

## PERFORMANCE EVALUATION REPORT FOR JOB ORDER WORKERS (For Clerks and Technical Personnel)

Name: SHERYMAI LOPEZ CAAMIC

Assignment: MRDD/ LEARNING RESOURCE SECTION

Period Covered: MAY 16, 2022 to JANUARY 04, 2023

Criteria	Description	(A) Wt.	(B) Rating	(C) Ave. (A x B)
<b>A. PERFORMANCE</b>				
Quality of work	Accuracy of work done based on expected output	20%	5	100%
Quantity of work	Ability to deliver the required output within the given time frame	20%	5	100%
Initiative and Judgment	Ability to work independently with less supervision; Ability to have a clear grasp of problems encountered at work	20%	5	100%
<b>B. CHARACTER</b>				
Attitude and Behavior	Ability to take criticism; Openness to suggestions; Cooperativeness; Obedience; Ability to work well with others.	20%	5	100%
Work habits	Punctuality; Attendance; Use of office privileges; Care of office equipment	10%	3.5	50%
Appearance	Grooming; Appropriateness of clothing	10%	4.5	50%
<b>Weighted Average (Total of Column C)</b>				80%

**Rating Scale:**

5 – Outstanding

4 – Very Satisfactory

3 – Satisfactory

2 – Needs improvement

1 – Poor


**Comments:**

**Recommendation:**


(Please check appropriate box)

- ☐ For renewal  
☐ For renewal, with HR intervention  
Intervention needed:  
☐ Reorientation  
☐ Reassignment  
☐ For non-renewal  
Reason for non-renewal:  
☐ For replacement  
☐ Services are no longer needed

Rater:

  
**MA. CHONA B. RAMA**  
Immediate Supervisor

Recommending Approval:

  
**ELENA M. SANTOS**  
OIC- Division Head

Approved:

  
**MAYLA N. MACADAWAN**  
OIC-Executive Director

1/16/2023

**Performance Evaluation Report for Job Order Workers  
(For Clerks and Technical Personnel)**

**Rating Scale**

<b>PERFORMANCE</b>	
<b>Quality of Work (20%)</b>	
5	Work is of exceptionally high quality. Rarely makes even minor errors.
4	Quality of work is above average. Makes some minor errors.
3	Fair quality of work. Sometimes not neat or accurate.
2	Work is sometimes marked by serious errors. Lack of system in work habits.
1	Work is frequently marked by serious errors. Lack of neatness, habitual. Methods poor.
<b>Quantity of Work (20%)</b>	
5	Turns out exceptionally large amount of work. Can speed up under pressure.
4	Volume of work completed is more than the average.
3	Work is generally up to date. Volume of work completed is satisfactory.
2	Somewhat low volume of completed work. Often behind schedule
1	Very slow. Amount of completed work is clearly below normal standards.
<b>Initiative and Judgement (20%)</b>	
5	A self-starter, plans ahead and works independently. Needs almost no supervision. Exceptionally good judgement. Shows clear grasp of problems and reaches out decisions clearly.
4	Do regular duties with minimal supervision needed. Exercises good judgement. Seldom tries to avoid decision-making which is normal part of job.
3	Do the works that need to be done but sometimes needs to be told to do so. Sometimes having difficulty arriving at decisions. Sometimes avoid decision-making.
2	Sometimes needs prodding on regular duties. Frequently has to be shown what needs to be done. Occasionally makes ill-considered snap judgements.
1	Needs close and constant supervision. Uses working time for personal business. Wastes time of others as well as self. Habitually lacking in judgement. Doesn't learn from previous errors.
<b>CHARACTER</b>	
<b>Attitude and Behavior (20%)</b>	
5	Very cooperative and well-balanced. High degree of tact and friendliness. Gets along very easily with peers.
4	Generally friendly and helpful. Cooperate well with peers. Usually help others when asked.
3	Normally cooperative and helpful carrying out task. Needs some support and advice from supervisor and peer groups, at times.
2	Not a consistent team worker. Occasionally lacking in considerateness. Occasional friction with other employees. Oftentimes works at his own. Seldom regards peer concerns.
1	Uncooperative. Has difficulty in dealing with peers and draws negative impression. Creates friction and jealousies among employees. Temperamental. Talks too much.
<b>Work Habits (10%)</b>	
5	Excellent attendance. Punctual. Never abuses employee privileges.
4	Good attendance. Usually punctual. Rarely abuses privileges.
3	Only fair as to timekeeping and attendance. Sometimes abuses privileges.
2	Needs some support and advice from supervisors to improve timekeeping and attendance. Frequently abuses privileges.
1	Poor record on timekeeping and attendance. Very abusive of employee privileges.
<b>Appearance (10%)</b>	
5	Appearance and manner of dress, a real asset.
4	Business-like and neat. Rarely not dressed appropriately.
3	Satisfactory appearance. Neat and clean in grooming. Seldom not dressed appropriately.
2	Sometimes careless in grooming and/or cleanliness. Frequently not dressed appropriately.
1	Habitually untidy or unclean. Choice of clothing not appropriately.



