



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
Regional Field Office 8
Kanhuraw Hill, Tacloban City

PERFORMANCE EVALUATION REPORT OF PERSONNEL
SERVICES ON JOB ORDER
For the Period JUNE 11-30, 2024

Name: ROAKATHLEEN B. GAYO

Designation: COS - ADAIII

Division/Section/Unit: RAFIS

Actual Duty Station: DA-RFO 8

Immediate Supervisor: JASON L. PADUL, Chief, RAFIS

Scope of Work:


1. Assist the procurement activities for the timely implementation of project and activities under RAFIS;
2. Prepare proposals, communication letters, program monitoring/accomplishment report and other pertinent documents;
3. Conduct monitoring of social media and other mass media channels for posts, article and materials related to the agency and agriculture sector in the region;
4. Provide administrative support on activities undertaken with local farmers;
5. Provide updated directory of media networks, public media and partner stakeholders;
6. Assist in responding to the queries of clientele through email and social media platforms;
7. Assist secretariat during RAFIS initiated and assisted activities; and
8. Perform other task and activities as directed by the immediate supervisor.

SUMMARY RATING:

CRITERIA	RATED SCORE	ACTUAL RATING
Performance	25	22
Punctuality	15	15
Attendance	15	15
Human Relations/Courtesy	15	15
Attitude towards work/Commitment	15	13
Initiative	15	13
TOTAL	100	93

RESULTS:

Numerical Score: 93
Adjectival rating: VS


JASON L. PADUL
Chief, RAFIS

Rater's comments:

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:

	<u>Numerical Score</u>		<u>Adjectival Rating</u>
High:	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	7 – 8 times tardy/undertime
14 – 1 time tardy/undertime	6 – 9 times tardy/undertime
13 – 2 times tardy/undertime	5 – 10 times tardy/undertime
12 – 3 times tardy/undertime	4 – 11 times tardy/undertime
11 – 4 times tardy/undertime	3 – 12 times tardy/undertime
10 – 5 times tardy/undertime	2 – 13 times tardy/undertime
9 – 6 times tardy/undertime	1 – 14 times or more tardy/undertime
8 – 7 times tardy/undertime	

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

15 – no absences	7 – 8 absences
14 – 1 absence	6 – 9 absences
13 – 2 absences	5 – 10 absences
12 – 3 absences	4 – 11 absences
11 – 4 absences	3 – 12 absences
10 – 5 absences	2 – 13 absences
9 – 6 absences	1 – 14 or more absences
8 – 7 absences	

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

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	6	9	12	15
Poor	Fair	Average	Good	Excellent



ORMOC SUPER SHELL SERVICE STATION

Lilia Avenue, Cogon, Ormoc City
Tel nos. (053) 2557930 or 5611059 (telefax)

July 3, 2020

Subject: Employment Certification for ***Roa Kathleen B. Gayo***

This is to certify that Roa Kathleen B. Gayo was employed as Accounts Payable Clerk of Ormoc Bay Resources Corporation, Ormoc Super Shell Service Station. Her date of employment with us was from November 14, 2016 until May 30, 2020.

This certification is issued upon the request of Ms. Gayo. If you have any question or should you require any further information regarding this request, please do not hesitate to contact our office.

Sincerely,

A handwritten signature in black ink, appearing to read 'A. Cadao'.

Angelina T. Cadao

HR Manager

Tel.: (053)561-8601

Email: ebrmktg.hr@gmail.com



ORMOC SUPER SHELL SERVICE STATION

Lilia Avenue, Cogon, Ormoc City
Tel nos. (053) 2557930 or 5611059 (telefax)

July 3, 2020

Subject: Certification of Good Moral for ***Roa Kathleen B. Gayo***

This is to certify that Roa Kathleen B. Gayo was employed as Accounts Payable Clerk of Ormoc Bay Resources Corporation, Ormoc Super Shell Service Station. According to the record available in this office Ms. Roa has not been accused /charge of any offence involving moral turpitude during her tenure of employment.

This certification is issued upon the request of Ms. Gayo. If you have any question or should you require any further information regarding this request, please do not hesitate to contact our office.

Sincerely,

A handwritten signature in black ink, appearing to be 'ATC'.

Angelina T. Cadao

HR Manager

Tel.: (053)561-8601

Email: ebrmktg.hr@gmail.com