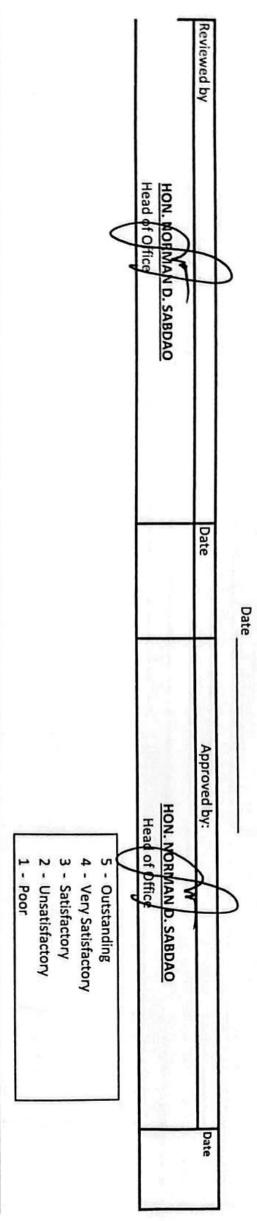
rated on the attainment of the following targets in accordance with the indicated measures for the period Maych 24 to June 16, 2022. I, MA. CZARMINE L. YU, Administrative Aide I of the Office of the Municipal Mayor of Local Government Unit of San Miguel, Leyte commit and agree to be



Strategic Priority  MFO/PAP  M										
Regic Priority   Duccess monotor   Allotted Budget   Distribution   Actual Accomplishments   Rating   Total Accomplishments   Rating   Total Accomplishments   Actual Accomplishments   Rating   Total Accomplishments   Actual Accomplishments   Rating   Rating   Total Accomplishments   Actual Accomplishments   Rating	MFO/PAP	Target Marcarol	Allotted Budget	Cieronia (inclinios	Actual Accomplishments	30	Rati	Bu		Remarks
MFO/PAP     Discress information     Allotted Budget     Discress information     Actual Accomplishments     Rating       unctions     4 </th <th>Strategic Priority</th> <th></th> <th></th> <th></th> <th></th> <th>О</th> <th>Е</th> <th>4</th> <th>A</th> <th></th>	Strategic Priority					О	Е	4	A	
tion documents for payments and testing and reviewing tion documents for payments and testing and reviewing tion documents for payments and testing and reviewing documents for payments and testing at the first testing at the first page in their appointments and testing at tached documents.	MFO/PAP	שמכנבש וויסוכמנטי	Allotted Budget	Ciproliting function	Actual Accomplishments		Rati	Bu		Remarks
tion documents for payments and solutions in their appointments.  5-accumulate on the day the maximum amount 4-accumulate 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4	Core Functions					۵	Е	7	A	
tion documents for payments and documents 4-0 failed to check lacking attached documents	<ol> <li>Help desk to people who have appointments with the Municipal Mayor and to those who needs an assistance</li> </ol>	10-5-assists / help visitors in their appointments 4-0 failed to acquire the needs of visitors			5-accumulate on the day the maximum amount 4-accumulate 2 days the maximum amount 3-3days 2-4 days 1-5 days	4	4	4	4	
	<ol> <li>Aide in checking and reviewing transaction documents for payments and signing.</li> </ol>	10-5 Completeness of checked attached documents 4-0 failed to check lacking attached documents			5-transmit on the day 4- 2 days 3- 3 days 4- 4 days 5-5 days	5	ъ	4	4	

Chipopy	MA STARMINE L YU	Discussed with	Comments and Recommendation for Development Purposes	Average Rating	<ol> <li>As assigned work from time to time</li> </ol>	Support Functions	3. Performs other functions that may be assigned from time to time
	HON. NORWIAND. SABDAO	Date	or Development Purposes		100% accomplishment of assigned work from time to time		10-Follow assigned functions on time 8- follow assigned work late 4- does'nt follow assigned work
	I hereby certify that I discussed my assessment of the performance with the employee  HON.NORMAN D. SABDAO  Hereby certify that I discussed my discussed my assessment of the performance with the employee that the control of the performance with the performance	Assessed by:					
		Date					
		H			100 bee		5-folld time/ days 4
	4.63	Final Rating			100% assigned work has been completed		5-follow assigned work on time/on the day 4-1-2 days 3-3 days 4- 4days 1- does'nt follow
	4.63	Final Rating Date		4.8 4.	ork has 5		\$3-3 5
	4.63			4.8 4.8 4.5	ork has		1 3-3 llow

rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2023. I, MA. CZARMINE L. YU, Administrative Aide I of the Office of the Municipal Mayor of Local Government Unit of San Miguel, Leyte commit and agree to be

