



PERSONNEL ACTION NOTICE

IMG - PAN-0001

NAME OF EMPLOYEE: _____ DATE PREPARED: _____

POSITION: _____ DEPARTMENT: _____

DATE HIRED: _____ STATUS: _____

| | FROM | TO |
|--------------|------|----|
| BASIC SALARY | | |
| POSITION | | |
| LEVEL | | |
| DEPARTMENT | | |
| STATUS | | |
| REMARKS | | |
| EFFECTIVITY: | | |

PREPARED BY:

APPROVED BY:

HEAD OF PERSONNEL

DORIS M. ALMANZOR
CHIEF OPERATING OFFICER

CONFORME:

EMPLOYEE

PERFORMANCE EVALUATION FORM

OBJECTIVES: This evaluation aims to give a broader perspective in appraising the performance of the candidates being considered to assume a higher level position. This tool would help ensure the competency of the candidate based on 3 vital criteria.

Name of Employee:
 Position :
 Period of evaluation:

Date Hired:
 Present Salary:

Please rate the personnel for each of the criteria listed below by checking the box in each item.

I. WORK ATTITUDE (75 %)

| Criteria | 100% Excellent 5 | 80% Very Good 4 | 60% Good 3 | 40% Fair 2 | 20% Poor 1 |
|---|--------------------------------|-------------------------------|--------------------------|--------------------------|--------------------------|
| 1. Regularity in attendance & Promptness in reporting for work. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Willingness to accept additional responsibilities. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Ability to learn new things and follow instructions. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Accurateness of completed assigned tasks. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Accomplishes task/submission of reports on time | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Proper and effective use of equipment. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

II. PERSONAL TRAITS (20%)

| Criteria | Excellent 5 | Very Good 4 | Good 3 | Fair 2 | Poor 1 |
|------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. Teamwork and cooperation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Initiative | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Industriousness | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Reliability | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Bearing & Appearance | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Enthusiasm and positivity | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Honesty | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

III. Relations (5%)

| Criteria | Excellent 5 | Very Good 4 | Good 3 | Fair 2 | Poor 1 |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. Demonstrate harmonious & cordial relations with co-employees | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Respect to Superiors & co-workers. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Score and Percentage Summary:

91 % - 100 % - Excellent
 90 % - 76 % - Very Good
 75 % - 65 % - Good
 64 % - 50 % -

Passing Percentage

PART II- ASSESSMENT & RECOMMENDATIONS

To be filled up by the Rater

| STRENGTHS | AREAS FOR IMPROVEMENT | DEVELOPMENT PLAN |
|-----------|-----------------------|------------------|
| | | |

Appraisee's Space:

1. State your accomplishments/ contributions or highlights with the current position you are occupying. (You may use another sheet for the enumeration if you need one).
 - a. _____
 - b. _____
 - c. _____

2. State your failures or short comings in the performance of your duties and responsibilities with current position and your plans for improvement.

Recommendations (If Applicable)

- For Promotion _____
- For Merit Increase _____
- Others, specify _____

| | Name in Print | Signature | Date |
|----------------------------------|---------------|-----------|------|
| Employee's Signature (Appriasee) | | | |
| Immediate Supervisor (Appraisor) | | | |
| Department Head | | | |

| | |
|--|----------|
| Approved By: Ms. Doris M. Almanzor Chief Operating Officer | Remarks: |
|--|----------|

_____ Date Accomplished