# ST. PETER'S COLLEGE OF ORMOC

Fr. Ismael Cataag St., Ormoc City  
6541 Leyte, Philippines

## CERTIFICATION

April 29, 2022

To whom it may concern:

This is to certify that **Ms. Sherymai L Caamic** has been employed in St. Peter's College of Ormoc as Basic Education Librarian(JHS & SHS). Attached is the xerox of her Performance Evaluation Rating.

This certification is issued upon the request of **Ms. Caamic** for whatever legal purpose it may serve.

Issued this 29<sup>th</sup> day of April 2022.

  
SISTER ADELA V. ARABIA, OSB  
HR Officer



Not valid w/o  
School Seal





St. Peter's College of Ormoc  
Fr. Ismael Cataag St., Ormoc City, 6541 Leyte, Philippines  
Tel. No. (053) 255-4391 Fax: (053) 255- 3406



SY 2019-2020 School Theme:

One community moving towards social transformation—our gift to the 21<sup>st</sup> century

### PERFORMANCE APPRAISAL SUMMARY NON-TEACHING PERSONNEL

This performance appraisal summary is based on the evaluation conducted dated on June 2-4, 2020 by the employee's Immediate Head, a Peer, and the Self. It assessed the employee's ability, based on the following areas: Quality of Work, Relationship with Co-Workers, Communication, Attitude, and Attendance and Punctuality.

Employee Name: **CAAMIC, SHERYMAI L.**

Office/ Department: **JUNIOR HIGH SCHOOL-OFFICE STAFF**

Position: **LIBRARIAN**


Final Rating: **4.42**

No. of Appraisals: **3**


Description: **Good**

Areas of Evaluation	Percentage Equivalent	Efficiency Rating	Description
I. Quality of Work	30%	4.30	Good
II. Relationship with Co-Workers	20%	4.46	Good
III. Communication	20%	4.43	Good
IV. Attitude	20%	4.50	Excellent
V. Attendance and Punctuality	10%	4.50	Excellent

An employee feedback was made on Aug. 5, 2020 at the HR office to discuss the result of this evaluation.

  
**S. M. Adela Arabia, OSB**  
HR Officer

Conforme:

  
**SHERYMAI L. CAAMIC**  
Non-Teaching Personnel

Note: This document must be kept confidential.





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### NON-TEACHING PERSONNEL EVALUATION

School Year 2020-2021

#### SUMMARY OF RATINGS

Employee Name: **CAAMIC, SHERYMAI L.**

Position: **LIBRARIAN**

Office/Dept : **BED-HS LIBRARY**

Status : **PROBATIONARY**

AREAS OF EVALUATION		Average Points	WR
<b>I. QUALITY OF WORK (30%)</b>		<b>4.47</b>	<b>1.34</b>
A.	Correctness of Output	4.33	
B.	Job Knowledge	4.83	
C.	Quantity of Output	4.17	
D.	Use of Time	4.00	
E.	Controls	5.00	
<b>II. RELATIONSHIP WITH CO-WORKERS (20%)</b>		<b>4.80</b>	<b>0.96</b>
A.	Courtesy and Politeness	5.00	
B.	Community Involvement	4.50	
C.	Cooperation/Collaboration	5.00	
D.	Employee Support	5.00	
E.	Handling Feedback	4.50	
<b>III. COMMUNICATION (20%)</b>		<b>4.33</b>	<b>0.87</b>
A.	Effectiveness of Communication	4.33	
B.	Clarity of Instruction	4.33	
C.	Relevance	4.67	
D.	Emotional Awareness	4.33	
E.	Communicating in Difficult Situations	4.00	
<b>IV. ATTITUDE (20%)</b>		<b>4.67</b>	<b>0.93</b>
A.	Dependability	4.50	
B.	Initiative	4.67	
C.	Trainability	5.00	
D.	Good Grooming and Appearance	4.33	
E.	Adaptability	4.83	
<b>V. ATTENDANCE AND PUNCTUALITY (10%)</b>		<b>5.00</b>	<b>0.50</b>
A.	Working within the Official Time	5.00	
B.	Punctuality	5.00	
<b>FINAL RATING:</b>		<b>4.60</b>	<b>INTERPRETATION: GOOD</b>

REMARKS/ RECOMMENDATIONS:

A conference was held with the employee whose name appears above on MAY 4, 2021 to discuss the results of the evaluation.

CAAMIC, SHERYMAI L.  
Employee's Signature

PAMELA DALALON  
Immediate Head/ HR





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SY 2020-2021 School Theme:

Embracing differences: Uniting Benedictine youth in Christ – Focus on Conversatio and Community

NON-TEACHING PERSONNEL  
ANNUAL EVALUATION  
S.Y. 2020-2021

Name:	CAAMIC, SHERYMAI L.	No. of Evaluators:	3
Final Rating:	4.60	Interpretation:	Good
Office/Dept:	BED-HS LIBRARY	Position:	LIBRARIAN

AREAS OF STRENGTH:

- Can multi-task
- Dependable and prompt in responding to urgent matters
- Easy to work about work-related problems
- Library management and cataloging process

AREAS OF IMPROVEMENT:

- Presenting/Communicating in public