



Annex "E"

**EMPLOYEE PERFORMANCE APPRAISAL**

**Name of Employee/Ratee : ROSELLA C. PARMO**  
**Position/Designation : BOOKKEEPER - BRANCH**  
**Date of Regularization : 10/03/2023**  
**Performance Appraisal for the year: 2024**

**Rater: MICHAEL JAY G. MATONDO****Instructions:2**

The appraisal of the performance of the employee/ratee for the preceding year will be determined by the following scale categories:

Very Poor	1	Fair	3	Very Good	5
Poor	2	Good	4		

The supervisor/rater must discuss with the employee/ratee as to how the evaluation was established and how the employee can improve his/her job performance.

PARAMETERS	RATINGS				
	Very Poor (1)	Poor (2)	Fair (3)	Good (4)	Very Good (5)
<b>Job Knowledge</b>					
The employee knows his/her job too well.					✓
The employee knows his/her duties, functions and responsibilities?					✓
The employee is familiar with the requirements of the position?					✓
<b>Quantity of Work</b>					
The employee can accomplish job and/or submits reports within the allotted time.					✓
The employee consistently completes the job at faster rate.					✓
The employee is productive and effective with the job.					✓
<b>Quality of Work and Consciousness</b>					
The employee is accurate and thorough in assigned job.					✓
The employee's outputs or reports are within the acceptable standards set by the bank and governing agencies.					✓
The employee can identify areas of improvement of the job.					✓
The employee maintains file management system.					✓
The employee demonstrate cost consciousness in accomplishing his assigned tasks					✓
<b>Dependability &amp; Diligence</b>					
The employee finishes and submits reports on time.					✓
The employee can accomplish job with less supervision.					✓
The employee follows instructions too well.					✓
The employee is deliberate and focused to assigned tasks.					✓
The employee works beyond the regular time.					✓
<b>Initiative and Judgment</b>					
The employee is resourceful in getting job done.					✓
The employee works voluntarily and willingly without					



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being told and with less supervision. The employee understands a job situation and draws ways and means to get it done. The employee can think solutions to work even under pressure.					✓ ✓ ✓
<i>Cooperation</i>					
The employee extends assistance to subordinates/superiors willingly with joy and gladness. The employee extends helping hand to peers and superiors to accomplish tasks not within his/her job's specifications.					✓ ✓

<i>Human Relations and Personality</i>					
The employee maintains decent and respectable relations with clients, peers, subordinates and superiors. The employee maintains good hygiene at all times. The employee is presentable to clients. The employee is open to constructive criticisms. The employee keeps temper under control when feelings is hurt.					✓ ✓ ✓ ✓ ✓
<i>Loyalty to the Bank</i>					
The employee follows policies and procedures of the bank at all times. The employee contributes to the development, improvement and enhancement of image of the bank. The employee proudly sells products and services of the bank to the public.					✓ ✓ ✓
<i>Punctuality and Attendance</i>					
The employee is punctual in reporting to the bank. The employee observes properly break time periods during banking hours. The employee attends seminars and other training activities when asked by bank management.					✓ ✓ ✓
<i>Customer Service</i>					
The employee understands the importance of good customer relations. The employee extends services with smile to customers. The employee delivers on time what has been promised to customer. The employee provides accurate information and data to customers' request The employee observes confidential information of customers.					✓ ✓ ✓ ✓ ✓
<i>Audit Performance</i>					





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The audit findings of the employee are within the acceptable level					✓
The employee regularized on time all audit exceptions within his/her responsibilities					✓
The audit findings do not recur the following audit period.					✓
Compliance					
The employee has submitted all reports on time.					✓
The employee has acceptable compliance concerns in performing his/her functions.					✓
Generation of Deposits and Loans (for marketing officer/staff only)					
The employee meet the target/budgeted figures as set by the Bank Management					
TOTAL					
AVERAGE POINTS =				Equivalent: =	
COMMENTS OF THE RATEE I think this is acceptable.					
 ROSELLA C. PARMO Signature Over Printed Name of Employee/Ratee					
AGREEMENTS OF RATER & RATEE (Note: For Manager/ Loan Officer, expected production output maybe included in this portion)					
CONFORME:  ROSELLA C. PARMO Signature Over Printed Name of Ratee					
ACCEPTED:  MICHAEL JAY G. MATONDO Signature Over Printed Name of Rater					
Date 1/6/2025					
RECOMMENDATION OF RATER					
<p>( ) The employee/Ratee deserves to be promoted with corresponding salary increase.</p> <p>( ) The employee/Ratee needs further development to be promoted, but deserves salary increase.</p> <p>( ) The employee/Ratee needs further development and salary adjustment is deferred.</p> <p>( ) The employee/Ratee has no potential in the bank and recommended for termination.</p> <p>( ) Others (specify) _____</p>					
EVALUATED BY:			APPROVED BY:		
 MICHAEL JAY G. MATONDO Signature Over Printed Name of Supervisor/Rater Position/Designation: OIC-BRANCH Date of Evaluation: 1/6/2025			<u>ROSARIO ONG VELOS</u> Signature Over Printed Name of President Date of Evaluation: _____		