

## St. Peter's College of Ormoc

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

## NON-TEACHING PERSONNEL EVALUATION

School Year 2020-2021

#### SUMMARY OF RATINGS

<b>Employee Name:</b>	ENCINA, MA. GAYLE P.	Office/Dent. PED CC	
Position:	LIBRARIAN	Office/Dept : BED-GS	JBRAR
	EMPERICAL PROPERTY OF THE PERSON OF THE PERS	Status: PROBAT	ONADY

AREAS OF EVALUATION	Avenue D. L. I	-	als to
ITY OF WORK (30%)	THE RESIDENCE OF THE PARTY OF T	-	
Correctness of Output		1.30	n yearstand
	STATE OF THE PARTY	de-los s	te diagram
			ment anion
Courtesy and Politages	4.33	0.87	
	4.83	SEPTIME.	ell ean basiv
	4.17	in.	A PORTING
	4.67		
	4.17		BY CALLEY
Handling Feedback	3.83		
IMUNICATION (20%)	4.07	0.81	activities and
Effectiveness of Communication	3.83		100783
Clarity of Instruction	4.17		
	4.67	US1118	
	3.83	THE .	
Communicating in Difficult Situations	3.83	- Landson	
TUDE (20%)	447	0.80	
Dependability		0.69	PERSONAL DISEASE.
Initiative			VINE COLUMN
Trainability			
			old was build
		0.50	BE OSS SEES
Working within the Official Time		0.50	
		-	
	Initiative	Correctness of Output   3.83   Job Knowledge   4.50   4.00   Use of Time   4.67   4.	Correctness of Output   3.83   1.30

FINAL RATING: 4.37	INTERPRETATION:	G00	D
REMARKS/ RECOMMENDATIONS:			
throof et a	nto arabe ko acparato da sea	o bate el cre	100
A conference was held with the employee we odiscuss the results of the evaluation.	hose name appears above on	May 4, 702	

Employee's Signature

Immediate Head/ HR



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SY 2020-2021 School Theme:

Embracing differences: Uniting Benedictine youth in Christ - Focus on Conver atio and Community

Jan Co. Mark Mark Street Street Street Street

# NON-TEACHING PERSONNEL ANNUAL EVALUATION

S.Y. 2020-2021

Name:	ENCINA, MA. GAYLE P.	No. of Evaluators:	
Final Rating:	4.37		3
Office/Dept:		Interpretation:	Good
отпостосре.	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

SECTION YA

- Library management
- Needs to be more attentive with details whenever instructions are given

by expects if they be, weather words. On its them if they are climate

E. A group of islands

5. A small richt that I ows less o larger their

3. An unforella-like covering of leaves

8. Tropical grasslands that electeds through earliess Colombia and

T. A narrow place of level stait tiels tred larger arrise of lond

S. An area vector retering ents and an ocean tide meet

BUCITAL

SISTEMATIN

TWITTABLIA

PRALLSO

MARILY MUYAST



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of the grounds for ten

SY 2019-2020 School Theme:

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

### PERFORMANCE APPRAISAL SUMMARY NON-TEACHING PERSONNEL

This performance appraisal summary is based on the evaluation conducted dated on June 2-4, 2021 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 SCH DOL-OFFICE STAFF

Final Rating: 4.50 tag of hameler reflerie

No. of Appraisals: 3

Description: Good

sholic. Failure to meet this basic requirement means termination at failure to meet the moral standards of the Calnollo Church

nation from the service. Acts of immorally include but are not

4. The School shall hav the Faculty a monthly basic salary based on the attached

with the clearance requirements of the school for that particular year

Areas of Evaluation as the Employee	Percentage Equivalent	Efficiency Rating	© escription
I. Quality of Work			al i
II. Relationship with Co-Workers	30%	4.53	xcellent 22
III. Communication	20%	4.47	-
IV. gu (Attitude evidente antigom (ST) av	20%	4.10	Good
TO A TRAINING TO THE STREET OF THE STREET	20%	4.73	Goodoono2
V. Attendance and Punctuality	10%	4.75	xcellent 08

and refusal to support family and children, committing and/or assisting in abortion

In the month of March of each year, the Employee shall accomplish and submit a Letter of intent informed the

School of his/her will gness to continue working the next school year. Aligmately, a letter with intent to resign at the

understood that the fital salary be released at the and of the school year only upon the Faculty Member's compliance

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

dela Arabia, OSB **HR Officer** billing with a person one of whom is not married or those living together but not married in the

Conforme:

Non-Teaching Personnel does to "0.8 & "0.1 and encircle on o years ranked evision lights radinally viluous

 The Permanent Falsalty receives additional componention for additional assignments, se as coordinator, moderator Note: This document must be kept confidential. Olishper bas applied end this sousbrooms of beobayo gridosel

raching time and the non-teaching time shall be used for preparation of lesson plans, correction

e given by the School to the Employee.

7. In addition to the last: selery the Employee shall be paid and given all the benefits required by law such as S&S

The Employee agrees to abide by the rules and requirtions of the School as contained in its Footby. Manual and such Menorands and Circulars as II may issue from time to time, all or which are hereby incorporated into

his contract as terms and conditions of employment