

PERFORMANCE RATING SHEET
Period: August - November, 2023

NAME OF CONTRACT OF SERVICE (COS) PERSONNEL: LYNDON S. COMPENDIO JR
POSITION: Market Specialist I
OFFICE: Agribusiness and Marketing Assistance Division

ACTIVITY	OUTPUT INDICATOR	TARGET	ACCOMPLISHMENT	Quantity (E)	Quality (Q)	Timeliness (T)	
I. PERFORMANCE- Based on Actual duties & responsibilities (75%)							
Screen / review and refine business model canvass for the YFC competition - judging and evaluation	No. of BMC reviewed / refined	E - Reviewed and refined 19 business model canvass Q - Accurately reviewed the target BMC T - By the end of September 2023	E - Reviewed and refined 19 business model canvass Q - Accurately reviewed with minor correction T - By the end of September 2023	4	4	4	4.00
Conduct of business pitching/YFC competition activities - judging and evaluation for startup. upscale and intercollegiate categories	No. of activities facilitated	E- Facilitated the conduct of 4 business pitching T - By the end of October 2023	E- Facilitated the conduct of 4 business pitching T - By the end of October 2023	4		4	4.00
Conduct of Project assessment and monitoring of YFC enterprises	No. of projects monitored	E - Monitored 6 projects of YFC Awardees Q - Successfully monitored the project enterprises base on prescribe template T - By the end of October 2023	E - Monitored 6 projects of YFC Awardees Q - Successfully monitored 100% of the project enterprises base on prescribe template with no documented complaint T - Before the end of October 2023	4	4	4	4.00
Preparation of correspondence, certificates and other documents for processing and signature	No. of correspondence / certificates prepared	E - Prepared 100% of correspondences / certificates T - by the end of October, 2023	E - Prepared 100% of correspondences / certificates T - by the end of October, 2023	4		4	4.00
Conduct of business development services, coaching and mentoring to YFC qualifiers	No. of activities conducted / facilitated	E - Facilitated 100 % in the conduct of BDS & other YFC activities Q - Facilitated successfully T - before the end of October, 2023	E - Facilitated 100 % the conduct of BDS & other YFC activities Q - Successfully facilitated with minor complaint T - before the end of October, 2023	4	4	4	4.00
Facilitate the Conduct of YFC 2023 Awarding Ceremony and Summit	No. of Activity conducted/facilitated	E - Facilitated 100% in the conduct of YFC 2023 awarding ceremony and summit T - by the end of November 2023	E - Facilitated the conduct of YFC 2023 awarding ceremony and summit T - Before the end of November 2023	4		4	4.00
Perform other activities assigned by the direct supervisor and AMAD chief	No. of activities performed	E - Performed 100 % of activities assigned T - by the direct supervisor and AMAD chief before the set deadline	E - Performed 100 % of activities assigned T - by the direct supervisor and AMAD chief before the set deadline	4		4	4.00
A. Total Performance Rating				28	12	28	68
B. Average Performance Rating							4.00
C. Final Performance Rating							3.00

III. OTHER FACTORS (25%)			
D. Initiative (10%)			4
E. Autonomy (Work with minimal supervision (5%))			4
F. Punctuality (5%)			5
G. Others (Teamwork, Courtesy, Good Manners& Right Conduct (GMRC) (5%))			4
H. Rating of other Factors in %			
I. D x 10%			0.4
J. E x 5%			0.2
K. F x 5%			0.25
L. G x 5%			0.2
M. Final Other Factors Rating			1.05
N. FINAL RATING			4.05
O. Final Adjectival Rating*			Very Satisfactory

Name of COS Personnel:


LYNDON S. COMPENDIO JR
AMAD Staff

Final Rating by:


LORELEI B. ACHA, P.h. D.
Acting Chief, AMAD 

Final Rating Scale *	
Numerical	Adjectival
4.5-5.0	Outstanding
4.0-4.49	Very Satisfactory
3.5-3.99	Satisfactory
3.0-3.49	Unsatisfactory
2.99 and below	Poor