

PERFORMANCE EVALUATION FORM

Employee's Name : Rejane A. Sanchez
 Position : Sales Training Assistant
 Name of Evaluator : Ma. Lennie B. Eligio
 Period Evaluated : Feb. 16, 2018 - August 31, 2018

Dept/ Branch Assigned : Sales / Cebu Branch
 Date Hired : February 16, 2018
 Evaluator's Position : Sales Director - Visayas
 Date Evaluated : September 1, 2018

| | Excellent (96-100) | Very Good (90-95) | Good (80-89) | Fair (75-79) | Poor (Below 75) |
|--|-----------------------|-------------------------|-----------------|-----------------|-----------------------|
| EFFICIENCY | | 91 | | | |
| Has self-initiative to perform assigned duties | 96 | | | | |
| Performs all job functions accurately | | | | | |
| (Pls. indicate job functions of the Employee) | | | | | |
| Responsible for the achievement of sales and sponsoring target of his/her area coverage. | | | | | |
| Responsible for the management, training and support of Ampower Networkers. | | | | | |
| Has the ability to process tasks and responsibility accurately even under time pressure | | | 89 | | |
| Ensures accuracy of data/information/results relating to job | | 90 | | | |
| Completes required reports on time and ensures correct data upon submission | | 95 | | | |
| Overall performance | | 95 | | | |
| COMMUNICATION SKILLS | | | | | |
| Has the ability to clearly deliver verbal communication to co-employees and suppliers/network members | | 90 | | | |
| Has the ability to receive and understand verbal communication from co-employees and suppliers/network members | | 90 | | | |
| Has the ability to receive and understand job-related instructions from superiors and co-employees | | 95 | | | |
| INTERPERSONAL RELATIONS & BEHAVIOR | | | | | |
| Service-oriented and deals with co-employees with compassion | 96 | | | | |
| Shows cooperation and concern to fellow employees and for the company | 96 | | | | |
| Shows initiative and performs needed task/s without being told | | 94 | | | |
| Executes job function without complaints | | 92 | | | |
| Executes job function in a timely manner | | 92 | | | |
| Takes care of company assets and inventory | | 93 | | | |
| Quality conscious | | | 89 | | |
| Adheres to company policies | | 92 | | | |
| Maintains good attendance and punctuality record | 98 | | | | |
| Observes proper housekeeping | | 90 | | | |

Evaluator's Remarks: Rejane is a fast learner. She needs consistency in calling her area.
- endorsed for regularization

Evaluator's Signature : Mary


PERFORMANCE EVALUATION FORM

Employee's Name : Rejane A. Sanchez
 Position : District Sales Supervisor
 Name of Evaluator : Ma. Jennie B. Eligar
 Period Evaluated : January 1, 2019 - Nov. 30, 2019

Dept/ Branch Assigned : Sales / Cebu
 Date Hired : Feb. 16, 2018
 Evaluator's Position : Sales Director - Visayas
 Date Evaluated : December 2, 2019

| | Excellent (96-100) | Very Good (90-95) | Good (80-89) | Fair (75-79) | Poor (Below 75) |
|--|-----------------------|-------------------------|-----------------|-----------------|-----------------------|
| EFFICIENCY | | 94 | | | |
| Has self-initiative to perform assigned duties | | 94 | | | |
| Performs all job functions accurately | | | | | |
| (Pls. indicate job functions of the Employee) | | | | | |
| - develops training modules for the networkers | | | | | |
| - delivers sales & sponsoring target for her area, supports empower networkers | | | | | |
| Has the ability to process tasks and responsibility accurately even under time pressure | | | 89 | | |
| Ensures accuracy of data/information/results relating to job | | 93 | | | |
| Completes required reports on time and ensures correct data upon submission | | 91 | | | |
| Overall performance | | 94 | | | |
| COMMUNICATION SKILLS | | | | | |
| Has the ability to clearly deliver verbal communication to co-employees and suppliers/network members | 97 | | | | |
| Has the ability to receive and understand verbal communication from co-employees and suppliers/network members | 97 | | | | |
| Has the ability to receive and understand job-related instructions from superiors and co-employees | 97 | | | | |
| INTERPERSONAL RELATIONS & BEHAVIOR | | | | | |
| Service-oriented and deals with co-employees with compassion | 96 | | | | |
| Shows cooperation and concern to fellow employees and for the company | 96 | | | | |
| Shows initiative and performs needed task/s without being told | | 95 | | | |
| Executes job function without complaints | | 93 | | | |
| Executes job function in a timely manner | | 93 | | | |
| Takes care of company assets and inventory | | 90 | | | |
| Quality conscious | | 93 | | | |
| Adheres to company policies | 97 | | | | |
| Maintains good attendance and punctuality record | 99 | | | | |
| Observes proper housekeeping | | 92 | | | |

Evaluator's Remarks: She asks questions for clarification, happy person. She needs to improve her consistency but has showed improvement from the previous year

Evaluator's Signature : 

PERFORMANCE EVALUATION FORM

Employee's Name : Regane A. Sanchez
 Position : District Sales Supervisor
 Name of Evaluator : Ms. Jennie B. Digio
 Period Evaluated : January 1, 2020 - November 30, 2020

Dept/ Branch Assigned : Sales Cebu Branch
 Date Hired : February 16, 2018
 Evaluator's Position : Sales Director
 Date Evaluated : December 1, 2020

| | Excellent (96-100) | Very Good (90-95) | Good (80-89) | Fair (75-79) | Poor (Below 75) |
|---|-----------------------|-------------------------|-----------------|-----------------|-----------------------|
| EFFICIENCY | | | | | |
| Has self-initiative to perform assigned duties | | 95 | | | |
| Performs all job functions accurately | | 95 | | | |
| (Pls. indicate job functions of the Employee) | | | | | |
| - develops training modules for the networkers - delivers sales & sponsoring target for the area, supports export networkers | | | | | |
| Has the ability to process tasks and responsibility accurately even under time pressure | | 91 | | | |
| Ensures accuracy of data/information/results relating to job | | 95 | | | |
| Completes required reports on time and ensures correct data upon submission | | 95 | | | |
| Overall performance | 96 | | | | |
| COMMUNICATION SKILLS | | | | | |
| Has the ability to clearly deliver verbal communication to co-employees and suppliers/network members | 98 | | | | |
| Has the ability to receive and understand verbal communication from co-employees and suppliers/network members | 98 | | | | |
| Has the ability to receive and understand job-related instructions from superiors and co-employees | 98 | | | | |
| INTERPERSONAL RELATIONS & BEHAVIOR | | | | | |
| Service-oriented and deals with co-employees with compassion | 97 | | | | |
| Shows cooperation and concern to fellow employees and for the company | 97 | | | | |
| Shows initiative and performs needed task/s without being told | | 95 | | | |
| Executes job function without complaints | | 94 | | | |
| Executes job function in a timely manner | | 92 | | | |
| Takes care of company assets and inventory | | 91 | | | |
| Quality conscious | | 91 | | | |
| Adheres to company policies | 97 | | | | |
| Maintains good attendance and punctuality record | 99 | | | | |
| Observes proper housekeeping | | 93 | | | |

Evaluator's Remarks: She has initiative especially during this time of pandemic. She calls the client and delivers sales even if not in the area.

Evaluator's Signature : 