

MARIANNE GRACE H. REDULLA

Administrative Assistant II

Name of Employee: Position: Division: Rating Period: Measin City January to December 2023

Name of Rater: Position: Date of Review

VICTORINO A. PIA District In Charge January 12, 2024

					N DURING PLANNING			TO BE FIL	LED DU	RING EV	ALUATIO	N	
MFOs	KRAs	OBJECTIVES	TIMELINE	Weight		PERFORMANCE INDICATO	ORS	ACTUAL RESULTS		RA	TING		SCOR
				Section 3.	QUALITY	EFFICIENCY	TIMELINESS		Q	E	T	Ave	
	KRA I : FINANCIAL RECORDS & REPORTS (30%)	Posted and recorded the schools disbursement of the MOOE downloaded per account to the Subsidiery Ledgers.	Year- Round	10%	100% Posted, recorded and filed the schools disbursement of the 5 MOOE downloaded per account to the Subsidiary Ledgars.	All disbursement are posted, recorded and signed with efficiency and 5 are error free	All schools disbursement of the MOCE downloaded are posted and recorded 5 days before deadline.	5 - 100% Posted, recorded and filed the schools disbursement of the MOCE downloaded per account to the Subsidiary Ledgers.	6	5	4	4.67	0.47
					100% Posted, recorded and signed the schools disbursement of the MOOE downloaded per account to the Subsidiary Ledgers	Majority of the disbursement are posted, recorded and signed with efficiency.	All schools disbursement of the MODE downloaded are posted and recorded 4 days before deadline.	5 - All disbursement are posted, recorded and signed with efficiency and are error free.					
					100% Posted, recorded and checked the schools disbursement of the 3 MOOE downloaded per account to the Subsidiary Ledgers.	Some disbursement are posted, recorded and signed with efficiency.	All schools disbursement of the MODE downloaded are posted and recorded 3 days before deadline.	4 - All schools disbursement of the MOOE downloaded are posted and recorded 4 days before deadline.					
					70 - 79 % Posted and recorded the schools disbursement of the MODE downloaded per account to the Subsidiary Ledgers.	Few diabursement are posted and recorded with efficiency.	All schools disbursement of the MOOE downloaded are posted and recorded 2 days before deadline.						
					69% and below posted and recorded the schools disbursament of the MOOE downloaded per account to the Subsidiary Ledgers.	No disbursement are posted and recorded.	All schools disbursement of the MOCE downloaded are posted and recorded 1 1 day before deadline.						



MFOs	KRAs	OBJECTIVES	TIMELINE	Weight		PERFORMANCE INDICATO	RS	ACTUAL RESULTS		RAT	TING		SCORE
				Per	QUALITY	EFFICIENCY	TIMELINESS	AUTOAL NEGOLIO	Q	E	T	Ave	Ē
		Received and filed the schools monthly MOOE Liquidations, Monthly Cash Program, other Special Funds Liquidation, Fidelity Bond Premiums of school bonded officials and School AIP.	Year- Round	10%	100% Received and filed the schools monthly MOOE Liquidations, Monthly Cash Program, other Special Funds Liquidation, Fidelity Bond Premiums of school bonded officials and School AIP.	Very efficently received and filed all the schools monthly MOOE Liquidations, Monthly Cash Program, other Special Funds Liquidation, Fidelity Bond Premiums of school banded officials and School AIP.		5 - 100% Received and filed the schools monthly MOCE Liquidations, Montly Cash Program, other Special Funds Liquidation, Fidelity Bond Premiums of school bonded officials and School AIP.	5	5	5	5.00	0.50
					100% Received and signed the schools monthly MOOE Liquidations, Monthly Cash Program, other Special Funds Liquidation, Fidelity Bond Premiums of school bonded officials and School AIP	Received and signed majority of the schools monthly MOCE Liquidations, Monthly Cash Program, other Special Funds Liquidation, Fidelity Bond Premiums of school bonded officials and School AIP.	All schools monthly MDOE Liquidations, Monthly Cash Program, other Special Funds Liquidation, Fidelity Bond Premiums of school bonded officials and School AIP are filed 1 day after receipt of the documents.						
					100% Received and checked the Schools Monthly MOOE Liquidations, Monthly Cash Program, other Special Funds Liquidation, Fidelity Bond Premiums of school bonded officials and School ALP	Received and checked some of the schools monthly MOOE Liquidations, Montly Cash Program, other Special Funds Liquidation, Fidelity Bond Premiums of school bended officials and School AIP	bonded officials and	MODE Liquidations, Monthly Cash Program, other Special					
					70-79% Received and filed the schools monthly MOOE Liquidations, Monthly Cash Program, other Special Funds Liquidation, Fidelity Bond Premiums of school bonded officials and School AIP.	Received and filed few of the schools monthly MODE Liquidations, Monthly Cash Program, other Special Funds Liquidation, Fidelity Bond Premiums of school banded officials and School AIP.	All schools monthly MOOE Liquidations, Monthly Cash Program, other Special Funds Liquidation, Fidelity Bond Premiums of school bended officials and School AIP are filed 3 days after receipt of the documents.						
					69% and below received and filed the schools monthly MOOE Liquidations, Monthly Cash Program, other Special Funds Liquidation, Fidelity Bond Premiums of school bended officials and School AIP	Received and filed the schools monthly MOOE Liquidations, Monthly Cesh Program, other Special Funds Liquidation, Fidelity Bond Premiums of school bonded officials and School AIP inefficiently.	All schools monthly MOOE Liquidations, Monthly Cash Program, other Special Funds Liquidation, Fidelity Bond Premiums of school bonded officials and School AIP are filed 4 days & beyond after receipt of the documents.						



MFOs	KRAs	OBJECTIVES	TIMELINE	Weight		PERFORMANCE INDICATO	R3	ACTUAL RESULTS		RA	TING		SCORE
		The second second		Per	QUALITY	EFFICIENCY	TIMELINESS	ACTUAL RESOLTS	Q	E	T	Ave	
		Reviewed and checked all check issuances, and prepared the monthly Statement of Bank Reconciliation.	Year- Round	10%	100% Reviewed, checked and recorded all check issuances, and prepared and filed the monthly Statement of Bank Reconciliation. 100% Reviewed,	Very accurately reviewed, checked and recorded all check issuances, and prepared and filed the morthly Statement of Bank Reconciliation. Accurately reviewed,	Reviewed and checked all check issuances, and prepared the monthly Statement of Bank Reconcillation 3 days before the deadline. Reviewed and checked all	5 - 100% Reviewed, checked and recorded all check issuances, and prepared and filed the monthly Statement of Bank Reconciliation. 5 - Very accurately reviewed.	5	5	4	4.87	0.47
					checked and recorded all check issuances, and 4 prepared and signed the monthly Statement of Bank Reconciliation.	checked and recorded all check issuances, and 4 prepared and signed the monthly Statement of Bank Reconciliation.	oheck issuances, and prepared the monthly 4 Statement of Bank Reconciliation 1 day before the deadline.	checked and recorded all check issuances, and prepared and filed the monthly Statement of Bank Reconciliation.					
					100% Reviewed, checked and recorded all check issuances, and prepared the monthly Statement of Bank Reconciliation.	Less accurately reviewed, checked and recorded all check issuances, and prepared and signed the monthly Statement of Bank Reconciliation.	Reviewed and checked all check issuances, and prepared the monthly Statement of Bank Reconciliation on the day of the deadline.	4 - Reviewed and checked all check issuances, and prepared the monthly Statement of Bank Reconciliation 1 day before the deadline.					
					70-79% Reviewed and checked all check issuances, and prepared the monthly Statement of Bank Reconciliation.	Inaccurately reviewed and checked all check issuances, and prepared the monthly Statement of Bank Reconciliation.	Reviewed and checked all check issuances, and prepared the monthly Statement of Bank Reconciliation 1 day after the deadline.						
					89% and below reviewed and checked all check issuances, and prepared the monthly Statement of Bank Reconciliation.	Did not review and check all check issuances, and did not prepere the monthly Statement of Bank Reconciliation.	Reviewed and checked all check issuances, and prepared the monthly Statement of Bank Reconciliation 3 days after the deadline.	oll fter					
	KRA II : ACCOUNTS TRACKING (30%)	Reviewed and checked all supporting documents of MOOE Liquidation, Special Funds and other claims.	Year- Round	15%	100% Reviewed, checked and filed all supporting documents of 5 MOCE Liquidation, Special Funds and other claims.	Very accurately reviewed, checked and filed all supporting documents of 5 MOOE Liquidation, Special Funds and other claims.	Reviewed, checked and filed all supporting documents of MOOE 5 Liquidation, Special Funds and other claims upon receipt of the documents.	5 - 100% Reviewed, checked and filed all supporting documents of MOOE Liquidation, Special Funds and other claims.	5	4	5	4.67	0.70
					100% Reviewed, checked and signed all supporting documents of 4 MOOE Liquidation, Special Funds and other claims.	Accurately reviewed, checked and signed all supporting documents of 4 MOOE Liquidation, Special Funds and other claims.	Reviewed, checked and signed all supporting documents of MODE Liquidation, Special Funds and other claims 1 day after receipt of the documents.	4 - Accurately reviewed, checked and signed all supporting documents of MOOE Liquidation, Special Funds and other claims.					
					100% Reviewed, checked and signed all supporting documents of 3 MODE Liquidation, Special Funds and other claims.	Less accurately reviewed, checked and signed all supporting documents of 3 MOOE Liquidation, Special Funds and other claims.	Reviewed, checked and signed all supporting documents of MOOE 3 Liquidation, Special Funds and other claims 2 days after receipt of the documents.	5 - Reviewed, checked and filed all supporting documents of MOOE Liquidation, Special Funds and other claims upon receipt of the documents.					



