

Approved by:		
Signature:		District Engineer
Name:	EUSEBIO T. CULAS	Leyte 5th DEO, Baybay City

Output	Success Indicators (Targets + Measures)	Actual Accomplishments	Rating			Average	Remarks
			Q	E	T		
TO BE FILLED BEGINNING OF THE SEMESTRAL RATING PERIOD							
1. Retrieval of Documents							
	1.1 130% Received client request for copies of documents and recorded to the record book, with no error in 5 minutes	1.1 130% Received client request for copies of documents and recorded to the record book, with no error in 5 minutes	5	5	5	5	
	1.2 130% Forwarded request to the Chief, Administrative Section, with no error in 3 minutes.	1.2 130% Forwarded request to the Chief, Administrative Section, with no error in 5 minutes.	5	5	4	4.66	
	1.3 130% Retrieved documents based on the information/ data requested, with no error in 10 minutes	1.3 115% Retrieved documents based on the information/ data requested, with no error in 10 minutes	5	4	5	4.66	
	1.4 130% Acknowledged documents in the record book, with no error in 5 minutes.	1.4 130% Acknowledged documents in the record book, with no error in 5 minutes.	5	5	5	5	
2. Dissemination of Department of Public Works and Highways Regional Office Issuances & Other							
	2.1 130% Received documents from the Office of the Regional Director, with no error in 5 minutes.	2.1 115% Received documents from the Office of the Regional Director, with no error in 5 minutes.	5	4	5	4.66	
	2.2 130% Checked the completeness of the documents submitted before receiving and recording, with no error in 10 minutes.	2.2 130% Checked the completeness of the documents submitted before receiving and recording, with no error in 10 minutes.	5	5	5	5	
	2.3 130% Recorder/Coded Documents, with no error in 10 minutes	2.3 130% Recorder/Coded Documents, with no error in 10 minutes	4	5	5	4.66	
	2.4 130% Routed documents to the Office of the District Engineer, with no error in 10 minutes	2.4 130% Routed documents to the Office of the District Engineer, with no error in 15 minutes	5	5	4	4.66	
	2.5 130% Complied to the instructions of the DE, with no error in 15 minutes.	2.5 130% Complied to the instructions of the DE, with no error in 20 minutes.	5	5	4	4.66	
	2.6 130% Identified concerned persons, with no error in 10 minutes	2.6 115% Identified concerned persons, with 1-3 minor error in 15 minutes	4	4	4	4	
TO BE FILLED DURING EVALUATION							
GASS (Records Management Unit)							

2.7 130% Disseminated/delivered issuances, with no error in 10 minutes

2.7 130% Disseminated/delivered issuances, with 1-3 minor error in 10 minutes

3. File Management

3.1 130% Processed document (Superseded documents are removed from the document masterlist, stamped "Obsolete" and filed separately) with no error in 2 hours.

3.1 115% Processed document (Superseded documents are removed from the document masterlist, stamped "Obsolete" and filed separately) with 1-2 minor error in 3 hours.

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Note: Use Additional sheet/s if necessary:

Total Rating

55.62

Final Average Rating

4.64

Remarks: comments and recommendation for development purposes or rewards/promotion. (Note: Use additional sheet/s if necessary)

The above rating has been discussed with:

Name and Signature of Ratee:

RYLAH MARIE S. LUNTAYAO

Name and Signature of Initial Rater:

RYLAH MARIE E. TORING

Name and Signature of Final Rater:

CHARLITO N. BARRERA

Position: ADMINISTRATIVE AIDE I

Position:

Administrative Officer IV

Position:

Chief, Admin Section

Date:

July 6, 2021

Date:

Date: