

**PERFORMANCE EVALUATION REPORT OF PERSONNEL
SERVICES ON JOB ORDER**

For the Period: DECEMBER 16-31, 2024

Name: **JEROME C. ORBE** , Designation: **COMMUNITY DEVELOPMENT OFFICER II**
Division/Section/Unit: **SAAD/FOD** Actual Duty Station: **PAGSO-SOUTHERN LEYTE**
Immediate Supervisor: **GABRIEL M. BAUGBOG**

Scope of Work:

A. SOCIAL PREPARATION

- a. Leads the implementation of Social Preparation activities in the municipal level
- b. Facilitates training related activities on the provincial level as guided by the National and Regional SPPD including PPMSO Focal.
- c. Recommends social preparation activities to RPMSO as identified on the implementation sites.
- d. Leads the provincial consolidation of report relative to social preparation.
- e. Leads the provincial M&E of conducted social preparation for improvement/enhancement of its activities.

B. PROGRAM MANAGEMENT

- f. Generate reports on evaluated functions of the PPMSO to be submitted to the RPMSO.

C. MARKETING ASSISTANCE AND ENTERPRISE DEVELOPMENT

- g. Facilitates market related activities guided by the NPMO and RPMSO MAED unit and sub-unit
- h. Evaluate and consolidate report relative to marketing functions specific on provincial, municipal and barangay level.

D. FOOD PRODUCTION AND LIVELIHOOD

- i. Consolidates and evaluate project proposals provided by SAAD beneficiaries and stakeholders on the municipal level.
- j. Oversees delivery of interventions and secure documentary requirements pre and post implementation
- k. Facilitates technical trainings conducted relevant to the livelihood projects provided.
- l. Draft and consolidate M&E reports on the status of projects provided including recommendations for improvement

E. OTHER TASKS

- m. Represents SAAD on municipal and barangay engagements
- n. Presents SAAD activities to municipal and barangay stakeholders
- o. Provides validated data and information needed by the RPMSO sub-units
- p. Conduct updating of beneficiary profiles guided by the RPMSO ITDD
- q. Performs other duties as assigned by the immediate supervisor/SAAD Focal

F. DELIVERABLES

- r. Municipal and Brgy. Social Preparation reports
- s. Municipal and Brgy PRA reports.
- t. Municipal and Barangay level Project Proposals
- u. Data required for ITDD and PRDC
- v. Municipal and Barangay level Market related reports
- w. Municipal and Barangay M&E reports
- x. Updated beneficiary and project profiles

SUMMARY RATING:

CRITERIA	RATED SCORE	ACTUAL RATING
Performance	25	20
Punctuality	15	15
Attendance	15	15
Human Relations/Courtesy	15	15
Attitude towards work/Commitment	15	12
Initiative	15	15
TOTAL	100	92

RESULTS: Numerical Score: 92

Adjectival rating: BS

Rater's comments:

GABRIEL M. BAUGBOG
APCO-SOUTHERN LEYTE

Instructions for the RATER:

1. This form is used for evaluating the performance and other work related behavior of personnel on job order under your supervision. This should be accomplished in handwriting using a ball pen or pen.
2. In rating, cross the box or encircle the item that most objectively describes their level of performance and other work-related behavior and fill-in the results in the summary rating table.

Please use the rating scale below:

High:	Numerical Score	Adjectival Rating
	94 – 100 %	Outstanding (O)
	87 – 93 %	Very Satisfactory (VS)
	80 – 86 %	Satisfactory (S)
	74 – 79 %	Needs Improvement (NI)



Low: 73% and below = Poor

CRITICAL FACTORS CONSIDERED IN RATING

1. **Performance** – refers to the action or process of carrying out or accomplishing a given task or work assignment.

25 – 94-100% accomplishment

20 – 87-93%

15 – 80-86%

10 – 74-79%

5 – 73% and below

2. **Punctuality** – Behavior in reporting to work on time.

15 – No tardy/under time

14 – 1 time tardy/undertime

13 – 2 times tardy/undertime

12 – 3 times tardy/undertime

11 – 4 times tardy/undertime

10 – 5 times tardy/undertime

9 – 6 times tardy/undertime

8 – 7 times tardy/undertime

7 – 8 times tardy/undertime

6 – 9 times tardy/undertime

5 – 10 times tardy/undertime

4 – 11 times tardy/undertime

3 – 12 times tardy/undertime

2 – 13 times tardy/undertime

1 – 14 times or more tardy/undertime

3. **Attendance** – Physical presence in the office to work/complete assigned responsibilities.

15 – no absences

14 – 1 absence

13 – 2 absences

12 – 3 absences

11 – 4 absences

10 – 5 absences

9 – 6 absences

8 – 7 absences

7 – 8 absences

6 – 9 absences

5 – 10 absences

4 – 11 absences

3 – 12 absences

2 – 13 absences

1 – 14 or more absences

4. **Human Relations/Courtesy** – refers to the manner of dealing and getting along with people in the office while at work.

☐	☐	☐	☐	☒
3	6	9	12	15
Poor	Fair	Average	Good	Excellent

5. **Attitude towards work/Commitment** – refers to the level of enthusiasm an employee has towards his/her tasks assigned at the workplace.

☐	☐	☐	☒	☐
3	6	9	12	15
Poor	Fair	Average	Good	Excellent

6. **Initiative** – Ability to start action; perform assigned task without being told and under minimal supervision; and introduces ideas with originality.

☐	☐	☐	☒	☐
3	6	9	12	15
Poor	Fair	Average	Good	Excellent

