03	One company engaged in Flagship Program (Lear Corp.)	Lear Corp- engaged in Flagship Program - Maguikay ES Learning Resource Project	
KPI5: Project approvals (MC) and (GOC), Collective impact initiatives organized	12%	3.25	0.39	1M for Lear Corp. Community Outreach PhP300,000 for Brigada Eskwela and other educational Projects Organize 1 regional BP meeting and create a regional Technical working group	Lear Corp-Maguikay ES PhP2,250,000.00 Telstra Brigada Eskwela- 295,012.00	
KRA 2: Financial Stewardship	25%		0.91			
KPI1: Indirect cost (PRIC)	15%	3.75	0.56	PhP189,411.00 (UWW Continuing, PLDT/Ramcar Scholarship and Lear Corp.)	PRIC- PhP336,060.17 UWW-3,096 PLDT-27,103.43 Lear-34098.92 Lear-Maguikay- 58,771.58 Insular- 103,495.12 ACE- 109,495.12	
KPI2: Savings	10%	3.5	0.35	Total Project Savings: PhP1M Savings from ACE Project PhP600,000.00 and PhP500,000.00	Savings: PhP2,521,767.00 UWW- 2,023,000 PLDT-124,767 Lear- savings used for another project ACE- 374,000	
KRA 3: Business Process	25%		0.81			
KPI1: Full utilization of Procym for project proposal development and approval, and progress monitoring	10%	2.75	0.28	Monthly pogram report uploaded in PROCYM and terminal Terminal	Progress Report on: ACE, PLDT, Lear, SM and UWW was submitted already Terminal Reports of the following PLDT, ACE, LEAR	
KPI2: Full utilization of AX for project financial transactions, monitoring and reporting	10%	3.75	0.38	All Project PR's are uploaded to sharepoint/AX2009 or 2012	All Project PR's were uploaded to AX/Sharepoint; also helped the other units in uploading in AX/sharepoint (livelihood)	
KPI3: No material audit findings	5%	3.25	0.16	On time submission of liquidation reports with no audit findings.	All liquidations were submitted on time with no audit findings.	
KRA 4: Organizational Capacity	25%		0.80			
KPI1: Project completion reports adhere to established standards	10%	3.25	0.33	Completion reports submitted on time in compliance to agreed quality standards.	Submitted UWW-Ilihan project on time. Due for submission: PLDT, ACE, LEAR	
KPI2: Project completion reports are uploaded in the KM portal (myPBSP)	10%	3.25	0.33	On time uploading of project completion reports in the KM portal.	Progress reports and completion reports were uploaded in myPBSP Project reports and completion were submitted to Ms. Cecil for approval and uploading in myPBSP	
KPI3: 100% of staff completed the PDIME training program	3%	3.26	0.08	Participated and completed the PDIME training program	Already participated and completed the PDIME training program. Attended the Resource Mapping and Community Organizing Training	
KPI4: Individual performance plans and appraisals are completed on time	2%	3.26	0.07	Performance plan and appraisals submitted and completed on time.	Performance plan and appraisals were submitted and completed on time	
	100%		3.39			
Qualitative Rating			Score	<div>Section I Score</div> <div>3.389</div>		
Consistently Exceeds Expectations (CEE)			4.01 - 4.50			
Occasionally Exceeds Expectations (OEE)			3.26 - 4.00			
Meets Expectations (ME)			2.00 - 3.25			
Does Not Meet Expectations (DNM)			1.00 - 1.99			



Performance Evaluation and Development Form

Section II: Competency Assessment

QUALITY					
Strives for excellence in all pursuits. Maintains the highest standards of work quality, continually improving his/her work and exceeding agreed-upon standards.					
Key Behaviors	Score				
	NE	M	P	E	
1. Outputs produced meet the standards of stakeholders.				X	
2. Outputs are accurate/error-free.			X		
3. Outputs are submitted on the set deadline.		X			
4. Shows thoroughness, neatness and attention to details as evidenced by his/her deliverables. Outputs are well researched and well presented.				X	
5. Anticipates forthcoming needs and possibilities and acts accordingly.			X		
TOTAL	0	1	3	1	
AVERAGE SCORE	2.000				

