



QUARTERLY PERFORMANCE EVALUATION

Name of Employee: KIMBERLY NONAY

Department: EXECUTIVE OFFICE PERSONNEL

REVIEW AREA	SPECIFIC TASKS	1	2	3	4	5
Job Understanding and Skills	PRIMARY					
	• Monitor GC(s)					✓
	• Manage daily activities				✓	
	• Manage scheduled meetings and appointments				✓	
	• Take dictation and minutes of meetings				✓	
	• Tasks from COO				✓	
	• Library of compiled documents (regular pull-out)			✓		
	• Questions, Confirmation, request, pending				✓	
	• Task completion				✓	
	• COO fish collection monitoring				✓	
Job Understanding and Skills	• Inter-Departmental coordination/counterpart coordination (Exe, IA, Fabrication, Marine)				✓	
	SECONDARY					
	• Receiving/ releasing of documents					✓
	• Handle requests and queries				✓	
	• Document banking				✓	
	• Inter-departmental coordination/counterpart coordination (HR, AA)				✓	
	• Projects, plans, designs			✓		
	• Coordinate with AA on Spot-checking of area/ Inspection			✓		
	TERTIARY					
	• Inventory of Equipment, tools, consumables and other items (Office, Metal, MIS, Guerilla, Rosita, San Rafael and other Facilities)				✓	
Job Understanding and Skills	• RAS Facility, Service, Maintenance and Upgrades			✓		
	• Pre and post Deployment				✓	
	TASK ASSIGNMENT FIELD and OTHER DEPLOYMENT					
	• Inter-departmental Coordination				✓	
	• Monitoring of GC					✓
	• Collate Travel Details				✓	
	• Produce Reports				✓	
	• Take Dictation and Minutes				✓	
	• Collate, update, review and forward requests of a Department/Facility for materials, equipments, etc.				✓	
Performance	• Good working knowledge of job assignment				✓	
	• Organizes and work in a timely, professional manner				✓	
Productivity	• Delivers the expected output of her position				✓	

Personal Growth	<ul style="list-style-type: none"> Progressing in overall ability and professionalism 				✓	
Leadership	<ul style="list-style-type: none"> Performs assigned duties with little or no supervision even under pressure 				✓	
	<ul style="list-style-type: none"> Works well with other employees without friction 				✓	
	<ul style="list-style-type: none"> Initiate and Innovate systems, processes to improve productivity. 				✓	
Cooperation	<ul style="list-style-type: none"> Works well with co-employees, supervisors and/or subordinates 				✓	
	<ul style="list-style-type: none"> Voluntarily assist others to accomplish the given tasks. 				✓	
Attitude	<ul style="list-style-type: none"> Accepts constructive criticisms positively. 				✓	
	<ul style="list-style-type: none"> Always willing to accept and correct mistakes. 				✓	
Dependability	<ul style="list-style-type: none"> Willingly accepts work assignments 				✓	
	<ul style="list-style-type: none"> Willingly accepts changes in assignments not directly related to her job. 				✓	
Attendance	<ul style="list-style-type: none"> Reports to work on time 				✓	
	<ul style="list-style-type: none"> Uses time constructively 				✓	

JOB UNDERSTANDING AND SKILLS = 80% x 99 pts = 79.2


CHARACTER, WORK ETHICS, ETC. = 20% x 66 pts = 13.2

92.4 %

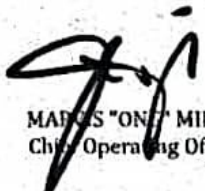
A highly efficient employee with very good work ethics.
Congratulations! Keep it up!

**KEY PERFORMANCE INDICATOR (KPI)
NUMERICAL AND ADJECTIVAL RATINGS**

- 5 - EXCELLENT
- 4 - EXCEEDS EXPECTATION
- 3 - MEETS EXPECTATION
- 2 - NEEDS IMPROVEMENT
- 1 - UNACCEPTABLE

ASSESSED BY: 
JANET S. AMURAO
Management Coordinator

Noted: 
ELISA CLAIRE SY
Chief Executive Officer


MARISSA "ON" MIRASOL
Chief Operating Officer