



WESTERN LEYTE COLLEGE OF ORMOC CITY, INC.

Office of the Registrar

A. Bonifacio St. Ormoc City, Leyte, Philippines

PERFORMANCE RATING REPORT

For Student Trainee

Name : VERZOSA , GRETCHEN

Total No. of Hours: 600

School/College: WLC

Period Cover : February -June

Training Days : Monday- Friday

Dept./Office: Registrar

Appraisal Factors

Rating

- | | |
|---|-----------|
| 1. Quality of Work
Ability to work with thoroughness and accuracy | <u>98</u> |
| 2. Quantity of Work
Individual Productivity, rapidly in performing task. | <u>96</u> |
| 3. Dependability
Ability to work perform and complete work as instructed and
When needed. | <u>98</u> |
| 4. Cooperation
Ability to work harmoniously with others. | <u>95</u> |
| 5. Personality
Effectiveness in contact with others; courtesy, tact, etc. | <u>98</u> |
| 6. Attendance
Regularity and punctuality in office attendance :
Proper observance of break periods. | <u>98</u> |

Overall Performance Rating

97.1 %

COMMENTS: _____

Rated By:

MICHELLE B. SALATANDRE

Registrar

Rating: 95-100	Outstanding	75-79	Fair
85-94	Very Satisfactory	74	Below Poor
80-84	Satisfactory		