



DU EK SAM, INC.

Your trusted appliance and motorcycle dealer

Head Office: J.A. Calrin Street, Tagbilaran City Tel. Nos. (038) 5019865, 501-9868, 411-5509

PERFORMANCE EVALUATION REPORT

Name: Mary Abegail Esquibel

Branch of Assignment : DES Baybay Multi

Designation : Accounting Clerk

CRITERIA	INFERIOR Below 70%	POOR 70% - 74%	AVERAGE 75% - 84%	GOOD 85% - 89%	SUPERIOR 90% - 95%	Appraisal	Rating
1. Job Knowledge	knows little about the job	Knows routine only	Is fairly informed in work	Well informed on details relative to his work	Thorough knowledge	S	92%
2. Quality of Work	Practically worthless work	Careless	Careful	Very Careful	Highest possible accuracy	S	92%
3. Promptness of Work	Very slow and disorganized	Inclined to be slow	Satisfactory output	Turns more than average	High output	S	92%
4. Dependability	Consistently not dependable	Frequently not dependable	Dependable	Dependable in most respect	Consistently dependable	S	92%
5. Initiative and Creativity	Needs detailed instructions	Rarely suggests	Progressive	Very Resourceful	Highly ingenious and creative	S	91%
6. Industry and Cooperation	Lazy and not cooperative	Inattentive to work and slightly indifferent	industrious but obliging	Very diligent and congenial	Exceptionally hardworking and cooperative	S	90%
7. Honesty and loyalty	Doubtful sincerity	Sometimes doubtful sincerity	Truthful and devoted	Consistently true and sincere	Honesty and loyalty beyond suspicion	S	92%
8. Punctuality	Always late 30 minutes and over	Always late 15-25 minutes	Occasional late 30 minutes & over	Occasional late less than 30 mins.	Always on time	S	89%
9. Attendance at work	Erratic attendance	Slightly irregular over 24 days in a year	Average attendance max. of 2 absences per month	Very regular (max. of 1 absence per month)	Excellent record (max. of 1 absence every quarter)	S	91%
10. Personality	Definitely unfavorable	Occasionally disturbs harmony	Acceptable	Impressive	Makes very good impression	S	91%

Rated by:

Lexia Faith S. Maliper / Branch Manager

Signature over printed name/Designation

Date: February 1, 2025

Recommendation:

with Appraisal Rate of 91% - Superior

Total 912%

Ave. Rating 91%

Appraisal S