MFOs	KRAs	OBJECTIVES	TIMELINE	Weight		PERFORMANCE INDICATO	RS	ACTUAL RESULTS		RA	TING		SCORE
				per	QUALITY	EFFICIENCY	TIMELINESS	ASTORE RESOLIS	Q	E	T	Ave	
					70-79% Reviewed and checked all supporting documents of MOOE Liquidation, Special Funds and other claims. 69% and below reviewed and checked all supporting documents of MOOE Liquidation, Special Funds and other claims.	Inaccurately reviewed and checked all supporting documents of MOOE Liquidation, Special Fundu end other claims. Did not review and check all supporting documents of MOOE Liquidation, Special Funds and other claims.	Reviewed and checked all supporting documents of MOOE Liquidation, Special Funds and other claims 3 days after receipt of the documents. Reviewed and checked all supporting documents of MOOE Liquidation, Special Funds and other claims 3 days after receipt of the documents 4 days and						
		Reviewed and checked the monthly expenses reflected in the school Cash Book for MOOE and other special funds downloaded.	Year- Round	10%	100% Reviewed, checked and recorded the monthly expenses reflected in the school 5 Cash Book for MOOE and other special funds downloaded.	Very accurately reviewed, checked and recorded the monthly expenses reflected in the school Cash Book for 5 MOOE and other special funds downloaded.	beyond after receipt of the decuments. Reviewed, checked and recorded the monthly expenses reflected in the school Cesh Book for 5 MOOE and other special funds downloaded upon receipt of the documents.	5 - 100% Reviewed, checked and recorded the monthly expenses reflected in the school Cash Book for MOOE and other special funds downloaded.	5	5	5	5.00	0.50
					100% Reviewed, checked and signed the monthly expenses reflected in the school Cash Book for MOOE and other special funds downloaded.	Accurately reviewed, checked and signed the monthly expenses reflected in the school Cash Book for MOOE and other special funds downloaded.	Reviewed, checked and signed the monthly expenses reflected in the school Cash Book for MOOE and other special funds downloaded 1 day after receipt of the documents.	5 - Very accurately reviewed, checked and recorded the monthly expenses reflected in the school Cash Book for MOOE and other special funds downloaded.					
					100% Reviewed and checked the monthly expenses reflected in the 3 school Cash Book for MOOE and other special funds downloaded.	Less accurately reviewed and checked the monthly expenses reflected in the 3 school Cash Book for MODE and other special funds downloaded.	Reviewed and checked the monthly expenses reflected in the school 3 Cash Book for MOOE and other special funds	5 - Reviewed, checked and recorded the monthly expenses reflected in the school Cash Book for MOOE and other special funds downloaded upon receipt of the documents.					
					70-79% Reviewed and checked the monthly expenses reflected in the school Cash Book for MOOE and other special funds downloaded.	Inaccurately reviewed and checked the monthly expenses reflected in the school Cash Book for MOOE and other special funds downloaded.	Reviewed and checked the monthly expenses reflected in the school Cash Book for MOOE and other special funds downloaded 3 days after receipt of the documents.						
					69% and below reviewed and checked the monthly expenses reflected in the school Cash Book for MOOE and other special funds downloaded.	Did not review and check the monthly expenses reflected in the school Cash Book for MOOE and other special funds downloaded.	Reviewed and checked the monthly expenses reflected in the school Cash Book for MOOE and other special funds downloaded 4 days & beyond after receipt of the documents.						



MFOs	KRAs	OBJECTIVES	TIMELINE	Weight		PERFORMANCE INDICATOR	RS	ACTUAL RESULTS		RAT	TING		SCOR			
	11			per	QUALITY	EFFICIENCY	TIMELINESS	NOTONE RESOLTS	Q	E	T	Ave				
		Monitored and reconciled the expenses incurred by each school vis-a-vis their respective school AIP.	Year- Round	5%	100% Monitored, reconciled and recorded the expenses incurred by each school vis-a-vis their respective school AIP.	Monitored, reconciled and recorded the expenses incurred by each school visa-vis their respective school AIP very effectively.	Monitored and reconciled the expenses incurred by each school vis-a-vis their respective school AIP immediately upon receipt of documents.	5 - Monitored, reconciled and recorded the expenses incurred by each school vis- a-vis their respective school AIP.	5	4	4	4.33	0.22			
					100% Monitored and reconciled the expenses incurred by each school vis-a-vis their respective school AIP.	Monitored and reconciled the expenses incurred by each school vis-a-vis their respective school AIP effectively,	Monitored and reconciled the expenses incurred by each school vis-a-vis ther respective school AIP 1 day after receipt of the documents.	4 - Monitored and reconciled the expenses incurred by each school vis-a-vis their respective school AIP effectively.								
					100% Monitored the expenses incurred by each school vis-a-vis their respective school AIP.	Monitored and reconciled the expenses incurred by each school vis-a-vis their respective school AIP with less efficiency.	Monitored and reconciled the expenses incurred by each school vis-a-vis their respective school AIP 2 days after receipt of the documents.	4 - Monitored and reconciled the expenses incurred by each school vis-a-vis their respective school AIP 1 day after receipt of the documents.								
					70-79% Monitored and reconciled the expenses incurred by each school vis-a-vis their respective school AIP.	Monitored and reconciled the expenses incurred by asch school vis-a-vis their respective school AIP inefficiently.	Monitored and reconciled the expenses incurred by each school vis-a-vis their respective school AIP 3 days after receipt of the documents.	documents.								
					69% and below monitored and reconciled the expenses incurred by each school vis-a-vis their respective school AIP.	Monitored and reconciled the expenses incurred by each school vis-a-vis their respective school AIP with no efficiency.	Monitored and reconciled the expenses incurred by each school vis-a-vis their 1 respective school AIP 4 days & beyond after receipt of the documents.	ed Y eir								
	KRA III: FINANCIAL TRANSACTIONS RECORDING PROCEDURES (20%)	Recommended schools AIP for enhancement and realignment based on their Subsidiery Ledgers.	Year- Round	10%	100% Recommended schools AIP for enhancement & realignment based on their Subsidiary Ledgers.	Recommended schools AIP for enhancement & realignment based on their 5 Subsidiary Ledgers very effectively.	Recommended schools AIP for enhancement & realignment based on their 5 Subsidiary Ledgers on a monthly basis.	s 4 - Recommended Schools AIP for enhancement & their realignment based on their	4	4	4	4.00	0.40			
					90-99% Recommended Schools AIP for enhancement & realignment based on their Subsidiary Ledgers.	Recommend schools AIP for enhancement & realignment based on their Subsidiary Ledgers effectively.	Recommended schools AIP for enhancement & realignment based on their Subsidiary Ledgers on a quarterly basis.	4 - Recommend Schools AIP for enhancement & realignment based on their Subsidiary Ledgers offectively								
				3	3	3	Ę	.80-89% Recommended Schools AIP for enhancement & 3 realignment based on their Subsidiery Ledgers.	Recommend schools AIP for enhancement & realignment based on their 3 Subsidiary Ledgers with less efficiency.	Recommended schools AIP for enhancement & realignment based on their Subsidiary Ledgers semi- annually.	of & AIP for enhancement & on their realignment based on their					



MFOs	KRAs	OBJECTIVES	TIMELINE	Weight		PERFORMANCE INDICATO	RS	ACTUAL RESULTS		RA	TING		SCORE
				P.	QUALITY	EFFICIENCY	TIMELINESS		Q	E	T	Ave	1
					70-79% Recommended Schools AIP for enhancement & realignment based on their Subsidiary Ledgers.	Recommend schools AIP for enhancement & realignment based on their Subsidiary Ledgers with inefficiently.	Recommended schools AIP for enhancement & realignment based on their Subsidiary Ledgers annually.						
					69% and below recommended schools AIP for enhancement & realignment based on their Subsidiary Ledgers.	Recommend schools AIP for enhancement & realignment based on their Subsidiary Ledgers with no efficiency.	Not compliant at all.						
		Reviewed schools Cash Program thru their monthy MODE Budget allocation.	Yesr- Round	10%	100% Reviewed and filed schools Cash 5 Program thru their monthy MOOE Budget silication	Reviewed and filed schools Cash Program thru their 5 monthy MOOE Budget allocation very effectively.	Reviewed and filed schools Cash Program thru their 5 menthy MOOE Budget allocation upon receipt of the documents.	5 - 100% Reviewed and filed schools Cash Program thru their monthy MOOE Budget allocation.	5	5	5	5.00	0.50
					100% Reviewed and signed schools Cash Program thru their morthly MOOE Budget allocation.	Reviewed and signed schools Cash Program thru their monthy MOOE Budget allocation effectively.	Reviewed and signed schools Cash Program thru their monthy MOOE Budget allocation 1 day after receipt of the documents.	5 - Reviewed and filed schools Cash Program thru their monthy MOOE Budget allocation very effectively.					
					100% Reviewed schools Cash Program thru their monthy MOOE Budget ellocation.	Reviewed schools Cash Program thru their monthy 3 MOOE Budget allocation with less efficiency.	Reviewed schools Cash Program thru their monthy	5 - Reviewed and filed schools Cash Program thru their monthy MOOE Budget allocation upon receipt of the documents.					
					70-79% 100% Reviewed schools Cash Program 2 thru their monthy MOOE Budget allocation.	Reviewed schools Cash Program thru their monthy 2 MOOE Budget allocation with inefficiently.	Reviewed schools Cash Program thru their monthy 2 MOOE Budget allocation 3 days after receipt of the documents						
					69% and below reviewed schools Cash Program 1 thru their monthy MOOE Budget allocation.	Reviewed schools Cash Program thru their monthy 1 MOOE Budget allocation with no efficiency.	Reviewed schools Cash Program thru their monthy 1 MODE Budget allocation 4 days & beyond after receipt of the documents.						
	KRA IV: OTHER RELATED FUNCTIONS & SERVICES (20%)	Provided administrative support to District Supervisor and School Heads.	Year- Round	5%	100% Performed tasks assigned by District Supervisor and School Heads.	Very efficently performed tasks assigned by District Supervisor and School Heads.	Performed tasks assigned by District Supervisor and School Heads before the said deadline	5 - 100% Performed tesks assigned by District Supervisor and School Heads	5	4	4	4.33	0.22
					90 - 99% Performed tasks assigned by 4 District Supervisor and School Heads.	Efficiently performed tasks assigned by District 4 Supervisor and School Heads.	Performed tasks easigned by District Supervisor and 4 School Heads on the said deadline.	4 - Efficently performed tasks assigned by District Supervisor and School Heads.					
					80 - 89% Performed tasks essigned by 3 District Supervisor and School Heads.	Less efficiently performed tasks assigned by District 3 Supervisor and School Heads.	Performed tasks assigned by District Supervisor and 3 School Heads after the said deadline.	4 - Performed tasks assigned by District Supervisor and School Heads on the said deadline.					



MFOs	KRAs	OBJECTIVES	TIMELINE	Weight		PERFORMANCE INDICATO	ORS	ACTUAL RESULTS		RA	TING		SCORE
					QUALITY	EFFICIENCY	TIMELINESS	1 MONTH MANAGE	0	E	T	Ave	1
					70 - 79 % Performed tasks assigned by District Supervisor and School Heads.	Inefficently performed tasks essigned by District Supervisor and School Heads.	Performed tasks assigned by District Supervisor and School Heads two weeks beyond the said deadline.						
					.69% Performed tasks assigned by District Supervisor and School Heads	Not compliant at all.	Not compliant at all						
		Complied to Administrative Matters	Year- Round	5%	100% of the administrative issuances complied + MOVs.	Conformed to all administrative issuances & MOVs.	Compliance to every Administrative 5 requirements as required 5 days before with MOVs.	4 - 100% of the administrative issuances complied.	4.	4	4	4 00	0 200
					100% of the edministrative issuances 4 complied.	Conformed of the administrative issuances and without notices.	Compliance to every Administrative requirements as required 3 days before with MOVs.	4 - Conformed of the administrative issuances and without notices					
					100% of the 3 administrative issuances complied and improved.	Conformed of the administrative issuances and 1-5 notices.	Complied to every Administrative issuances on time.	4 - Compliance to every Administrative requirements as required 3 days before with MOVs					
					2 50-99% of the edministrative issuances complied.	Conformed of the administrative issuances with 6-10 notices .	2 Administrative issuances as required within 1 week.						
					Below 49% of the administrative issuances compiled.	Conformed of the administrative issuances with more than 11 notices.	100% Complied to every Administrative issuances as required beyond 1						
		Reviewed documents received and prepared referral slips by identifying contents of documents for action of the ASDS or routing document to the concerned office or person.	January - July	5%	100% of the documents received reviewed and referral slips prepared by identifying contents of documents for action of the ASOS or routing document to the concerned office or parson.	Documents received reviewed and referral stips prepared by identifying contents of documents for 5 action of the ASDS or routing document to the concerned office or person with very minimal cost and resources.	Reviewed documents received and prepared referral slips by identifying contents of documents for action of the ASDS or routing document to the	5 - 100% of the documents received reviewed and referral slips prepared by identifying contents of documents for action of the ASDS or routing document to the concerned office or person.	5	4	4	4.33	0.217
					occases 30-99% of the documents received reviewed and referral slips prepared by identifying contents of documents for action of the ASOS or routing document to the concerned office or	Documents received reviewed and referral slips prepared by identifying contents of documents for action of the ASDS or routing document to the concerned office or person with minimal cost and resources.	Reviewed documents roceived and prepared referral slips by identifying contents of documents for action of the ASDS or routing document to the concerned office or person after 1 day.	4 - Documents received reviewed and referral slips prepared by identifying contents of documents for action of the ASDS or routing document to the concerned office or person with minimal cost and resources.					



MFOs	KRAs	OBJECTIVES	TIMELINE	Weight		PERFORMANCE INDICATOR	RS	ACTUAL RESULTS		RA	TING		SCORE
				-	QUALITY	EFFICIENCY	TIMELINESS		Q	E	T	Ave	
					80-89% of the documents received reviewed and referral slips prepared by 3 identifying contents of documents for action of the ASDS or routing document to the concerned office or person.	Documents received reviewed and referral slips prepared by identifying contents of documents for action of the ASDS or routing document to the concerned office or person within the allocated cost and resources.	Reviewed documents received and prepared reternal stips by identifying contents of documents for action of the ASDS or routing document to the concerned office or person after 2 days.	4 - Reviewed documents received and prepared reterral slips by identifying contents of documents for action of the ASDS or routing document to the concerned office or person after 1 day.					
					70-79% of the documents received reviewed and referral slips prepared by a identifying contents of documents for action of the ASOS or routing document to the concerned office or	Documents received reviewed and referral stips prepared by identifying contents of documents for action of the ASDS or routing document to the concerned affice or person exceeding the allocated cost and resources.	Reviewed documents received and prepared referrel slips by identifying contents of documents for a action of the ASDS or routing document to the concerned office or person after 3 days.						
					59% and below of the documents received reviewed and referral slips prepared by identifying contents of documents for action of the ASDS or routing document to the concerned office or person.	Documents received reviewed and referral slips prepared by identifying contents of documents for action of the ASDS or routing document to the concerned office or person beyond the sllocated cost and resources.	Reviewed documents received and prepared referral slips by identifying contents of documents for action of the ASDS or 1 routing document to the concerned office or person after 4 days and beyond.						
		Facilitated travel documents (local and abroad) of the ASDS by preparing travel authority, itinerary and other required documents and making such available for the ASDS on or before travel date.	January - July	5%	100% of the travel documents (local and abroad) of the ASOS facilitated by preparing 5 travel authority, itinerary and other required documents and making such available for the ASOS.	Facilitated all of the travel documents (local and abroad) of the ASDS by preparing travel authority. 5 tinerary and other required documents and making such available for the ASDS on or before travel date.	documents and making such available for the ASOS 5 days before travel date	ACCUMENT NO AND WATER OF A CONTROL OF	5	5	4	4.67	0.233
					90-99% of the travel documents (local and abroad) of the ASDS facilitated by by preparing travel authority, itinerary and other required documents and making such available for the ASDS	Facilitated majority of the travel documents (local and abroad) of the ASDS by preparing travel authority, litherary and other required documents and making such available for the ASDS on or before travel date.	Facilitated travel documents (local and abroad) of the ASDS by preparing travel authority. If the and the action of the required documents and making such available for the ASDS 3 days before travel dote.	5 - Facilitated all of the travel documents (local and abroad) of the ASDS by preparing travel authority, itinerary and other required documents and making such available for the ASDS on or before travel date.			-		



MFOs	KRAs	OBJECTIVES	TIMELINE	Weight		PERFORMANCE INDICATOR	RS	ACTUAL RESULTS		RA	DNITA		SCORE
				post	QUALITY	EFFICIENCY	TIMELINESS	ACTORE RESCEIS	Q	E	T	Ave	1
					80-89% of the travel documents (local and abroad) of the ASDS facilitated by preparing 3 travel authority, itinerary and other required documents and making such available for the ASDS.	Facilitated some of the travel documents (local and abroad) of the ASDS by preparing travel authority, itinerary and other required documents and making such available for the ASDS on or before travel date.	Facilitated travel documents (local and abroad) of the ASDS by preparing travel authority, a litinerary and other required documents and making such available for the ASDS 2 days before travel date.	documents and making such available for the ASDS 3					
					70-79% of the travel documents (local and abroad) of the ASDS facilitated by preparing 2 travel authority, itinerary and other required documents and making such available for the ASDS.	Facilitated a few of the travel documents (local and abroad) of the ASDS by preparing travel authority, 2 itinerary and other required documents and making such available for the ASDS on or before travel date.	Facilitated travel documents (local and abroad) of the ASDS by preparing travel authority, a linerary and other required documents and making such available for the ASDS 1 day before travel date.						
					69% and below of the travel documents (local and abroad) of the ASDS facilitated by by preparing travel authority, itinsrary and other required documents and making such available for the ASDS.	Not complient at all.	Facilitated travel documents (local and abroad) of the ASDS by preparing travel authority, interesty and other required documents and making such available for the ASDS on the travel data.						
				100%	District Control								4.62
	4 500 - 5 000 3 500 - 4 499 2 500 - 3 499 1 500 - 2 499 below - 1 499	Descriptive Rating (O) Outstanding (VS) Very Satisfactory (S) Satisfactory (U) Unsatisfactory (P) Poor	harasan a			Sav		_				9	20
	Signature Name		NO A. PIA			MARIANNE GRACE H. REDU				ROP	ELYNJB.	INUTAN Officer V	

MARIANNE GRACE H. REDULLA Administrative Assistant II

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Position

VICTORING A. PIA District In Charge

Rater

ROPELYN B. INUTAN Administrative Officer V Approving Authority

SUMMARY OF RATING CY: JANUARY - DECEMBER 2023

KRAs	WEIGHT PER KRA	OBJECTIVES	WEIGHT PER OBJECTIVES	RATING	SCORE
Water Control	RANCA	Objective 1	10%	4.67	0.47
KRA 1	30%	Objective 2	10%	5.00	0,50
		Objective 3	10%	4.67	0.47
W/4200096	36000	Objective 1	15%	4.67	0.70
KRA 2	30%	Objective 2	10%	5.00	0.50
		Objective 3	5%	4.33	0.22
KRA 3	20%	Objective 1	10%	4.00	0.40
N/A 3	20%	Objective 2	10%	5.00	0.50
		Objective 1	5%	4.33	0.22
KRA 4	20%	Objective 2	5%	4.00	0.20
NRM 4	20%	Objective 3	5%	4.33	0.22
		Objective 4	5%	4.67	0.23
			FINAL RATI	NG	4.62
			ADJECTIVAL R	ATING	OUTSTANDING

Adjectival Ratings:

RANGE	ADJECTIVAL RATING
4.500 - 5.000	Outstanding
3.500 - 4.499	Very Satisfactory
2.500 - 3.499	Satisfactory
1.500 - 2.499	Unsatisfactory
Below 1.499	Poor

CORE BEHAVIORAL COMPETENCIES Self-Management: 5	Tournwesk: 4 G willingly does his/her share of responsibility.	CORE SIGNATURE STORE S	
G Sets personal goals and direction, needs and development.	Promotes collaboration and removes barriers to learnwark and goal accomplishment arress the organization	Follow Wistructions accurately.	
Undertoken personal actions and behaviors that are clear and purposive and takes into account personal grain and values congruent to that of the organization.	Applies regulation principles in arriving at win win agreements.	2 Expresses self clearly, fluently and articulately.	
Doplays emotional maturity and enthusiasm for and is challenged by higher goals	Drives consensus and team elemenths of decisions.	Uses appropriate medium for the message.	
 Prioritize work tasks and schedules (through gant) charts, checklists, etc.) to achieve stats. 	Works constructively and collaboratively with others and across organizations to accomplish organizational goals and objectives.	Adjust communication style to others.	
Sets high quality, challenging, restute: goals for self and others Professionalism and Ethics: 4.	Service Orientation : 4 Gran explain and articulate organizational directions, issues and problems.	Guides discussions between and among peers to m	neet an objective.
Demonstrates the values and behavior enshrined in the Norms of Conduct and External Standards for cubbic officials and emologies (PA 8713).	Takes personal responsibility for dealing with ant/or correcting continues service issues and concerns.	Written Communication: 5	
 Practices ethical and professional behavior and conduct taking into account the impact of his/her actions and decisions. 	Invitates activities that promotes advocacy for men and women empowerment.	Knows the different written business communication	on formats used in the DepEd.
Maintains prohissional image being thiotherithy, regularity of attendants and purefaulty, acod encourage and communication.	Participates in updating of office vicion, mustion, mondates & strategies based on Deptid strategies and directions.	Writer routine correspondence/communications, in data with manimal spelling or grammatical error/s in	renotive and descriptive report based on readily evellable information e.e., memos, manutet, etc.
Makes personal southces to meet the organization's meets.	 Develops and adopts service improvement programs through simplified procedures that will further enhance service delivery. 	Secures saformation from required references (i.e.,	Directiones, schedules, retices, instructional for specific purposes.
Acts with a sense of segency and responsibility to meet the organization's needs, improves systems and help others amprove their effectiveness.	Investion 4	Self-edits words, numbers, phonetic notation and o	content, if necessary.
Result Focus: \$	Experimen the root cause of problems and suggests effective solutions. Festers now ideas, processes, and suggests better ways to do thinks losts and/or constituted efficiency). Denomination as a district to think: "Perimed the Bett," Continuously focuses on improving paramal productivity.	Demonstrates clarity, Numrey, impact, conciseness	and effectiveness in higher written communications.
Achieves results with uptimal use of time and resources most of the time.	Demonstrates an ability to think "beyond the box". Continuously facuses on improving personal productivity to create higher value and equits.	Computer/ICT SHIft: 5	
Avoids rework, metales and wastage through effective work methods by placing organizational needs before sensinal needs. Delivery arms-free outputs most of the time by conforming to standard operating.	Promotes a creative climate and impires co-veniens to develop original ideas or solutions.	Property basic compositions (e.g., letters, reports, facel.	spreadsheetsard graphics presentation using Word Processing and
procedures correctly and consistently. Able to produce very criticipatory quality of work in terms of usefulness/acceptability and completeness with no supervision.	Translates creative thinking into tengible changes and solutions that improve the work celt and organization.	identifies different computer parts, twen the comp ecoursey and connection reports peripherals (e.g. p	ruter on/off, and work on a given task with acceptables; sed and confors, moderns, multimedia projectors, etc.)
required. Expresses a desire to do better and may express fructration at wente or inefficiency. May focus on new or more product ways of meeting early set.	Uses ingenious methods to accomplish responsibilities. Dymonstrates resourcefulness and the ability to accomplish responsibilities.	Frequent simple presentation using powerpoint.	
Makes specific shanges in the system or in own work methods to		communicate through local and global professional	area profitsional productivity, assists in conducting research and inetworks. It is annuace productivity and profitsional practice.
		OVERALL COMPETENCY RATTINGS	
		CORE BEHAVIORAL COMPETENCIES	4.10
		CORE SKULLS	5.00
		CIVERALL RATING	4.66 UTSTANDING

PART III: SUMMARY OF RATINGS FOR DISCUSSION

Final Performance Results	Rating	Weighted	Adjectival Rating
1. (IPCRF) Accomplishments of KRAs and Objectives - 80%	4.62	3.69	
2. Competency Rating -20%	4.66	0.93	
3. Overall Rating- 100% (January to December 2023)		4.63	Outstanding

Rater - Ratee Agreement

The signatures below confirm that the employee and his/her superior have agreed on content of this appraisal form and the performance rating.