Date

1. Receive and prepare Journal Entry Voucher, Chart of account set-up; lacking issued corresponding notice to dept. and transaction categorization and 4-7-9 missed; 2-10 or more missed.	Core Functions	MFO/PAP Success Indicator (Target + Measure)	Strategic Priority Strategic Priority	MFO/PAP Success Indicator (Target + Measure)		ARIEL B. ABELLAR, CPA Immediate Supervisor	Reviewed by
ded in logbook, all ng notice to dept. ; 6-Only 4-6 missed; more missed.		ator sure)		ator sure)			
		Allotted Budget		Allotted Budget			Date
		Division/Individuals Accountable   Actual Accomplishments		Division/Individuals Accountable Actual Accomplishments		- ਸ਼	Approved by:
5-Logged/Filed on the day received; 4-1 day after rec.; 3-2 days after rec.; 2-3 days after rec.; 1-4 days after rec.		Actual Accomplishments		Actual Accomplishments	5 - Outstanding 4 Very Satisfactory 3 - Satisfactory 2 - Unsatisfactory 1 - Poor	HON. NORMAN D. SABDAO Head of Office	()
5	Q		Q				
5	E	Rating	E	Rating			1000
ь	Т	ng	Т	8			
V	A		A				
		Remarks		Remarks			Date

	Comments and Recommendation for Development Purposes	Average Rating	1. As assigned work from time to time	Support Functions	3. Prepare Certification of Amount to be Withdrawn by MTO on Payrolls prepared as well as Disbursement Voucher. Ensure that it is processed on time.	2. Prepare on a monthly basis, on or before the 10th day of the month, the vouchers for the remittances to various national agencies (e.g. GSIS, Philhealth, HDMF) the premiums and loan amortizations withheld in the preceding month's payroll with attached hardcopy of supporting schedules. Also prepare the supporting summaries in soft or hardcopy (as required) as well as the JEV attached to these vouchers.
	on for Development Purposes		100% accomplishment of assigned work from time to time		5 - prepared the Cert with processed DV; 2 - failed to prepare	5 - processed all remittances; 2 - failed to prepare remittance
THE STATE OF						
			100% assigned work has been completed		5- finished 5 days before third Wednesday; 4 - fin. 3 days before; 3 - fin. On third wed.; 2 fin. 1 day after; 1 fin. 2 days after	5-finished 5 days before monthend; 4 - fin. On month-end; 3 - fin. on or before 10th of the following month; 2 - fin. 2 day after; 1 - fin. 3 days after
		4.83	5		v	43
		4.75	U		v	4
		4.75	Ņ		v	4
		4.78	5		v	41

			A DESCRIPTION OF THE SOURS		7 /	The state of the s	(
					Head of Office	Supervisor	Employee U
			4.78		HON NORMAN D. SABDAO	ARIEL B. ABELLAR, CPA	MA: SEMMINE L. YU
					I hereby certify that I discussed my assessment of the performance with the employee		
		Date	Final Rating D	Date	Assessed by:	Date	Discussed with
						for Development Purposes	Comments and Recommendation for Development Purposes
4.75 4.78	4.75 4.	4.83					Average Rating
5	5	5	100% assigned work has been completed			100% accomplishment of assigned work from time to time	1. As assigned work from 10 fr
	200						Support Functions
5	v	и	5- finished 5 days before third Wednesday; 4 - fin. 3 days before; 3 - fin. On third wed.; 2 fin. 1 day after; 1 fin. 2 days after			5 - prepared the Cert with processed DV; 2 - failed to prepare	3. Prepare Certification of Amount to be Withdrawn by MTO on Payrolls prepared as well as Disbursement Voucher. Ensure that it is processed on time.
4 41	•	4.3	5-finished 5 days before monthend; 4-fin. On month-end; 3-fin. on or before 10th of the following month; 2-fin. 2 day after; 1-fin. 3 days after			5 - processed all remittances; 2 - failed to prepare remittance	various national agencies (e.g. GSIS, Philhealth, HDMF) the premiums and loan amortizations withheld in the preceding month's payroll with attached hardcopy of supporting schedules. Also prepare the supporting summaries in soft or hardcopy (as required) as well as the JEV attached to these vouchers.

