



## PERFORMANCE EVALUATION SHEET

EMPLOYEE NAME: ALJEAN BALURAN MAGNO  
YEAR/MONTH SERVED: 1 YEAR & 3 MOS

POSITION: MED. REC. OFFICER DEPT./SECTION: MED. REC. DEPT.  
DATE OF APPOINTMENT: OCTOBER 1, 2021

PERFORMANCE FACTORS	DESCRIPTION	WEIGHT	SCORE
QUALITY OF WORK	The work meets standards of accuracy and neatness.	10	9
	The employee reviews the work prior to submission.	5	5
PRODUCTIVITY/QUANTITY OF WORK DONE	The employee accomplishes in a stated period of time	10	9
	The employee demonstrated ability to effectively multi-task in a fast-paced work situation.	10	9
	The employee works fast and accurately.	10	9
WORK ATTITUDE	The employee has a positive attitude towards his/her work.	5	5
	The employee willingly renders overtime work so as to finish urgent tasks for USH.	5	5
HUMAN RELATIONS	The employee is courteous in dealing with patients, watchers, co-employees and superiors.	5	5
	The employee provides excellent service to patients and wanted to go out of his/her way to be of service to patients and clients.	10	9
ATTENDANCE AND PUNCTUALITY	Regular in reporting for duty per work schedule	5	5
	The employee arrives on time for work or other work-related activities.	5	4
COOPERATIVENESS AND TEAM WORK	The employee participates in USH's activities intended to develop him/her professionally and as a person, e.g. Morning Devotions, Staff Meetings, Seminars, Conferences, Socials, Athletics, etc.	10	9
PROFESSIONAL APPEARANCE AND GROOMING IN WORKPLACE	The employee looks clean and neat and meets the USH's standard of grooming.	5	5
	The employee keeps his/her working area (desk, cabinets, etc.) neat and clean so as to give a good positive impression to the public.	5	5
TOTAL SCORE		100%	93

### EQUIVALENTS

95-100 Outstanding  
90-94 Above Average  
85-89 Meet requirements  
80-84 Partially meets requirements  
70-79 Does not meet requirements

RATED BY: SANTOS E. GETALANO  
Position: Hospital Administrator  
Department: Administrative  
Date: January 23, 2023

REMARKS: The employee's work attitude and performance is commendable and noteworthy. He is an asset.

NOTED BY: