



Bethel International School

Preparing Children for the Modern World

PERFORMANCE RATING

Name: Donnabelle Gay B. Fabicon

Date of Birth: March 25, 1997

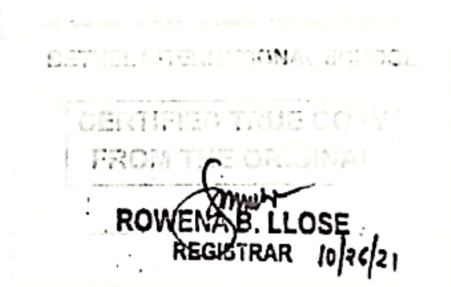
Place of Birth: Tacloban City

This is to certify that the above cited employee rendered service at Bethel International School, the details of which are as follows:

Inclusive Dates	Ratings
School Year 2018-2019	80%
School Year 2019-2020	82%

CERTIFIED CORRECT:


MISS LUZ V. ISOBAL
School Principal



School seal

National Highway, Pawing, Palo, Leyte
P.O. Box 135, Tacloban City, Philippines 6500

Tel: (053) 521-8500-1053 521-8049 Fax: (053) 521-8776
E-mail: info@bethelinternational.com, admission@bethelinternational.com

No. 14 11th Jamboree St., Brgy. Sacred Heart, Kamuning, Quezon City
PERFORMANCE EVALUATION FORM
ACADEMIC NON-TEACHING

Employee Name: **DONNABELLE GAY B. FABICON**
 Job title: **SCHOOL LIBRARIAN**

Employment start date: **JUNE 8, 2017**
 Review Period: **SY 2017-2018**

RATING SCALE:

5	Outstanding	2	Needs Improvement
4	Exceeds job requirements	1	Unsatisfactory
3	Meets job requirements		

PERFORMANCE COMPETENCES

COMMUNICATIONS

Expresses ideas and thoughts verbally	<u>3</u>	
Expresses ideas and thoughts in written form	<u>3</u>	
Exhibits good listening and comprehension	<u>2</u>	
Keeps others adequately informed	<u>3</u>	
Uses appropriate communication methods	<u>3</u>	2.80

COOPERATION

Establishes and maintains effective relations	<u>3</u>	
Exhibits tact and consideration	<u>3</u>	
Displays positive outlook and pleasant manner	<u>3</u>	
Offers assistance and support to co-workers	<u>2</u>	
Works cooperatively in group situations	<u>3</u>	
Works actively to resolve conflicts	<u>3</u>	2.83

DEPENDABILITY

Responds to requests for service and assistance	<u>2</u>	
Follows instructions, responds to management direction	<u>2</u>	
Takes responsibility for own actions	<u>3</u>	
Commits to doing best job possible	<u>2</u>	
Keeps commitments	<u>2</u>	
Meets attendance and punctuality guidelines	<u>2</u>	2.17

INITIATIVE

Volunteers readily	<u>3</u>	
Undertakes self-development activities	<u>3</u>	
Seeks increased responsibilities	<u>3</u>	
Takes independent action and calculated risks	<u>3</u>	
Looks for and takes advantage of opportunities	<u>3</u>	
Asks for help when needed	<u>3</u>	3.00

JOB KNOWLEDGE

Competent in required job skills and knowledge	<u>3</u>	
Exhibits ability to learn and apply new skills	<u>3</u>	
Keeps abreast of current developments	<u>3</u>	
Requires minimal supervision	<u>2</u>	
Displays understanding of how job relates to others	<u>3</u>	
Uses resources effectively	<u>3</u>	2.83

JUDGEMENT

Displays willingness to make decisions	<u>3</u>	
Exhibits sound and accurate judgement	<u>2</u>	
Supports and explains reasoning for decisions	<u>3</u>	
Includes appropriate people in decision-making process	<u>3</u>	
Makes timely decisions	<u>2</u>	2.60

PLANNING & ORGANIZATION

Prioritizes and plans work activities	<u>2</u>	
Uses time efficiently	<u>2</u>	
Plans for additional resources	<u>3</u>	
Integrates changes smoothly	<u>3</u>	
Sets goals and objectives	<u>3</u>	

Works in an organized manner

2

2.50

PROBLEM SOLVING

Identifies problems in a timely manner

2

Gathers and analyzes information skillfully

2

Develops alternative solutions

2

Resolves problems in early stages

2

Works well in group problem-solving situations

3

2.20

QUALITY

Demonstrates accuracy and thoroughness

3

Displays commitment to excellence

2

Looks for ways to improve and promote quality

3

Applies feedback to improve performance

3

Monitors own work to ensure quality

3

2.80

QUANTITY

Meets productivity standards

2

Completes work in timely manner

2

Strives to increase productivity

3

Works quickly

2

Achieves established goals

2

2.20

USE OF TECHNOLOGY

Demonstrates required skills

3

Adapts to new technologies

3

Troubleshoots problems

3

Uses technology to increase productivity

3

Keeps technical skills up to date

3

3.00

PROFESSIONAL & PERSONAL QUALITIES AND ATTITUDES

Ability to handle his/her emotions and thoughts in dealing with his/her colleagues and supervisors

3

Willingness to substitute for peers when needed

3

Ability to draw out respect from students & parents because of a neat, pleasant and orderly appearance

3

Observe the dress code

3

Uses properly the school facilities like CR, the telephone, etc.

3

Show punctuality in

a.) coming to school

5

b.) attending meetings, functions and other school activities

3

Is regular in:

a.) coming to school

1

b.) attending school activities, functions, etc.

3

3.00

2.661

EMPLOYEE ACKNOWLEDGEMENT

I have reviewed this document and discussed the contents with my supervisor. I acknowledge that I have been advised of my performance status, which does not necessarily imply that I agree with the evaluation.

Rated by:

[Signature]

Remarks:

[Signature]

CERTIFIED TRUE COPY
FROM THE ORIGINAL

NOTARY PUBLIC UNIT

TR. NO. 3879852

CALL NO. 35332

OP. NO. 436783-LIFE

IN. No. 182-302-500-2

Approved by:

[Signature]
GINA G. ASIS
School Principal

Conforme:

[Signature] 10/25/18

Employee's Signature / Date