

**PERFORMANCE RATING SHEET**  
Period: (March-June 2023)

NAME OF CONTRACT OF SERVICE (COS) PERSONNEL: MELVINCE R. MARTINEZ  
POSITION: ORGANIZATIONAL DEVELOPMENT OFFICER  
OFFICE: DEPARTMENT OF AGRICULTURE REGIONAL FIELD OFFICE 8

ACTIVITY	OUTPUT INDICATOR	TARGET	ACCOMPLISHMENT	QUANTITY (1)	QUALITY (2)	TIMELINESS (3)	
<b>I. PERFORMANCE:</b> Based on actual duties & responsibilities (75%)							
*Conduct stakeholders' consultation together with barrier programs, LGUs, and other concern agencies during the conduct of social preparation assessment activities;	No. of Stakeholders' Consultation conducted	4 P/M LGU Meeting	2	4	5	5	4.67
* Assist in the conduct of special preparation assessment, organizational capacity needs assessment, gap analysis and develop social preparation action plans or activities to prepare the cluster and the community in implementing their Cluster Development Plans;	No. of Special Preparation for Cluster Development Plan assisted	14 CDPs	14	5	4	4	4.33
*Provide capability building training to clusters (i.e. leadership and governance, values formation, human	No. of Capability Building Trainings conducted	6 AECA Trainings Conducted	3	4	5	5	4.67
*Coordinate with various government and non-government agencies on possible technical assistance to	No. of Technical Assistance to clusters and partner LGU's Coordinated	44 Communication letters	44	5	5	5	5.00
*Participate in the technical review of business plans, capacity building plan, risk assessment and management plan and business continuity plan of FZC2 Clusters; and	No. of Technical Review on business-related activities for FZC2 Clusters	1 RTWG	0	4	4	4	4.00
*Perform other duties related to the FZC2 Program that may be required from time to times	Other Duties Performed and Assisted	15 (Trainings, coordination, forums)	15	5	5	5	5.00
A. Total Performance Rating = (Sum of 1+2+3) = 9+9+10=28							
B. Average Performance Rating = (A/No. of items (6)) = 28/6 = 4.67							
C. Final Performance Rating (B x 0.75%) = 4.67 x 0.75 = 3.5							
							4.61
							3.46

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ACTIVITY	OUTPUT INDICATOR	TARGET	ACCOMPLISHMENT	QUANTITY (1)	QUALITY (2)	TIMELINESS (3)	
<b>1. OTHER FACTORS (25%)</b>							
2. Initiative (10%)							4
3. Autonomy (work with minimal supervision) (5%)							5
4. Punctuality (5%)							4
5. Others (Teamwork, Courtesy, Good Manners & Right Conduct (GMRC) (5%)							4
6. Rating of Other Factors in %:							
D x 10% = 4 x 0.10 = 0.40							0.40
E x 5% = 4 x 0.05 = 0.20							0.25
C x 5% = 3 x 0.05 = 0.15							0.20
G x 5% = 4 x 0.05 = 0.20							1.05
7. Final Other Factors Rating [(Sum of I + J + K + L)] =							
8. FINAL RATING = C + M = 3.5+0.95 = 4.45							4.51
9. Final Adjective Rating*							Very Satisfactory

Name of COS Personnel:

MELVINCE R. MARTIREZ  
Signature over Printed Name)

Final Rating by:

LARRY U. SULTAN, JD  
RTD for Operations and Extension  
FZC2 Regional Focal Person

Final Rating Scale \*

Numerical	Adjectival
1.5-5.0	Outstanding
1.0-4.49	Very Satisfactory
1.5-3.99	Satisfactory
1.0-3.49	Unsatisfactory
0.99 and below	Poor