

MINES AND GEOSCIENCES BUREAU, REGION II
COMMITMENT AND ACCOMPLISHMENT SHEET

January - June 2022

DIVISION: **OFFICE OF THE REGIONAL DIRECTOR**

NAME OF PERSON TO BE HIRED: **CARL JOSHUA R. RIO**

PART I. PERFORMANCE (70%)

Weight%	SPECIFIC OUTPUT/DELIVERABLES	Unit of Measurement/Indicator	TARGET/COMMITMENT			ACCOMPLISHMENT/OUTPUT			RATING				
			Quantity	Quality	Timeliness	Quantity	Quality	Timeliness	Quantity	Quality	Timeliness	APS	EPS
30%	Assisted the Atty. III in the preparation of Legal documents;	No. of documents assigned to be prepared or drafted	As the need rises	On-time delivery	100% of work requests completed within deadline	40	On-time delivery	100% completed On-time	5	5	5	5.00	1.50
15%	Drafted various memorandum, correspondences and legal letters/complaints;	No. of Memoranda, order, resolution and legal letters drafted	As the need rises	On-time delivery	100% of work requests completed within deadline	30	On-time delivery	100% completed On-time	4	5	5	4.67	0.70
10%	Researched jurisprudence and relevant laws for drafting of Legal opinions/comments;	No. of times as needed to research Related cases with their ratio decidendi	As the need rises	On-time delivery	100% of work requests completed within deadline	5	On-time delivery	100% completed On-time	4	5	5	4.67	0.47
10%	Proofread and reviewed legal documents for transmittal;	No. of legal documents needed to be proofread (particularly those in legal documents for the courts and legal opinions)	As the need rises	On-time delivery	100% of work requests completed within deadline	40	On-time delivery	100% completed On-time	4	5	5	4.67	0.47
10%	Emailing of legal documents to respective parties;	No. of transmittals via Email	As the need rises	On-time delivery	100% of work requests completed within deadline	30	On-time delivery	100% completed On-time	4	5	5	4.67	0.47
10%	Received incoming correspondences and filing in folders and boxes/cabinets;	No. of Incoming documents pending for appropriate action, information, guidance, review, or records	As the need rises	On-time delivery	100% of work requests completed within deadline	40	On-time delivery	100% completed On-time	4	5	5	4.67	0.47
10%	Printed, scanned and transmitted outgoing documents;	No. of final drafts of legal documents	As the need rises	On-time delivery	100% of work requests completed within deadline	30	On-time delivery	100% completed On-time	5	5	5	5.00	0.50
5%	Proofread and/or assist in drafting of Orders/Notices/Decisions for the Panel of Arbitrators (PA);	No. of Panel of Arbitrators' Preliminary Conference Scheduled	As the need rises	On-time delivery	100% of work requests completed within deadline	5	On-time delivery	100% completed On-time	5	5	5	5.00	0.25
100%													

DISCUSS AND AGREE ON THE ABOVE TARGETS:


MARIO A. ANCHETA
Regional Director


CARL JOSHUA R. RIO
Contract of Service

Date

Total Equivalent Point Score 4.82
Multiply by Percentage Weight Allocation (70%) 0.7
Weighted Average Score (WAS) 3.37

Legend:

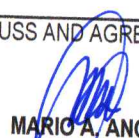
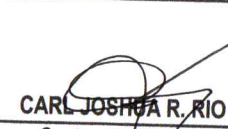
QN - Quantity

QL- Quality

T - Timeliness

APS - Average Point Score

EPS - Equivalent Point Score

		CRITICAL FACTORS		RATING		SUMMARY OF RATINGS				
				SUPERVISOR						
1. COURTESY	Polite, kind and thoughtful behavior toward the public/clientele in manners of speech and actions	5		RATER	Weighted Ave. Scores		Overall Point Score	Weight Percentage	Overall Weighted Score	
2. HUMAN RELATIONS	Integrates concern for people at work, office clientele, and supervisor-subordinate relationship into work station	4			Part I	Part II				
3. PUNCTUALITY AND ATTENDANCE	Observed behavior of coming to the office on time or to be present at work to complete assigned responsibilities	4		Supervisor Rater	3.37	1.32	4.69			
4. INITIATIVE	Starts action, projects and performs assigned tasks without being told and under minimal supervision	5		Total Overall Score					4.69	
5. LEADERSHIP (for supervisors only)	The manner of guiding, influencing, motivating and developing confidence of subordinate work as a team and accomplish tasks, leading the organizational unit to achieve its goals and objectives enthusiastically	N/A		FINAL NUMERICAL PERFORMANCE RATING					4.69	
6. JUDGMENT/ DECISION MAKING (for supervisors only)	Ability to develop alternative solutions to problems, to evaluate fact or courses of actions and reach sound decision and readiness to take action or commit oneself	N/A		EQUIVALENT ADJECTIVAL RATING					VS	
7. STRESS TOLERANCE	Stability of performance under pressure or opposition	4								
8. OTHERS (specify)		N/A								
Total Point Scores		22		WE DISCUSS AND AGREE ON THE ABOVE RATINGS: <div><div> MARIO A. ANCHETA Regional Director</div><div> CARL JOSHUA R. RIO Contract of Service</div></div>						
Divide By # Entries		5								
Average Point Scores		4.40								
Multiply by Part II Weight (30%)		30%								
Weighted Average Scores		1.32								

CONTRACT OF SERVICE EVALUATION SHEET

NAME	CARL JOSHUA R. RIO	EVALUATOR	ATTY. GLENN B. BUNCAD
SALARY		EVALUATOR'S SIGNATURE	<i>hfb</i>
EQUIVALENT POSITION TITLE	C/ LEGAL ASSISTANT	DATE ACCOMPLISHED	06 - 24 - 2022
DIVISION/SECTION	Office of the Regional Director		

Please check [✓] the appropriate box.

EVALUATION ON WORK ATTITUDE

QUALITY	P	US	S	VS	O
Ability to meet work objectives and targets				✓	
Adaptability (acquired new ideas, deal tasks and responsibilities)				✓	
Ability to adhere to work related policies and procedures				✓	
Professionalism (management of time, personal conflict, problem solving and work presures)				✓	
Job Knowledge (skills and understanding the work)				✓	
Takes Initiative					✓
Manifests Honesty and Integrity					✓
Shows Productivity and Creativity				✓	
Seeks to do the more challenging tasks and does them well				✓	
Flexibility (deal with altering priorities and shifting workloads)					✓
Displays a positive and cooperative attitude about the job role, assigned work, and the organization				✓	
Carries a positive viewpoint and ability to make sound decisions in stressful situations				✓	
Encourages colleagues to work and quickly build up a cheerful working environment of trust				✓	
Carries a productive attitude that does not change even in unpleasant situations				✓	
Always brings a smile on the face that can tell enthusiasm from afar				✓	
Maintains right attitude in all situations and proper tone of voice				✓	
Always emphasizes the positive in each situation no matter how grim it looks like				✓	
Carries a humorous character that makes others enjoy a good laugh as they perform their tasks			✓		
Effective interpersonal relationship with team members				✓	
Punctuality				✓	✓
Does the employee have any conflict with his/her workmate/s and supervisor?					
<i>None .</i>					
Does he/she manifest rude manners when talking to the clients or workmate?					
<i>None .</i>					
Would you recommend his/her renewal of Contract? Why? or Why not?					
<i>Yes, absolutely.</i>					

[P] - POOR [US] - UNSATISFACTORY [S] - SATISFACTORY [VS] - VERY SATISFACTORY [O] - OUTSTANDING