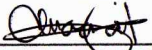
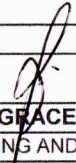
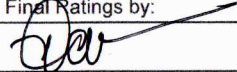


## PERFORMANCE EVALUATION

Name of Person hired under Contract of Service:	Position Title:		Contract Period				Office Assignment: PLANNING AND SUPPORT SECTION
CHARITY A. MAARAT	PLANNING SUPPORT STAFF		JANUARY-JUNE 2025				
Specific Output under the Terms of Reference in the Contract	Performance Indicator	Actual Accomplishments	RATING				REMARKS
			Q1	E2	T3	A4	
Coordinate with the Planning Offices of the Regional Office and PENRO in the execution of duties and responsibilities;	Coordinate with the Planning Offices of the Regional Office and PENRO in the execution of duties and responsibilities;	Coordinated with the Planning Offices of the Regional Office and PENRO in the execution of duties and responsibilities;	5.000	5.000	5.000	5.000	
Serves as the focal person in the conduct and implementation of all planning-related activities;	Serves as the focal person in the conduct and implementation of all planning-related activities;	Served as the focal person in the conduct and implementation of all planning-related activities	5.000	5.000	5.000	5.000	
Provide support to the PENRO during planning workshop, seminars, and meetings. This may include the preparation of presentation materials, briefers, documentation, reports and plans;	Provide support to the PENRO during planning workshop, seminars, and meetings. This may include the preparation of presentation materials, briefers, documentation, reports and plans;	Provided support to the PENRO during planning workshop, seminars, and meetings. This may include the preparation of presentation materials, briefers, documentation, reports and plans;	5.000	4.500	5.000	4.833	
Submit periodic reports on the status of Planning-related activities and implementation of programs and projects to the supervising PENRO	Submit periodic reports on the status of Planning-related activities and implementation of programs and projects to the supervising PENRO	Submitted periodic reports on the status of Planning-related activities and implementation of programs and projects to the supervising PENRO	5.000	5.000	5.000	5.000	
Attends meeting/seminars/conferences/workshops per instruction of the CENRO;	Attends meeting/seminars/conferences/workshops per instruction of the CENRO;	Attended meeting/seminars/conferences/workshops per instruction of the CENRO;	5.000	4.500	4.500	4.667	
Prepare the CENRO's annual budget proposal, forward estimates and WFP;	Prepare the CENRO's annual budget proposal, forward estimates and WFP;	Prepared the CENRO's annual budget proposal, forward estimates and WFP;	5.000	4.500	5.000	4.833	
Assist in the consolidation and evaluation of accomplishment reports of CENRO;	Assist in the consolidation and evaluation of accomplishment reports of CENRO;	Assisted in the consolidation and evaluation of accomplishment reports of CENRO;	5.000	5.000	5.000	5.000	
Monitor the progress of implementation of programs and projects of the CENRO; and	Monitor the progress of implementation of programs and projects of the CENRO; and	Updated and monitored MOVs of CENRO Ormoc per section	5.000	5.000	5.000	5.000	

Perform other task as may assigned by the CENRO.	Perform other task as may assigned by the CENRO.	Performed other task as may assigned by the CENRO.	5.000	5.000	5.000	5.000	
			5.000	4.833	4.944	4.926	
<b>Final Average Rating</b>						<b>4.93</b>	
<b>Comments and Recommendations</b>	She perform her duties and responsibilities well.						
Discussed with	Date	Evaluated by:	Date	Final Ratings by:	Date		
	July 01, 2025		July 01, 2025		July 01, 2025		
CHARITY A. MAARAT		MARY GRACE M. PALACIO		ANGELYN D. COSTELO			
PLANNING SUPPORT STAFF		HEAD, PLANNING AND SUPPORT SECTION		IN CHARGE CENRO ORMOC			