TEAMWORK					
Works effectively and productively with others. Appreciates the strengths of others, trusts their professional judgment, builds relationships that contribute not only to efficient and effective accomplishment of goals but also to the building of the PBSP family.					
Key Behaviors	Score				
	NE	M	P	E	
1. Works for the welfare of other units of the organization.				X	
2. Actively practices collaboration. Contributes to team efforts that produce desired result. Takes on different roles to help team achieve its goals.				X	
3. Shares knowledge and expertise with higher team members. Listens and considers the ideas of team members.			X		
4. Communicates problems to team members (within the unit and in other units) with tact and consideration. Responds positively to feedback from team members.			X		
5. Participates in institutional activities and group tasks that requires inter-unit collaboration. (i.e., AMM, BAC, Carsten Committee, etc.)			X		
6. Treats all members of the organization with respect regardless of status. Interacts and communicates in a friendly, positive and professional manner when coordinating with team members within the unit and from other units.				X	
TOTAL	0	0	2	4	
AVERAGE SCORE	2.467				

SERVICE					
Is committed to PBSP's social development mission. Values working for the poor and providing service to other stakeholders in an attempt to bring about social progress -- without compromising PBSP's interests. Considers target internal and external client as the lifeblood of the organization that requires efficient and effective service.					
Key Behaviors	Score				
	NE	M	P	E	
1. Continuously seeks to understand and satisfactory needs stakeholders needs, concerns and priorities.				X	
2. Takes into consideration the customer's perspective in his/her action and decisions without compromising PBSP's interest. Keeps customer up-to-date on requests.			X		
3. Treats all target clients with respect regardless of status. Exhibits a friendly, positive and professional demeanor when dispensing advice or rendering service.			X		
4. Committed according to capability.				X	
5. Keeps promises and commitments made to others.				X	
TOTAL	0	0	2	3	
AVERAGE SCORE	2.000				

INTEGRITY					
Transacts within the guidelines of established policies, protocol and operating procedures. Demonstrates PBSP's corporate values and ethical standards. Exhibits utmost professionalism in all things.					
Key Behaviors	Score				
	NE	M	P	E	
1. Avoids situations and actions that may lead to conflict of interest or may compromise the integrity of the Foundation.				X	
2. Exercises honesty and transparency in all dealings with internal and external stakeholders.			X		
3. Uses funds and resources appropriately and judiciously.			X		
4. Complies with and works within the context of PBSP's policies, procedures and ethical standards.				X	
TOTAL	0	0	3	1	
AVERAGE SCORE	2.250				

WORK-LIFE BALANCE					
Values the balance of work and life of every individual and pursues the policies and procedures that promote this value. Meets and responds to work and life issues, needs and aspirations without compromising PBSP's work standards. Participates in activities that enhance aspects of growth aside from career (e.g., mental, physical, spiritual).					
Key Behaviors	Score				
	NE	M	P	E	
1. Actively pursues training and development opportunities (e.g., brown bag sessions, formal schooling, etc.) within and outside PBSP for professional and personal development without compromising his/her own and the unit's work standards. Assumes responsible position/s in professional organizations. <i>Notes: Does not include PBSP required training and development activities.</i>			X		
2. Takes an active role in the Foundation's socialization and corporate wellness activities (e.g., Sportfest, Outing, Christmas Party, etc.).			X		
3. Awaits of planned and authorized leaves of absence/ days-off.				X	
TOTAL	0	0	2	1	
AVERAGE SCORE	2.333				

Competency	Average Scores	SECTION II TOTAL SCORE
Quality	2.000	2.370
Teamwork	2.467	
Service	2.000	
Integrity	2.250	
Work-Life Balance	2.333	
	15.858	

CRITICAL INCIDENT(S)	Required # of Critical Incident:	2
<p>The ratee is a team player especially in delivering the different projects assigned to her. Even though, she was in Education program, the ratee had assumed the Health project in delivering the last two months for the transition phase of VHC staff. This made the ratee do multi task in both Education and Health projects. In this way, the ratee had the time in familiarizing different task in Health program as well as had the time in completing the project and turnover the task to another project officer assigned.</p> <p>The ratee had established the responsibilities and values work in order to provide the service to our stakeholders and partners. Moreover, the ratee takes into consideration the required activities and outputs of the project. Thus, made some sacrifices in doing overtime work just to deliver and meet the targets before hand.</p>		



Performance Evaluation and Development Form

Section IIIA: Major Accomplishments

Indicate below the employee's major accomplishments and the equivalent score.

Individual Achievements or Commendable Actions	
The employee's major accomplishment for the fiscal year was being able to observe and assume the health projects for the last two months. This was to give enough time for the transition of staff of the unit.	
Impact of cited achievements/actions to:	
<input checked="" type="checkbox"/> Unit <input type="checkbox"/> Group <input type="checkbox"/> National <input type="checkbox"/> International	
Explanation of Impact:	
The employee had contributed in achieving the targets and accomplishments in the different program. It created a more flexible and adaptable to changes in dealing with task and achieving the goals of the unit.	
SCORE	0.25

Impact	Additional Points
Accomplishment impacts a Unit, Project, Program or Group	0.25
Accomplishment impacts a Group	0.50
Accomplishment impacts the Foundation and gains significant national recognition	0.75
Accomplishment gains significant international recognition	1.00

Section IIIB: Unit Balanced Score Card Rating

Indicate your Unit's Balanced Score Card Rating	
Unit Score	2.49

Unit Weighted Score	Descriptive Rating
4.76 – 5.00	Excellent
4.00 – 4.75	Very Good
3.51 – 3.99	High Satisfactory
3.00 - 3.50	Satisfactory
2.00 - 2.99	Less Satisfactory
1.00 - 1.99	Fails To Meet Expectations



PERFORMANCE EVALUATION AND DEVELOPMENT FORM

Section IVA: Employee Performance Summary

To be accomplished by the Rater

1. Please summarize the employee's performance.

The employee's performance for the fiscal year had greatly contributed to the education program in achieving their target. She was able to help other members of the team in some activities that needs more coordination with different partners and stakeholders. More so, she contributed in the transitioning phase of the unit.

2. What are the key strengths demonstrated by the employee?

The key strengths demonstrated by the employee was able to do multi-task in different projects handle. She becomes more flexible to those projects with time constraints and can still do work gracefully even under great pressure.

3. What are the employee's areas for improvement?

The employee's areas for improvements are to explore more on the skills and talents especially having more connections with partners and stakeholders. Moreover, become more resilient and mature enough in overcoming different adversity in the project or within the unit. The employee must learn how to bounce back from any kind of problem that will help her emerge as a stronger and mature individual.



PERFORMANCE EVALUATION AND DEVELOPMENT FORM

Section IVB: Employee Development Plan

(Must be discussed with the employee)

Employee's Career Goal(s)	To enrol for a Master Degree in Human/ Social Development or Environmental Studies		
DEVELOPMENT GOALS	ACTION STEPS	TARGET DATES	
To acquire more knowledge and skills in the field of development studies/ social work. To develop my skill in doing reseach and development.	Enrol for graduate studies in Human/Social Development or Environmental Studies	June 2018 - March 2020	

Please use extra sheets if necessary

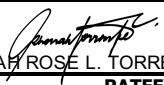
Management Action:(Please tick the appropriate box(es)

- ☐ Regularization
☐ Extension of Contract
☐ Non-Renewal of Contract
☐ Reclassification/Transfer
☒ Promotion
☐ Merit Increase
☐ Others: _____

Notes and Instructions:

CONFIRMATION OF PERFORMANCE APPRAISAL DISCUSSION**1st Review**

Step 1: Ratee has a conducted self-appraisal/
self-rating.


RHONAH ROSE L. TORRENTE**RATEE**

Signature Over Printed Name/Date

Step 2: 1st level Reviewer has reviewed the
Performance Appraisal.


CECILIA C. ANG**1st LEVEL REVIEWER**

Signature Over Printed Name/Date

2nd Review

Step 3: 1st and 2nd Level Reviewers have agreed
on the final rating of the Ratee.


CECILIA C. ANG**1st LEVEL REVIEWER**

Signature Over Printed Name/Date


MA. AMPARO ANGELA YULO-MILLAN**2nd LEVEL REVIEWER**

Signature Over Printed Name/Date

Step 4: 1st Level Reviewer has discussed the
result of the Performance Appraisal with the Ratee.


RHONAH ROSE L. TORRENTE**RATEE**

Signature Over Printed Name/Date


CECILIA C. ANG**1st LEVEL REVIEWER**

Signature Over Printed Name/Date


HRD MANAGER

Signature Over Printed Name/Date