

BARANGAY SECRETARY PERFORMANCE EVALUATION

Employee Name: **RUSTY I. OPLEGIDA**
Review Period: **JANUARY 2025 - JUNE 2025**

Position: **BARANGAY SECRETARY**
Barangay: **BRGY. TIGBAO, CARIGARA, LEYTE**

Evaluator Name: **HON. BENJAMIN I. ENGRATO**
Title/Position: **PUNONG BARANGAY**
Date: **JUNE 15, 2025**

Rating Scale:

NUMERICAL RATING	ADJECTIVAL RATING	PERFORMANCE INDICATORS
5	OUTSTANDING	Performance is consistently superior.
4	EXCEEDS EXPECTATIONS	Performance is routinely above job requirements.
3	MEETS EXPECTATIONS	Performance is regularly competent and dependable.
2	NEEDS IMPROVEMENT	Performance fails to meet job requirements on a frequent basis.
1	UNSATISFACTORY	Performance is consistently unacceptable.

EVALUATION:

AREA	WEIGHT PER AREA	COMMENTS	SUPPORT EVIDENCE	NUMERICAL RATING	SCORE	ADJECTIVAL RATING
Record Keeping and Filing	15%	Performance is consistently superior.	File Records	5	0.75	OUTSTANDING
Correspondence and Communication	15%	Performance is consistently superior.	File Records/Attendance Sheets	5	0.75	OUTSTANDING
Minute Taking and Reporting	15%	Performance is consistently superior.	File Records	5	0.75	OUTSTANDING
Office Management	15%	Performance is consistently superior.	File Records/Attendance Sheets	5	0.75	OUTSTANDING
Community Relations	10%	Performance is consistently superior.	File Records/Attendance Sheets	5	0.5	OUTSTANDING
Compliance with Regulations	10%	Performance is consistently superior.	File Records/Attendance Sheets	5	0.5	OUTSTANDING
Initiative and Problem-Solving	10%	Performance is consistently superior.	File Records/Attendance Sheets	5	0.5	OUTSTANDING
Attendance and Punctuality	10%	Performance is consistently superior.	Attendance Sheets	5	0.5	OUTSTANDING
FINAL PERFORMANCE RESULTS				FINAL RATING	5.0	
				ADJECTIVAL RATING	OUTSTANDING	

ADJECTIVAL RATING EQUIVALENCES	
RANGE	ADJECTIVAL RATING
4.500-5.000	Outstanding
3.500-4.499	Exceeds Expectations
2.500-3.499	Meets Expectations
1.500-2.499	Needs Improvement
below 1.499	Unsatisfactory


RUSTY L. OPLEGIDA
Rater


HON. BENJAMIN L. ENGRATO
Rater/Approving Authority

BARANGAY SECRETARY PERFORMANCE EVALUATION

Employee Name: **RUSTY I. OPLEGIDA**
Review Period: **JULY- DECEMBER 2024**

Position: **BARANGAY SECRETARY**
Barangay: **BRGY. TIGBAO, CARIGARA, LEYTE**

Evaluator Name: **HON. BENJAMIN I. ENGRATO**
Title/Position: **PUNONG BARANGAY**
Date: **JANUARY 13, 2025**

Rating Scale:

NUMERICAL RATING	ADJECTIVAL RATING	PERFORMANCE INDICATORS
5	OUTSTANDING	Performance is consistently superior.
4	EXCEEDS EXPECTATIONS	Performance is routinely above job requirements.
3	MEETS EXPECTATIONS	Performance is regularly competent and dependable.
2	NEEDS IMPROVEMENT	Performance fails to meet job requirements on a frequent basis.
1	UNSATISFACTORY	Performance is consistently unacceptable.

AREA	WEIGHT PER AREA	COMMENTS	SUPPORT EVIDENCE	NUMERICAL RATING	SCORE	ADJECTIVAL RATING
Record Keeping and Filing	15%	Performance is consistently superior.	File Records	5	0.75	OUTSTANDING
Correspondence and Communication	15%	Performance is consistently superior.	File Records/Attendance Sheets	5	0.75	OUTSTANDING
Minute Taking and Reporting	15%	Performance is consistently superior.	File Records	5	0.75	OUTSTANDING
Office Management	15%	Performance is consistently superior.	File Records/Attendance Sheets	5	0.75	OUTSTANDING
Community Relations	10%	Performance is consistently superior.	File Records/Attendance Sheets	5	0.5	OUTSTANDING
Compliance with Regulations	10%	Performance is consistently superior.	File Records/Attendance Sheets	5	0.5	OUTSTANDING
Initiative and Problem-Solving	10%	Performance is consistently superior.	File Records/Attendance Sheets	5	0.5	OUTSTANDING
Attendance and Punctuality	10%	Performance is consistently superior.	Attendance Sheets	5	0.5	OUTSTANDING
FINAL PERFORMANCE RESULTS						5.0
ADJECTIVAL RATING						OUTSTANDING

ADJECTIVAL RATING EQUIVALENCES	
RANGE	ADJECTIVAL RATING
4.500-5.000	Outstanding
3.500-4.499	Exceeds Expectations
2.500-3.499	Meets Expectations
1.500-2.499	Needs Improvement
below 1.499	Unsatisfactory

RUSTY L. OPLEGIDA
Ratee


HON. BENJAMIN I. ENGRATO
Rater/Approving Authority