



St. Peter's College of Ormoc
Fr. Ismael Cataag St., Ormoc City, 6541 Leyte, Philippines
Tel. No. (053) 255-4391 Fax: (053) 255- 3406

NON-TEACHING PERSONNEL EVALUATION

School Year 2020-2021

SUMMARY OF RATINGS

Employee Name: **ENCINA, MA. GAYLE P.**

Position: **LIBRARIAN**

Office/Dept : **BED-GS LIBRARY**

Status : **PROBATIONARY**

AREAS OF EVALUATION		Average Points	WR
I. QUALITY OF WORK (30%)		4.33	1.30
A.	Correctness of Output	3.83	
B.	Job Knowledge	4.50	
C.	Quantity of Output	4.00	
D.	Use of Time	4.67	
E.	Controls	4.67	
II. RELATIONSHIP WITH CO-WORKERS (20%)		4.33	0.87
A.	Courtesy and Politeness	4.83	
B.	Community Involvement	4.17	
C.	Cooperation/Collaboration	4.67	
D.	Employee Support	4.17	
E.	Handling Feedback	3.83	
III. COMMUNICATION (20%)		4.07	0.81
A.	Effectiveness of Communication	3.83	
B.	Clarity of Instruction	4.17	
C.	Relevance	4.67	
D.	Emotional Awareness	3.83	
E.	Communicating in Difficult Situations	3.83	
IV. ATTITUDE (20%)		4.47	0.89
A.	Dependability	4.00	
B.	Initiative	3.83	
C.	Trainability	4.67	
D.	Good Grooming and Appearance	4.83	
E.	Adaptability	5.00	
V. ATTENDANCE AND PUNCTUALITY (10%)		5.00	0.50
A.	Working within the Official Time	5.00	
B.	Punctuality	5.00	
FINAL RATING:		4.37	INTERPRETATION: GOOD

REMARKS/ RECOMMENDATIONS:

A conference was held with the employee whose name appears above on May 4, 2021 to discuss the results of the evaluation.

ENCINA, MA. GAYLE P.
Employee's Signature

PAMELA P. ALAN
Immediate Head/ HR



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SY 2020-2021 School Theme:

Embracing differences: Uniting Benedictine youth in Christ – Focus on Conversion and Community

**NON-TEACHING PERSONNEL
ANNUAL EVALUATION
S.Y. 2020-2021**

Name:	ENCINA, MA. GAYLE P.	No. of Evaluators:	3
Final Rating:	4.37	Interpretation:	Good
Office/Dept:	BED-GS LIBRARY	Position:	LIBRARIAN

AREAS OF STRENGTH:

- Ability to cope with co-workers
- Cooperation with other employees
- Does her work with vigor
- Is dutiful
- Library's cleanliness

AREAS OF IMPROVEMENT:

- Ability to work on/deliver task within the given time
- Communication in public
- Library management
- Needs to be more attentive with details whenever instructions are given



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SY 2019-2020 School Theme:

One community moving towards social transformation—our gift to the 21st century

PERFORMANCE APPRAISAL SUMMARY NON-TEACHING PERSONNEL

This performance appraisal summary is based on the evaluation conducted dated on June 2-4, 2020 by the employee's Immediate Head, a Peer, and the Self. It assessed the employee's ability, based on the following areas: Quality of Work, Relationship with Co-Workers, Communication, Attitude, and Attendance and Punctuality.

Employee Name: **ENCINA, MA. GAYLE P.**

Office/ Department: **BED - GRADE SCHOOL-OFFICE STAFF**

Position: **LIBRARIAN**

Final Rating: **4.50**

No. of Appraisals: **3**

Description: **Good**

Areas of Evaluation	Percentage Equivalent	Efficiency Rating	Description
I. Quality of Work	30%	4.53	Excellent
II. Relationship with Co-Workers	20%	4.47	Good
III. Communication	20%	4.10	Good
IV. Attitude	20%	4.73	Excellent
V. Attendance and Punctuality	10%	4.75	Excellent

An employee feedback was made on Aug. 5, 2020 at the HR Office to discuss the result of this evaluation.

S. M. Adela Arabia, OSB

HR Officer

Conforme:

Non-Teaching Personnel

Note: This document must be kept confidential.