



AKAP LENDING INVESTOR CORPORATION

Bldg. 2A Lot 25 Olympus Road, North Olympus Subd., Quezon City

OFFICE STAFF PERFORMANCE EVALUATION REPORT

Name: Mr. Sheela Mac Paganio Branch/Dept.: Help-ALS

Date Hired: _____ Status: _____ Position: ALS Bookkeeper Evaluation Period: From 1 to 6

PART I: OPERATIONS PERFORMANCE		Percentage	Rating
A.	Constructive Contribution to Operation Department	30%	<u>28</u>
PART II: CLERICAL PERFORMANCE		Percentage	Rating
A.	Acceptance of Responsibility	15%	<u>15</u>
B.	Job Skills and Adaptability	15%	<u>15</u>
C.	Accuracy and Neatness of the Report/s	15%	<u>15</u>
D.	Efficiency and Productivity	15%	<u>15</u>
PART III: QUALITATIVE PERFORMANCE		Percentage	Rating
A.	Professionalism and Competence	2.5%	<u>4.2</u>
B.	Commitment and Motivation	2.5%	<u>4.2</u>
C.	Employee Engagement	2.5%	<u>2.3</u>
D.	Team Spirit	2.5%	<u>2.5</u>
OVERALL TOTAL RATINGS		100%	<u>97.2</u>

QUALITATIVE PERFORMANCE				
.5 %	.4 %	.3 %	.2 %	.1 %
Exceptional	Exceeds Expectation	Meets Satisfaction	Needs Improvement	Unsatisfactory
Excellence Performance	Performance exceeds expectations	Performance meets expectations	Performance was consistently below expectations	Unacceptable Performance

A. Professionalism and competence (2.5%)

1. Observes punctuality in reporting for work and official appointments.
2. Observes proper grooming and pleasing in general appearance.
3. Receptive to suggestion and criticism from peers.
4. Observes professional ethics in discussing personal and office problems.
5. Maintains honesty and integrity in the conduct of Company business.

Rating

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B. Commitment and Motivation (2.5%)

1. Performs job with enthusiasm and motivates colleagues to a high level of performance.
2. Supports and internalizes the philosophy and objectives of the Company.
3. Strives to gain more knowledge on the micro-lending policies and practices by attending seminar/s or training/s as a means of continuing education.
4. Creative and resourceful in resolving office problems.

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5. Self-starter and properly motivated, exerts efforts to identify problems and initiates changes to improve performance.

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C. Employee Engagement (2.5%)

1. Participates actively in all activity and events made by the Company.
2. Maintains the cleanliness and orderliness of work place and area.
3. Shows care in all the Company properties by using it appropriately and help to achieve one of the Company goals to lessen its operating expenses.
4. Enjoys the respect and confidence of other co-employee.
5. Internalizes the value of service and maintains high quality of service to the staff and members.

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D. Team Spirit (2.5%)

1. Understand the goals and objectives of the team clearly.
2. Participate with the team collaborations.
3. Communication is open and honest.
4. Willingness to help and support the colleagues.
5. Contribute to increase team morale as well as making your workplace extra fun.

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COMMENTS:

Very punctual and have shown excellent work behavior. Always ready to do whatever it takes to get the work done. Thank you for your consistent hard work. Goodbye on your next journey & keep safe!

Ratee's Overall Performance:

- | | | | |
|-----------------------|---------------|---------------------|--------------|
| - Exceptional | - 99% to 100% | - Needs Improvement | - 84% to 89% |
| - Exceeds Expectation | - 96% to 98% | - Unsatisfactory | - 83% below |
| - Meets Expectation | - 90% to 95% | | |

NOTE: (2 TIMES NEED IMPROVEMENT RATINGS WILL BE SUBJECT FOR DISMISSAL)

This appraisal was discussed with me and I agree:

CHEENA MAE D. SAGMILINO 8/26/2024
Ratee Name & Signature Date

Rated by:

Jairyn R. Argant.
Immediate Superior Date

Reviewed & Endorsed by:

Department Head Date

Approved by:

General Manager & CEO Date