Name of Employee:	MARIANNE GRACEH. REDULLA	Name of Superior:	VICTORINO A. PIA
Signature:		Signature:	\i.
Date:	January 12, 2024	Date:	January 12, 2024

PART IV: DEVELOPMENT PLANS

Strengths	Development Needs	Action Plan (Recommended Developmental Intervention)	Timeline	Resources Needed
CORE BEHAVIORAL COMPETENCIES				
Self Management	Innovation	Seminar/Workshops	As needed	
Result Focus	to the teach was pro-	Coaching	Year Round	
	1	Self-managed learning	Year Round	Human Resources
CORE SKILLS	1	Benchmarking	As needed	Administrative Resources
Oral Communication	II.	A CONTROL OF PROTECTION 1	COUNTRIES ON	
Written Communication	1	1	1 1	
Computer/ICT Skills			12 2	

VICTORINO A. PIA

MARIANNE GRACE H. REDULLA

ROFE (YN B.) NUTAN Approving Authority

DEPED RPMS form - DEPED RPMS form -For Support Staff (below SG 18) 3



Name of Employee Position: Drysion Rating Period

MARIANNE GRACE H. REDULLA

Administrative Assistant II

Massin City July to December 2022

Name of Rater. Position: Date of Review: ISIDRO C. CATUBIG EdD, CESE OIC-ASDS January 27, 2023

			TO BE FILL	ED IN DO	IRING PLANNING			101	SE FILLE	ED DURIN		ATION	
MFOs	KRAs	OBJECTIVES	TIMELINE	Weight		PERFORMANCE INDICATO	RS	ACTUAL RESULTS		RA	TING		SCOF
					QUALITY	EFFICIENCY	TIMELINESS	MESOLIS	a	E	T	Ave	
	KRA 1 : Office Schedules (15%)	Scheduled/calendared meetings/appointments of the ASDS with other offices/staff by calendaring, following up and confirming	July - December	15%	100% of the meetings/appointments of the ASDS with the other offices/staff were scheduled/calendared.	Afeetings/appointments of the ASDS with the other offices/staff 5 were scheduled/calendared with very minimal cost and resources.	Scheduled/calendared meetings/appointments of the 5 ASDS with other offices/staff immediately.	100% of the meetings/ appointments of the ASDS with the other offices/staff were scheduled	5	5	5	5 00	0.75
		attendance of both parties			IO-99% of the meetings/appointments of the ASDS with the other offices/staff were scheduled/calendared.	Meetings/appointments of the ASDS with the other offices/staff were scheduled/calendared with minimal cost and resources.	Scheduled/calendared meetings/appointments of the 4 ASDS with other offices/staff after 1 day.	immediately with very minimal cost and resources					
					80-89% of the meetings/appointments of the ASES with the other offices/staff were schodused/calendared.	Moetings/appointments of the ASDS with the other offices/staff were schedules/toalendared within the silocated budget and resources.	Schoduled/calendared meetings/appointments of the 3 ASDS with other offices/staff after 2 days.						
					70-79% of the meetings/appointments of the ASES with the other offices/staff were scheduled/calendared.	Meetings/appointments of the ASDS with the other offices/staff were scheduled/catendared societing the allocated budget and recourses.	Scheduled/calendared meetings/appointments of the 2 ASDS with other offices/staff after 3 days.						
					99% and below of the meetings/appointments of the ASDS with the other offices/staff were scheduled/calendared.	Meetings/appointments of the ASDS with the other offices/staff were scheduled/talendared beyond the allocated budget and resources.	Scheduled/calendared meetings/appointments of the ADDS with other offices/staff after 4 days and beyond.						
	KRA 2 : Communicational Documents (20%)	Reviewed documents received and prepared referral slips by identifying contents of documents for action of the ASDS or routing document to the concerned office or person.	July - December	15%	100% of the documents received were reviewed and referral slips were prepared by identifying contents of documents for action of the ASIS or routing document to the concerned office or person.	Documents received were reviewed and referral slips were prepared by identifying contents of documents for ection of the SASDS or routing document to the concerned office or person with very minimal cost and resources.	Reviewed documents received and prepared referral slips by identifying contents of documents for action of the ASDS or reuting document to the concerned office or person immediately.	95% of the documents received were reviewed and referral sible were prepared by kientifying contents of documents for action of the ASDS	4	4	5	4.33	0.65
					80-80% of the documents received were reviewed and referral silps were prepared by identifying contents of documents for action of the ASDS or routing document to the concerned office or person.	Documents received were reviewed and returns slips were prepared by identifying contents of documents for action of the ASDS or routing document to the concerned office or person with minimal cost and resources.	Reviewed socuments received and prepared reteral stipe by identifying contents of documents for action of the 4 ASDS or rousing document to the concerned office or person after 1 day.	or routing document to the concerned office or person immediately and with very minimal cost and resources.					



MFOs	KRAs	OBJECTIVES	TIMELINE	Weight		PERFORMANCE INDICATO	RS	ACTUAL		RA	TING		SCORE
	7			Par	QUALITY	EFFICIENCY	TIMELINESS	RESULTS	Q	E	T	Ave	£
					30-89% of the documental received were reviewed and referral align were prepared by identifying contents of documents for action of the ASDS or routing document to the concerned office or person.	Documents received were reviewed and referral slips were prepared by identifying contents of documents for action of the ASDS or routing document to the concerned office or person within the allocated cost and resources.	Reviewed documents received and prepared referral slips by identifying contents of documents for action of the ASDS or routing document to the concerned office or person after 2 days.						
					70-79% of the documents received were reviewed and referral stips were propered by identifying contents of documents for action of the ASDS or recting document to the concerned office or parison.	Documents received were raviewed and referral ellips were prepared by identifying contents of documents for action of the ASDS or nouting document to the concerned office or person exceeding the allocated cost and resources.	Reviewed documents received and prepared referral alips by identifying contents of documents for ection of the ASDS or routing document to the concerned office or person after 3 days.						
					89% and below of the documents received were reviewed and referral algo were prepared by identifying orderts of documents for action of the ASDS or routing document to the concerned office or person.	Documents received were reviewed and referral slips were prepared by identifying contents of documents for action of the 1 ASDS or routing document to the concerned office or person beyond the allocated cost and resources.	Reviewed documents received and prepared referral slipe by identifying contents of documents for action of the 1 ASDS or reuting document to the concerned office or person effer 4 days and beyond.						
	KRA 3 : Guesta Reception (5%)	Entertained visitors/guests of the ASDS by attending to their needs promptly thus lessening the time demand on the ASDS	July - December	5%	100% of the visitors/guests of the ASDS were entertained by strending to their needs promptly thus lessening the time demand on the ASDS.	Visitors/puests of the ASDS were entertained by attending to their needs promptly thus becening 5 the time demand on the ASDS with very minimal cost and resources.	Emeraged ventors/guests of the ASDS immediately by attending to their needs promptly thus beaseing the time demand on the ASDS.		5	5	5	5.00	0 250
		9			90-99% of the visitors/guests of the ASDS were entertained by attending to their needs 4 promptly thus lessening the time demand on the ASDS.	Visions/guests of the ASOS entertained by attending to their needs promptly thus lessening 4 the time demand on the ASOS with minimal loost and resources.	Entertained visitors/guests of the ASDS after 10 minutes from arrival by attenting to their reside promptly thus lessening the time demand on the ASDS.						
					80-80% of the vestors/guests of the ASDS entertained by attending to their needs 3 promptly thus lessening the time demand on the ASDS.	Visitors/puests of the ASDS were entertained by attending to their needs promptly thus lessening 3 the time demand on the ASDS within the allocated cost and resources.	Entertained visitors/guests of the ASDS after 20 minutes from arrival by attenting to their needs promptly thus lessoning the time demand on the ASDS.						
					70-79% of the visitoral guests of the ASDS were entertained by attending to their needs 2 promptly thus lessening the time demand on the ASDS.	Visitors/guests of the ASDS were extertained by attending to their needs promptly thus lessening 2 the time demand on the ASDS exceeding the allocated cost and resources.	Emertained visitors/guests of the ASDS after 30 minutes from arrival by attending to their needs promptly thus issaening the time demand on the ASDS.						
					50% and below of the visitors/guests of the ASDS were entertained by attending 1 to their needs promptly thus lessening the time demand on the ASDS.	Visitorarguesis of the ASCS were entertained by stiending to their needs promptly thus lessening 1 the time demand on the ASDS beyond the silocated cost and resources.	Entertained vestors/guests of the ASDS 40 minutes and beyond from entirel by attending to their needs promptly thus lessening the time demand on the ASDS.						



MFO	KRAs	OBJECTIVES	TIMELINE	Weight		PERFORMANCE INDICATO	R5	ACTUAL		RA	TING		SCORE
				Per	QUALITY	EFFICIENCY	TIMELINESS	RESULTS	Q	E	T	Ave	1
	KRA 4 : Records/Files (15%)	Identified/sorted official documents, correspondence per programs/projects as to confidentiality and importance for proper labelling/filing and safekeeping for future reference.	July - December	15%	100% of the official documents, correspondence programs/projects were somether/sorted se to confidentiality and importance for proper labelling/filing and safekseping for future instance.	Official documents, correspondence programa/projects were identified sorted as to 5 confidentiality and importance for proper labeling/filing and safekeeping for future reference with very minimal cost and	identified/scried official documents, correspondence per programs/projects as to confidentiality and importance for proper tabeling/filing and salvikeping for future reference immediately.	correspondence programs/ projects were identified/sorted as to confidentiality and importance for proper labelling/filing	5	5	4	4.67	0.700
					90-86% of the official documents, correspondence programs/projects were identified/sorted as to 4 confidentiality and importance for proper labeling/filing and safekeeping for future reference.	Cffictal documents, correspondence programs/projects were identified ented as to 4 confidentiality and importance for proper labeling/filing and safekeeping for future reference with minimal cost and resources.	identified/sorted official documents, correspondence per programs/projects as to confidentiality and importance for proper labelling/filing and safekeeping for future reference after 1 day.	and safekeeping for future reference after 1 day and with minimal cost and recourses.	33				
					80-89% of the official documents, correspondence programs/projects were identified/sorted as to confidentiality and importance for proper labelling-filing and safekeeping for future reference.	Omeial documents, correspondence programa/projects were identified-sorted as to 3 confidentiality and importance for proper labeling/filing and selekeeping for future reference within the allocated cost and	identified/sorted official documents, correspondence per programs/projects as to sonfloorisalty and importance for proper labelling/filing and soliciteoping for future reference after 2 days.						
					70-79% of the official documents, correspondence programs/projects were identified/sorted as to confidentiality and importance for proper laterlying/filing and sale/seeing for future reference.	converse Official documents, correspondence programs/projects were identified-eoried as to 2 confidentially and importance for proper labeling/filing and sateweeping for future reference exceeding the allocated cost and	identified sorted official documents, correspondence per programs/projects se to confidentiality and importance for proper labelling/filing and sateley-ping for future reference after 3 days.						
					00% and below of the of the official documents, correspondence programs/projects were identified sorted as to confidentiality and importance for proper labeling/filing and safekeeping for future reterence.	Official documents, correspondence programa/projects were identified-barried as to confidentially and importance for proper labelling flang and safekeeping for future reference beyond the allocated cost and precured.	identified/sorted official documents, correspondence per programa/projects as to confidentiality and importance to proper labeling/filing and safeticeping for future reference after 4 days and beyond.						
	KRA 5 : Technical/Adminis trative Support (45%)	Prepared minutes of meetings/agenda attended and conducted by the Office of the ASDS by recording and transcribing the encoding agreements made and disseminate it to the attendees for future reference and follow through of agreements.	July - December	5%	100% of the minutes of meetings/apends attended and conducted by the Office of the ASDS were prepared and disaeminated to the attendess for future reference and follow through of agreements.	Minutes of meetings/agends attended and conducted by the Office of the ASDS were prepared by recording and transcribing the encoding agreements made and disseminating it to the standees for future reference and follow through of agreements with very minimal post and requires.	Prepared minutes of meetings/agenda attended and conducted by the Office of the ASIDS by recording and transcribing the encoding agreements made and dissemblering it to the attended for future reference and follow through of agreements	85% of the minutes of mortinguagenda attended and conducted by the Office of the ASDS were prepared and disseminated to the attendees for future reference and follow through of	3	4	3	3.33	0.167
					SO-99% of the minutes of meetings legends attended and conducted by the Office of the ASDS were prepared and disseminated to the utbendess for future reference and follow through of agreements.	Minutes of maninguagerida attended and conducted by the Office of the ASOS were prepared by recording and transcribing the encoding agreements made and deseminating it to the attendors for future reference and follow through of agreements with	Propared minutes of meetingsagends attended and conducted by the Office of the ASOS by recording and transcribing the encoding agreements made and deseminating it to the attendees for future reference and follow through of agreements after 1.	agrooments after 2 days with minimal cost and resources.					



1	MFOs	KRAs	OBJECTIVES	TIMELINE	Weight		PERFORMANCE INDICATOR	es	ACTUAL		RA	TING		SCORE
				0	Part	QUALITY	EFFICIENCY	TIMELINESS	RESULTS	Q	E	T	Ave	
						80-80% of the minutes of meetinguispends attended and conducted by the Office of the ASDS were prepared and disseminated to the strandees for future reference and follow through of agreements	Minutes of meetings/agends attended and conducted by the Office of the ASDS were prepared by recording and transcribing the encoding agreements made and disseminating it to the attendees for future reference and follow through of agreements within the	Prepared minutes of meetingulagends attended and conducted by the Office of the ASDS by seconding and transcribing the ancoding agreements made and disaammating it to the attendees for future reference and follow through of agreements after 2						
						70-79% of the manutes of meetinguispends attended and conducted by the Office of the ASDS were prepared and discerninated to the strenders for future reference and follow through of agreements.	Minutes of meetings/agands attended and conducted by the Office of the ACICS were prepared by recording and transcribing the encoding 2 agreements made and desermating 8 to the attendoos for future reference and follow through of agreements exceeding the attendoos as a second of the attendoos and the acceptance and recording the attendoos control of agreements exceeding the attendoos control of agreements exceeding the attendoor control of th	Prepared minutes of meetingslapends attended and conducted by the Office of the ASDS by seconding and transcribing the encoding 2 agreements made and dissernating it to the sitendose for future reference and follow through of agreements after 3 days.						
	35					69% and below of the minutes of meetinguagends attended and conducted by the Office of the ASDS were prepared and disseminated to the attendees for future reference and follow through of agreements.	Minutes of meetings/special attended and conducted by the Office of the ASUS were prepared by recording and transactioning the encoding 1 agreements made and deseminating it to the attendees for future reference and follow through of agreements beyond the allocated cost and resources.	Prepared minutes of meetings/egenda attended and conducted by the Office of the ASOS by recording and transcribing the encoding 1 agreements made and deseminating it to the attendese for fluors reference and follow through of agreements after 4 days and beyond.						
			Facilitated travel documents (local and abroad) of the ASDS by preparing travel authority, itinerary and other required documents and making such available for the ASDS on or before travel date.	July - December	15%	100% of the bravel documents (local and abroad) of the ASDS were tacifished by preparing travel authority, 5 timerary and other required documents and making such available for the ASDS.	Facilizated travel documents (local and abroad) of the ASDS by preparing travel authority, literary and other required documents and making such available for the ASDS on or before travel date with very minimal cost and resources.	Facilitated travel documents (local and abroad) of the ASOS by preparing travel authority, Sherary and other required documents and making such available for the ASOS 5 days before travel date.	100% of the travel documents (local and abroad) of the ASDS weekfacilitated by by preparing travel authority, timerary and other required documents and making such	5	4	5	4 67	0.700
						90-00% of the travel documents (local and abroad) of the ASDS were facilitated by preparing travel authority. Kinerary and other required documents and making such available for the ASDS.	Facilitated Invest documents (local and abroad) of the ASDS by preparing brevial authority, Einerary and other required documents and making such available for the ASDS on or before travel date with minimal cost and resources.	Facilitated travel documents (local and abroad) of the ASDS by prepeting travel authority, gnerally and other required documents and making such available for the ASDS 3 days before travel data.	eveleble for the ASOS 5 days before travel date with minimal cost and resources.					
						80-80% of the travel documents (local and atmost) of the ASDS were haditated by preparing travel authority, it interary and other required documents and making such available for the ASDS.	Facilitated travel documents (local and abroad) of the ASDS by precents travel authority, litherary and other required documents and making such available for the ASDS on or before travel date within the silocated cost and recourtes.	Facilitated travel documents (local and abroad) of the ASCS by preparing travel authority, tinerary and other required documents and meking auch available for the ASCS 2 days before travel date.						





1	MFOe	KRA	OBJECTIVES	TIMELINE	Weight		PERFORMANCE INDICATOR	RS	ACTUAL		RA	TING		SCORE
E					-	QUALITY	EFFICIENCY	TIMELINESS	RESULTS	0	E	T	Ave	1
						70-79% of the travel documents (local and strong) of the ASDS were facilitated by preparing travel authority. Illineary and other required documents and meking such available for the ASDS.	Facilitated travel documents (local and abroad) of the ASDS by preparing travel authority, itnerary and other required documents and making such available for the ASDS on or before travel data asceeding the allocated cost and resources.	Facilitated travel documents (local and abroad) of the ASOS by preparing travel authority, therany and other required documents and making such available for the ASOS 1 day before travel data						
						60% and below of the travel documents (local and abroad) of the ASDS were facilitated by preparing travel authority, it lineary and other required documents and making such available for the ASDS.	Facilitated travel documents (local and abroad) of the ASDS by preparing travel authority, timenary and other required documents a and residing such available for the ASDS on or before travel data beyond the allocated cost and resources.	Facilitated travel documents (local and abroad) of the ASDS by preparing travel authority, funerary and other required documents and making such available for the ASDS on the travel data.						
			Facilitated supporting documents for cash advances in connection with the conduct of a certain activity, official travels (local and abroad), reimbursements, liquidation reports of the ASDS by preparing required documents/forms.	July - December	15%	100% supporting documenta- for cesh advances in connection with the conduct of a cartain activity, official travels (local and shrood), relimbursements, ilculdation reports of the ASDS were facilitated by preparing required documents/forms.	Fecilitated supporting documents for cash advances in connection with the conduct of a certain activity, efficial travele (local and abroad), relativity efficial travele (local and abroad), relativity efficial travele (local and abroad), relativity efficial travele (local and abroad) reports of the ASOS by preparing required documentationms with very minimal cost and resources.	Facilitated supporting documents for cash advances in connection with the conduct of a certain activity, efficial travels (local and abroad). Trainbursaments, squidation reports of the ASDS by preparing required documents/forms immediately.	connection with the conduct of a certain activity, official travels (local and abroad), reimbursements, squidation reports of	5	5		467	0.700
						90-99% supporting documents for sash advances in connection with the conduct of a periain activity, official travels (local and atroad), reimbursements, squidation reports of the ASDS were facilitate by preparing required documents/forms.	Facilitated supporting documents for cash advences in connection with the conduct of a certain activity, official travels (local and abroad), reimbureweets. Rouldation reports of the ASDS by preparing required documents/forms with minimal cool and resources.	Facilitated supporting documents for cash advances in connection with the conduct of a certain activity, official travels (local and abroad), reimbursements, liquidation reports of the ASDS by preparing required documents/forms after 1 day.	the ASDS were facilitated by preparing required documents/forms after 1 day and with very minimal cost and resources.					
						80-69% supporting documents for cash advances in connection with the conduct of a certain activity, official travels (local and abroad), reimbursements, squidation reports of the ASOS were facilitated by prepering required documents/forms.	Facilitated supporting documents for cash advances in connection with the conduct of a certain activity. Official travels (local and abroad), reinstursements, 3 squidation reports of the ASDS by preparing required documents/forms within the slocated cost and resources.	Feditated supporting documents for cash advances in connection with the conduct of a certain solivity, official travels (local and shroad). 3 reimbursements, signification reports of the ASDS by preparing regulard documents/forms after 2 days.						
						70-79% supporting documents for cash advances in connection with the conduct of a certain activity, official trevels (local and abroad), reimbursoments, isolidation reports of the ASDS were facilitated by preparing required documents/forms.	Facilitated supporting documents for cash advances in connection with the conduct of a certain activity, official travels (local and abroad), reimbursements. 2 iquidation reports of the ASDS by propering required documents forms accessing the allocated cost and resources.	Facilitated supporting documents for cash advances in connection with the conduct of a certain activity, official travels (local and abroad). reimbursaments, liquidation reports of the ASDS by preparing required documents/forms after 3 days.						



MFOs	KRAs	OBJECTIVES	TIMELINE	Weight		PERFORMANCE INDICATOR	9	ACTUAL		RA	TING		SCORE
-				- 1	QUALITY	EFFICIENCY	TIMELINESS	RESULTS	•	E	T	Ave	1
					69% and below supporting documents for cash advances in connection with the conduct of a certain activity, official travels (local and abroad), reimbursements, liquidation reports of the ASDS were facilitated by preparing required documents/forms.	Facilitated supporting documents for cash advances in connection with the conduct of a certain activity, official travels (local and abroad), reimbursaments, 1 liquidation reports of the ASDS by preparing required documents/forms beyonfit the affocted cost and resources.	Facilitated supporting documents for ceeth advances in connection with the conduct of a certain activity, official travels (local and abroad). Telmbursements, injudication reports of the ASCS by preparing required documents forms after 4 days and beyond.						
		Prepared PowerPoint presentation drafted by the ASDS for use in the scheduled speaking engagement	July - December	5%	100% PowerPoint presentation drafted by the 5 ASDS were prepared for use in the scheduled speaking arcanement	Prepared PowerPoint presentation drafted by the ASDS- 5 for use in the scheduled apasking engagement with very minimal cost and resources.	Prepared PowerPoint presentation drafted by the 5 ASOS for use in the acheduled speaking engagement incrediately	BS% PowerPoint presentation drafted by the ASDS were prepared for use in the ached and	3	3	3	3.00	0.150
					90-99% PowerPoint presentation drafted by the 4 ASOS were prepared for use in the scheduled speaking amagement	Prepared PowerPoint presentation drafted by the ASDS 4 for use in the scheduled speaking engagement with minimal cost and resources.	Prepared PowerPoint presentation drafted by the 4 ASOS for use in the echeduled speaking engagement after 1 clay.	speaking engagement after 2 days within the allocated cost and resources.					
					30-69% PowerPort presentation drafted by the ASDS were prepared for use in the scheduled speaking engagement.	Prepared PowerPoint presentation defined by the ASDS for use in the echeduled speaking engagement within the allocated cost and resources.	Prepared PowerPoint presentation drafted by the 3 ASDS for use in the acheduled speaking engagement after 2 days.						
					70-73% PowerPoint presentation drafted by the 2 ASDS were prepared for use in the scheduled speaking engagement.	Prepared PowerPoint presentation drafted by the ASDS 2 for use in the scheduled speaking engagement exceeding the allocated cost and resources.	Prepared PowerPoint presentation drafted by the 2 ASDS for use in the scheduled speaking or gapement after 3 days.						
					69% and below PowerPoint presentation drafted by the ASDS were prepared for use in the scheduled speaking engagement.	Prepared PowerPoint presentation drafted by the ASDS 1 for use in the acheduled speaking engagement beyond the allocated cost and resources.	Prepared PowerPore presentation drafted by the ASDS for use in the scheduled speaking engagement aFiter 4 days and beyond.						
		Prepared administrative support/logistics needs in the implementation of the Office programs /projects/ activities initiated by the ASDS through collection/ consolidation of participants' attendance and directory, consolidation of P/P/As output, prepation of supplies/ materials/ equipment.		10%	100% administrative support/logistics needs in the implementation of the Office programs /projects/ activities initiated by the ASDS were prepared through collection/ consolidation of perticipants' afterdance and directory, consolidation of P/P/As output, prepetion of supplies/ materials/ equipment.	Prepared administrative support/logistics needs in the implementation of the Office programs (projects) activities initiated by the ASOS through collections' consolidation of participants' attandance and directory, consolidation of PIPYAs output, prepation of supplies/ materials/ equipment with very minimal cost and recourses.	Prepared administrative support/logistics needs in the implementation of the Office programs /projects/ activities initiated by the ASDS through collection/ consolidation of participants' attendance and directory, consolidation of supplies/ materials/ equipment immediately.	100% administrative support/logistics needs in the implementation of the Office programs aprojects' activities initiated by the ASDS were prepared immediately through collection/ consolidation of participants'	5	4	5	467	0.467
					90-99% administrative support/logistics needs in the implementation of the Office programs /projects activities initiated by the ASDS were prepared through collection/ consolidation of participants' stiendance and structory, consolidation of P/P/As output, prepation of supplies/ materials/ squipment.	Prepared ediministrative support/logistics needs in the implementation of the Office programs /projects/ activities initiated by the ASOS through collection/ consolidation of perticipants' attendance and directory, consolidation of PIP/Aa output, prepation of supplies/ materials/ equipment with minimal cost and rescurces.	Prepared administrative aupporulogistics needs in the implementation of the Office programs /projects/ schikties initiated by the ASDS through celection/ consolidation of participants' attendance and directory, consolidation of RPIAs output, projetion of supplies/ materials/ equipment after 1 day.	attendance and directory, consolidation of P/P/As output, prejection of supplies/ materials/ equipment with minimal cost and resources.					

36	KRAs	OBJECTIVES	TIMELINE	Weight		PERFORMANCE INDICATOR	s	ACTUAL		RAT	ING		sco
				Per	QUALITY	EFFICIENCY	TIMELINESS	RESULTS	0	E	T	Ave	
					90-89% administrative support/logistics reseds in the support/logistics reseds in the support/logistics reseds in the support/logistics reseds in the programs (projectly activities entisted by the ASCS were prepared through collection/consolidation of participarts' attendence and directory, consolidation of P/P/As output, prepation of supplies/ materials/ equipment.	Prepared administrative support/logistics reads in the implementation of the Office programs (projects' activities initiated by the ASDS through collectory consolidation of a participants' attendance and directory, consolidation of P/PrAs output, preparion of supplies/ materials/ equipment within the allocated cost and resources.	Prepared administrative support liogistics needs in the imperentation of the Office programs /projectal activities initiated by the ASDS through conscitation of participants' attendance and directory, consolidation of P/P/As output, prepation of supplies/ materials/ equipment after 2 days.						
					70-79% administrative support/logistics needs in the implementation of the Office programs (projects) activities initiated by the ASIDS were prepared through collectiony consolidation of participants' attendance and directory, consolidation of P/P/As output, prepation of supplies/ materials/ equipment.	Prepared administrative support/logistics needs in the implementation of the Office programs (projects) activities initiated by the ASIDS through collection/ consolidation of participants' strendance and directory, consolidation of P/P/As ox.fu.t, prepation of supplies/ materials/ equipment exceeding the allocated cost and resources.	Prepared administrative support/logistics needs in the implementation of the Office programs /projects/ activities initiated by the ASDS through collection/ consolidation of perticipants' attendance and directory, consolidation of P/P/As output, prepation of supplies/ materials/ equipment after 3 days.						
					89% and beyond atministrative support/ogistics needs in the implementation of the Office programs /projects/ activities initiated by the ASOS were prepared through collection/ consolidation of pericipants' attendance and directory, consolidation of P/PVAs output, prepation of supplies/ materials/ equipment.	Prepared administrative support/logistics reads in the implementation of the Office programs /projects' activities initiated by the ASDS through collection/ consolidation of participants' attendance and directory, consolidation of P/P/As output, prepation of supplies/ materiats/ equipment beyond the allocated cost and resources.	Prepared administrative support/logistics needs in the implementation of the Office programs /projects/ activities initiated by the ASDS through collection/ consolidation of participants' attendance and idirectory, consolidation of P/P/As output, prepation of supplies/ materials/ equipment after 4 days and beyond.						
1				100%									4
	umericalRating 4 500 - 5 000 3 500- 4 499 2 500 - 3 499 1 500 - 2 499 below - 1 499	Descriptive Rating (O) Outstanding (VS) Very Satisfactory (S) Sabsfactory (U) Unsatisfactory (P) Poor	_			/			•		<i></i>		
N	ignature iame esition	ISIDRO C: CATUR OIC-AS	DS			MARIANNE GRACE H. REDUI Administrative Assistant II	LA .		Jos	chools Dr	OLANA ISION SUI	EdD, CES	so v

SUMMARY OF RATING CY: JULY - DECEMBER 2022

KRAs	WEIGHT PER KRA	OBJECTIVES	WEIGHT PER OBJECTIVES	RATING	SCORE
KRA 1	15%	Objective 1	15%	5.00	0.750
KRA 2	15%	Objective 1	15%	4.33	0.650
KRA 3	5%	Objective 1	5%	5.00	0.250
KRA 4	15%	Objective 1	15%	4.67	0.700
		Objective 1	5%	3.33	0.167
	44040	Objective 2	15%	4.67	0.700
KRA 5	50%	Objective 3	15%	4.67	0.700
		Objective 4	5%	3.00	0.150
		Objective 5	10%	4.67	0.467
			FINAL RATI		4.53
			ADJECTIVAL R	ATING	OUTSTANDIN

Adjectival Ratings:

RANGE	ADJECTIVAL RATING
4.500 - 5.000	Outstanding
3.500 - 4.499	Very Satisfactory
2.500 - 3.499	Satisfactory
1.500 - 2.499	Unsatisfactory
Below 1.499	Poor

CORE BEHAVIORAL COMPETITIVOES	Topografia 4	COME SERVES		
Self-Management; S	Willingly does higher share of responsibility	Oral Communications: 5		
Sets personal guals and direction, results and directionness.	Frameter collaboration and removes barriers to teamwork and goal accomplishment across the organisation	Follow instructions accurately.		
 Undertakes personal actions and behaviors that are clear and purposes and takes into account personal goals and values congruent to that of the organization. 	☐ Applies regulation principles in arriving at wo-way agreements.	Expresses self clearly, fluently and procularisty		
Deploys emotional maturity and archaesem for and a distanged by higher goals	Drum communicated team demonstrate of decisions.	Uses opposphase medium for the memage.		
Provides work tasks and achedules (through gant) charts, checking, etc.) to school acute.	Works constructively and collaboratively with others and across organizations to accomplish organizational goals and abloctions.	Adjust communication style to others.		
Section quality changing, makers grain for self and others Professionalism and Editor: 4	Service Drientations 4 Grouplain and articulate organizational directions, scales and problems.	Guides discussions between and arriving poers to meet an objective:		
Demonstrates the volume and behavior analysis of the house of Conduct and Editor Suprements for making officials and analysis (FA 67:3)	(C) Takes personal responsibility for dealing with and/or correcting conturner service issues and concerns	Written Communication: \$		
Processes others and professional behavior and conduct taking into account the expect of further actions and declarate.	(2) persons artistics that promotes advocacy for men and women empowerment.	Down the different written business communication	on formuta used in the Deptid.	
Manager professional image being trustmenths, regularity of attendance and purchasins accol processing and commerciation.	Transcipents in updating of effice vision, mission, muncines & strangers based on Depth strangers and directions.	Writer confire correspondence/communications, numbers and descriptive report based or resultly available information data with minimal specime or grammatical arrows to a, memor, whereas, size. Secures information from resoured references (i.e., Demonshire, Medides, extress, Instructional Secures information from resoured references (i.e., Demonshire, Medides, extress, Instructional Secures information from resoured references (i.e., Demonshire, Medides, extress, Instructional Secures information from resource)		
States personal secretics to ment the organization's needs.	Develops and adopts service improvement programs through simplified procedures that will further enhance service delivery.			
Acts with a same of urganity and responsibility to more the organization's funds, argument was tree and field others imprive their effectiveness.	Innevalian: 4	 Self-edts worth, numbers, phonetic notation and o 	setet, il recessor	
Squall Ferner, 4	Examines the not cause of problems and suggests effective solutions. Fosters new ideas, processes, and augusts better were as on these foot antition operations afficiency. Commitments are assists to their feeder of the forth operations fortune on terproving personal productivity to		and effectiveness in higher written communications.	
Aphenon results with represent use of time and resources went of the time.	Chapter Nativer value and results.	Computer/ICT Skille: 4		
Anoma rework, evolution and warrage through effective work methods by playing organizational meets before personal monts. Bulleting error fives mapped monts of the time by conforming to standard operating.	Promotes a Creative Climate and Impres Co-workers to develop original Ideas or solutions.	Property back compositions (e.g., Setters, reports, spreadmentured graphics presentation using World Processing and Excel.		
present are corner by and commutantly. Able to produce very satisfactory quality of work as terms of usefulness/acceptablety and completeness with no supervision.	Translates creative thirting into tangible charges and actutions that terprive the work unit and organization.	 bientifies different computer parts, hums the computer on/off, and work on a given task with acceptablespeed and accuracy and connectscomputer peripherals (e.g. printers, moderns, multimedia projections, etc.) 		
Expresses a searce to de letter and may express investation at waste or inefficiency. New York or new or more process were of meeting goods set.	Uses ingention methods to accomplish responsibilities. Devicerationing resourcefulness and the arbitry to accome with minimal resources.	☐ Property simple presentation using poveryount.		
Makes specific changes or the system or in own work methods to		Utilities technologies for access beforestizes to enhance profficiental productivity, assets in conducting research and communitate through local and pickel professional networks. Recommends appropriate and updated technology to enhance productivity and professional practice.		
		DYTRAIL COMPETENCY BATTINIS		
		COME BEHAVIORAL COMPETENCIES	440	
		COM SAXIS	400	
		OVERALL BATTING	A41 VERY SATISFACTORY	

PART III: SUMMARY OF RATINGS FOR DISCUSSION

Final Performance Results	Rating	Weighted	Adjectival Rating
1. (IPCRF) Accomplishments of KRAs and Objectives - 80%	4.53	3.63	
2. Competency Rating -20%	4.42	0.88	
3. Overall Rating- 100% (July to December 2022)		4.51	Outstanding

Rater - Ratee Agreement

The signatures below confirm that the employee and his/her superior have agreed on content of this appraisal form and the performance rating.

Name of Employee:	MARIANNE GRACE HAREDULLA	Name of Superior: ISIDRO C. CATUBIG		
Signature:	AN	Signature:		
Date:	/ 19	Date:		

PART IV: DEVELOPMENT PLANS

Strengths	Development Needs	Action Plan (Recommended Developmental Intervention)	Timeline	Resources Needed
CORE BEHAVIORAL COMPETENCIES				
Self Management	Teamwork			
Professionalism and Ethics	Result Focus	Self-managed learning	Year Round	
Service Orientation	Innovation	ANALYS THE TO STORE THE CONTROL OF THE	0000000000	Human Resources
CORE SKILLS		1		Administrative Resources
Oral Communication	Computer/ICT Skills	Benchmarking:	Year Round	
Written Communication	The desired control of the Control	Seminar/Workshops;	As needed	
		Coaching	As needed	

JOSILYN S. SOLANA END, CESO V Approving Authority

DEPED RPMS form - DEPED RPMS form -For Support Staff (below SG 18) 3