

PERFORMANCE EVALUATION SHEET

For the Period: JANUARY 1, 2019 - DECEMBER 20, 2019

Name: GLORY JANEL L. ESQUIJO
Position: EMERGENCY WORKER- JOB ORDER CASUAL
Office/Department: CEO. SAINT BERNARD. SOUTHERN LEYTE

Adjectival Rating	Numerical Rating	Range
Outstanding	5	130% and above
Very Satisfactory	4	115% - 129%
Satisfactory	3	100% - 114%
Unsatisfactory	2	51% - 99%
Poor	1	50% and below

TASK	RATING (Based on SPMS)		REMARKS
	Numerical	Adjectival	
Assisted in the Processing of application for Voters Registration	5	Outstanding	She deserved to be appointed as
Submission of Reports on Voters Registration (satellite registration, detainees, male & female statistics, SK & regular voters)	5	Outstanding	a regular Election Assistant
Assisted in the Conduct of Election Registration Board hearing (Prepared all notices, post list of applicants & prepared applications for registration to be approved by the ERB; Sorted received applications for registration for ERB approval)	5	Outstanding	for having served the Commission
Assisted during the Posting of computerized voters list	5	Outstanding	for more than four (4) years
Assisted in the Conduct of Satellite Registration (Assisted the EO in the conduct of satellite registration in all barangays on the set schedule as approved by PES; Prepared monthly report on the number of satellite registration)	5	Outstanding	now as my Job Order Casual.
Assisted in the Conduct of voters education and/or public information campaign and Preparation of monthly Voters' Education/Information Campaign Report	4	Very Satisfactory	She has been applying as Election
Assisted in the Processing of certificate of candidacy (Assisted the EO in the reception of all COCs; Assisted the EO in the preparation of the certified list of candidates; Sorted and arranged all COCs received.	5	Outstanding	Assistant at CEOs with vacancy
Assisted in the Activation of the Municipal/City Joint Security Control Committee	5	Outstanding	particularly in the municipalities of
Assisted in the Gun Ban Impelementation	4	Very Satisfactory	Macarhon, Silago, San Francisco,
Assisted in the Monitoring of the opening of polls, during voting and closing polls on Election Day and its reports	5	Outstanding	Libagon, Liban and recently, in
Assisted the EO during the Proclamation of Winning Candidates	5	Outstanding	Hinunangan. Despite all that,
Complete and orderly filing of VRRs and other office records	5	Outstanding	she has remained loyal to the
Assisted the EO on the Constitution of the members of the Electoral Boards	5	Outstanding	Commission and worked.

M. M. M.
12/20/19

Assisted in the conduct of capacity building for poll workers	5	Outstanding	wholeheartedly without complaining.
Assisted the EO in serving of notice to file SOCE to all candidates; Assisted the EO in the submission of all SOCE received to the CFO through the PES	5	Outstanding	I hope the COMELEC can see her as a big asset in achieving our vision & mission, as we see her that way here in Southern Leyte and reward her the position of Election Assistant II that she's long deserved.
Assisted in the conduct of Operation Baklas	5	Outstanding	
Assisted in the Establishment of Common Poster Area	5	Outstanding	
Attended Team Building Activity	5	Outstanding	
Attended GAD Seminar and/or other related activities	5	Outstanding	
Assisted the EO in the Submission and preparation of the reportorial requirements (Daily/Weekly Registration Turn-out Statistical Report; Prepared the monthly reports; Quarterly Status Report on IDs received and released)	5	Outstanding	
Attendance in meetings	5	Outstanding	
Assisted the EO in serving of Memorandums and other related documents to Candidates and to deputized Government Agencies	5	Outstanding	
Assisted the EO in serving of Notices to concerned candidate and in submitting Affidavit of Service within 5 days from receipt	5	Outstanding	
TOTAL SCORE		113	
FINAL AVERAGE RATING		4.91	



GLORIANA J. ESQUILLO
 (Signature over Printed Name of Ratee)

Date: December 20, 2019

Certified True and Correct:



LJUDGEMMA P. ALFARO-ASUMBRADO
 Election Officer III

Date: December 20, 2019