

HOLY SPIRIT PARISH, VISCA, BAYBAY CITY, LEYTE

EMPLOYEE PERFORMANCE EVALUATION

Name: Ailyn O. Plandez

Date: January 8, 2024

Job Title: Parish Secretary

Evaluation Period: January 2023 - December

Evaluated By: Rev. Fr. Gary Nelson Esquerro -
Parish Priest, Holy Spirit Parish

2023

PURPOSE:

- ☐ To evaluate an employee's performance in the areas of content, environment, volunteerism, and personal attitude.
- ☐ To assist the employee in identifying his or her strengths and opportunities for improvement.
- ☐ To review and establish the employee's job description from the review year to the next year.

HOW TO:

- ☐ Circle a number 1 through 5 that describes the employee's performance in each subtopic corresponding with each specific area of content, environment, volunteerism and personal attitude.

- ☐ The rating descriptions are as follows:

1. Performance does not meet minimum requirements.
2. Performance sometimes meets requirements and expectations but is not consistent. Improvement may be needed.
3. Performance meets requirements and expectations.
4. Performance meets and, at times, exceeds expectations and requirements.
5. Performance consistently exceeds expectations and offers unique and exceptional accomplishments.

- ☐ Additional notes are not necessary, but you may attach an additional sheet if wanted (both parties must sign each additional sheet). There is room available for comments after each area.

- ☐ Be honest and remember the overall team member target when filling out the review. [Church Name] strives to provide unforgettable experiences, and each team member is required to do the same.

Overall Team Member Target: To provide 52 unforgettable experiences by turning on lights and building bridges to seekers. There are 4 overall areas in which we will achieve this target. They are **CONTENT, ENVIRONMENT, VOLUNTEERISM, and PERSONAL ATTITUDE.**

Administration Use Only

Current Salary: _____ New Salary: _____

Additional

Notes: _____

Employee Performance Evaluation

Employee Name: Ailyn O. Hernandez

Date: January 8, 2024

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Overall Team Member Target: To provide 52 unforgettable experiences by turning on lights and building bridges to seekers. There are 4 overall areas in which we will achieve this target. They are **CONTENT, ENVIRONMENT, VOLUNTEERISM, and PERSONAL ATTITUDE.**

CONTENT (The material and curriculum for your Ministry)

1. Job Knowledge: The understanding of work duties which an individual should know for satisfactory performance, able to react to specific ministry needs.

1 2 3 ④ 5

Comments: Her position is overqualified since she is an IT graduate
but she has surpassed all areas of the work her. She had
learned & master all the works to be done

2. Dependability/Reliability: The ability to do required responsibilities well with a minimum amount of supervision, requires little follow-up, completes in a timely fashion.

1 2 3 ④ 5

Comments: Most of the time she can do things just w/ one
instruction

3. Quality of Work: The value of work performed along with the accuracy, neatness, completeness, and timeliness.

1 2 3 ④ 5

Comments: She is very neat in all her works esp. the
parish office. it is clean always

Employee Performance Evaluation

Employee Name: Ailyn D. Plandez

Date: January 8, 2024

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ENVIRONMENT (The appearance that helps the guest feel comfortable yet engaged)

1. Coordination: The ability to coordinate an atmosphere that everyone feels welcome and a part of the experience.

1 2 3 ④ 5

Comments: She can relate with everybody

2. Creativity: The talent for having innovative ideas, for finding new and better ways of doing things, and for being imaginative.

1 2 3 4 ⑤

Comments: Being an IT graduate, she has full of ideas & creativity especially on Parish activities like fiestas, christmas, holy week

3. Team Player: Demonstrates a team mentality, care and concern for others, cooperative with co-workers, supervisors and guests, communicates to all well.

1 2 3 4 ⑤

Comments: She can relate with everybody especially our Parish councils, religious organizations, chapel presidents and parishioners

Employee Performance Evaluation

Employee Name: Ailyn O. Pander

Date: January 8, 2024

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VOLUNTEERISM (Celebrating with and serving our volunteers in a way that encourages and equips them to be effective in Ministry)

1. Communication: Able to effectively communicate the purpose and plan of a project and the ministry one-on-one and in a group.

1 2 3 ④ 5

Comments: She has the charisma & talent to do things outside
of her job. She can do all chores & jobs which she can
help

2. Disposition: A thankful, positive state of mind that will highly influence the outcome of any given task.

1 2 3 ④ 5

Comments: _____

3. People-Oriented: Demonstrates genuine willingness to minister to everyone, builds personal relationships, and provides a sincere and warm atmosphere for each individual.

1 2 3 ④ 5

Comments: She has a good relationship w/ everyone

Employee Performance Evaluation

Employee Name: Ailyn O. Flandes

Date: January 8, 2024

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2. Performance sometimes meets requirements and expectations but is not consistent. Improvement may be needed.
3. Performance meets requirements and expectations.
4. Performance meets and, at times, exceeds expectations and requirements.
5. Performance consistently exceeds expectations and offers unique and exceptional accomplishments.

PERSONAL ATTITUDE (An individual's attitude exhibited towards ministry, people, and the work environment)

1. Leadership: The ability to influence others in a way to complete a given assignment.

1 2 3 ④ 5

Comments: There are no failure in her assigned tasks

2. Loyalty: Shows evidence of character that supports [Church Name], its leadership, and the effort towards changed lives.

1 2 3 4 ⑤

Comments: I never experienced about her as an employee making stories or destroying the reputation of the parish + people

3. Respect: Displays an approach of valuing, trusting, and listening to peers and supervisors.

1 2 ③ 4 5

Comments: I haven't observed her having attitude problems towards her peers, parishioners, elders + officials of the parish

Overall Performance Rating: 4

Team Member Signature: _____

Supervisor Signature: [Signature]

Date: January 8, 2024