rated on the attainment of the following targets in accordance with the indicated measures for the period July to August 2023. I, MA. CZARMINE L. YU, Administrative Aide I of the Office of the Municipal Mayor of Local Government Unit of San Miguel, Leyte commit and agree to be



Reviewed by		Date	Approved by:	Ŋ			37		Date
ARIEL I	ARIEL B. ABELLAR, CPA Immediate Supervisor		- Э <del>Л</del>	HON. NORMAN D. SABDAO Head of Office					
				5 - Dutstanding 4 - Very Satisfactory					
				3 - Satisfactory 2 - Unsatisfactory					
		With the Property of the Party		1 - Poor					and public
MFO/PAP	Success Indicator (Target + Measure)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments		Rating	Su.		Remarks
Strategic Priority					Q	E	Т	A	
MFO/PAP	Success Indicator (Target + Measure)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments		Rating	36		Remarks
Core Functions					٥	E	Т	A	
1. Receive and prepare Journal Entry Voucher, Chart of account set-up; and transaction categorization and analyzation.	10-All documents duly recorded in logbook, all lacking issued corresponding notice to dept. concerned; 8-Only 1-3 missed; 6-Only 4-6 missed; 4- 7-9 missed; 2-10 or more missed.			5-Logged/Filed on the day received; 4-1 day after rec.; 3-2 days after rec.; 2-3 days after rec.; 1-4 days after rec.	v	v	v	v	

Average Rating	<ol> <li>As assigned work from time to time</li> </ol>	Support Functions	3. Prepare Certification of Amount to be Withdrawn by MTO on Payrolls prepared as well as Disbursement Voucher. Ensure that it is processed on time.	before the 10th day of the month, the vouchers for the remittances to various national agencies (e.g. GSIS, Philhealth, HDMF) the premiums and loan amortizations withheld in the preceding month's payroll with attached hardcopy of supporting schedules. Also prepare the supporting summaries in soft or hardcopy (as required) as well as the JEV attached to these vouchers.
	100% accomplishment of assigned work from time to time		5 - prepared the Cert with processed DV; 2 - failed to prepare	e 5 - processed all remittances; 2 - failed to prepare remittance
	100% assigned work has been completed		5- finished 5 days before third Wednesday; 4 - fin. 3 days before; 3 - fin. On third wed.; 2 fin. 1 day after; 1 fin. 2 days after	5- finished 5 days before monthend; 4 - fin. On month-end; 3 - fin. on or before 10th of the following month; 2 - fin. 2 day after; 1 - fin. 3 days after
5.00	5		5	5
4.75	5		5	4
4.75	5		u	4
	5		v	4.333

**Comments and Recommendation for Development Purposes** 

Discussed with

Date

ARIEL B. ABELLAR, CPA

employee

I hereby certify that I discussed my assessment of the performance with the

Assessed by:

Date

**Final Rating** 

Date

4.83

Supervisor

HON, NORMAN D. SABDAO
Head of Diffice

rated on the attainment of the following targets in accordance with the indicated measures for the perjed Jyne 16, 2022 to December 31, 2022. I, MA. CZARMINE L. YU, Administrative Aide I of the Office of the Municipal Mayor of Local Government Unit of San Miguel, Leyte commit and agree to be

	ъ	ъ	5	5	5-Logged/Filed on the day received; 4-1 day after rec.; 3-2 days after rec.; 2-3 days after rec.; 1-4 days after rec.			10-All documents duly recorded in logbook, all lacking issued corresponding notice to dept. concerned; 8-Only 1-3 missed; 6-Only 4-6 missed; 4-7-9 missed; 2-10 or more missed.	1. Receive and prepare Journal Entry Voucher, Chart of account set-up; and transaction categorization and analyzation.
	Þ	-	Е	۵					Core Functions
Remarks		Rating	23		Actual Accomplishments	Division/Individuals Accountable	Allotted Budget	Success Indicator (Target + Measure)	MFO/PAP
	Α	7	3	Q					Strategic Priority
Remarks		Rating	Ra		Actual Accomplishments	Division/Individuals Accountable	Allotted Budget	Success Indicator (Target + Measure)	MFO/PAP
					5 \Dufstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Unsatisfactory 1 - Poor				
					HON. NORMAND. SABDAO	i <del></del>		ARIEL B. ABELLAR, CPA Immediate Supervisor	ARIEL Imme
Date	Ĺ				y:	Approved by:	Date		Reviewed by
					>				
						(	Date_		