

# South Speak English Institute Inc., ANNUAL EMPLOYEE PERFORMANCE SUMMARY

Name: NINA MAE F. CAMANDONA Manager Name: Anna Mae L. Labadan

Hire Date: 07/11/2018 Date: \_12/26/2018 Job Title: Human Resource Officer Department: Human Resource

Last Appraisal Date: n/a

	OVERALL RATING
Overall Rating rating received is	g - It is understood that an <u>Unsatisfactory</u> in any above fields precludes awarding an <u>Exceeds Standard</u> or Satisfactory rating during this period. The overall determined at the discretion of the rating official.
	5-Exceptional 4-Superior 3-Satisfactory 2-Improvement Needed 1-Unsatisfactory
Rating Period Beg	ginning Date: 07/11/2018 Rating Period Ending Date: 12/26/2018
By signing below evaluation. Comm	the employee concurs only that the performance evaluation has been conducted. The employee's signature does not indicate that he or she agrees with the ments concerning performance may be submitted on a separate sheet.
Employee's	Arr.
Signature:	NINA MAE CAMANDONA Date: 01/02/2019
By signing below	the supervisor certifies that all subordinate performance evaluations have been completed and forwarded to the reviewing official.
Rater's Signature:	ANNA Rating: 4.4 12/26/2018
TOTAL RA	TING: 4.4 (Superior)



# South Speak English Institute Inc., ANNUAL EMPLOYEE PERFORMANCE EVALUATION

Name: NINA MAE F. CAMANDONA Manager Name: Anna Mae L. Labadan

Hire Date: 07/11/2018

Evaluated by: Anna Mae L. Labadan

Job Title: Human Resource Officer Department: Human Resource Last Appraisal Date: n/a

Date: \_12/26/2018\_

# 5-Exceptional 4-Superior 3-Satisfactory 2-Improvement Needed 1-Unsatisfactory

### Score

1. Quality	Immediate Supervisor
Work is accurate and precise.	5
<ul> <li>Recognizes and points out substandard workmanship.</li> </ul>	5
c. Displays thoroughness and completeness in work activity.	5
d. Takes proper care of equipment/keeps work area clean.	5
Total Average Score	
The reside dene	5

. Productivity	Immediate Supervisor
. Amount of work completed (quantity),	5
. Utilizes time well,	4
Organizes in such a manner to perform responsibilities.	4
. Finish task ahead of time.	4
otal Average Score	4.25

B. Main Responsibilities	Immediate Supervisor
a. Able to follow verbal and/or written instructions	5
b. Uses proper procedures.	5
c. Understanding of job duties and Institute's policies and procedures	4
d. Shows improvement on repetitive tasks	5
e. Report remittances (eg Philhealth, SSS, Pag-ibig) on time.	4
f. Is able to effectively handle multiple demands and competing priorities.	4
g. Works independently and takes manageable risks without excessive supervision	5
h. Coordinating with internal and external departments and other companies	4
i. Makes suggestions on better ways of getting work done.	4
j. Identifies and corrects errors during the work process.	4
Total Average Score	4.4
4.Relia bility	Immediate Supervisor
a. Able to follow verbal and/or written instructions	5
b. Uses proper procedures.	4
c. Understanding of job duties and Institute's policies and procedures	5
Total Average Score	4.6
5.Attendance	Immediate
	Supervisor
a. At work on a daily basis	5
b. Start and finishes according to approved schedule (punctual)	5
application form	
d. Observes generally agreed work break/meal periods	5
f. Working during the special leaves days	5
g. Seeking prior approval for vacation	5
n. Keeps absences within guidelines	5
g. Recording daily attendance on time and over time details	5
Total Average Score	5

6. Teamwork	Immediate Supervisor
a. Works well with supervisors, peers, and subordinates	4
b. Sets an example with a positive and supportive attitude.	5
c. Communicates well with coworkers and supervisors	4
d. Promotes teamwork in the work place.	4
Total Average Score	4.2

5
5

8. Customer Service	Immediate Supervisor
a. Responsive and courteous to client inquiries.	5
b. Establishes positive relations inter/intra departmentally	5
c. Following up a customer's complaints and problem., until the final solution and feedback	5
Total Average Score	5

9. Others	Immediate Supervisor
a. Judgment and decision-making.	4
b. Adaptability.	4
c. Problem solving	5
Total Average Score	4.3
Total Average	40
Divide by 09	
	4.4

## RATER'S COMMENTS/REMARKS:

She is very eager to learn even as a fresh graduate. Can handle difficult task with little supervision and have a great decision-making skill. Quick witted and has a very calm nature suitable for HR's work pressure. Great potential in the field with proper guidance.

DISCUSSES RATING WITH:

NINA MAE F. CAMANDONA Employees Signature Date

Human Resource Manager



# South Speak English Institute Inc., ANNUAL EMPLOYEE PERFORMANCE SUMMARY

Name: NINA MAE F. CAMANDONA Manager Name: Anna Mae L. Labadan

Hire Date: 07/11/2018 Date: \_12/27/2019 Job Title: Human Resource Officer Department: Human Resource Last Appraisal Date: 12/26/2018

		O'	VERALL RAT	TING	
Overall Rating - It rating received is deter	is understood that an <u>Unsatist</u> mined at the discretion of the	sctory in any above field rating official.	ds precludes award	ling an Exceeds Standar	d or Satisfactory rating during this period. The overall
	5-Exceptional	4-Superior	3-Satisfactory	2-Improvement Neede	d I-Unsatisfactory
Rating Period Beginnin	ng Date: 01/2/2019		Rating	Period Ending Date: 12	/27/2019
By signing below the e evaluation. Comments	mployee concurs only that the concerning performance may	performance evaluation be submitted on a separ	has been conducte ate sheet.	ed. The employee's sign	nture does not indicate that he or she agrees with the
Employee's	1.				
Signature:	At-	Date	01/02/	2020	
By signing below the se	upervisor certifies that all subc	rdinate performance eva	aluations have been	a completed and forward	ed to the reviewing official.
Rater's Signature:	MANILYN M, M	AR Moule	Ra_Ra	ting: 4.8 12/27/20	19
	ERIMAEDA	打田東王	7R	ating: 4.7 12/28/20	19
	ANNA MAE L. L	ABADAN A	ede R	ating: 4.7 12/27/20	019
TOTAL RATIN	NG: 4.73 (Superior)	/			

Name: NINA MAE F. CAMANDONA Manager Name: Anna Mae L. Labadan

Hire Date: 07/11/2018

Evaluated by: Manilyn M. Mar (COO)

Department: Human Resource
Last Appraisal Date: n/a 12/26/2018
Date: 12/27/2019

Job Title: Human Resource Officer

# 5-Exceptonal 4-Superior 3-Satsfactory 2-Improvement Needed

1-Unsatsfactory

Quality	Immediate
	Supervisor
Work is accurate and precise.	5 5 5
Recognizes and points out substandard workmanship.	5
Displays thoroughness and completeness in work activity.	5
Takes proper care of equipment/keeps work area clean.	5
otal Average Score	5
Productivity	Immediate
Amount of work completed (quantity).	Supervisor
Utilizes time well.	
Organizes in such a manner to perform responsibilities.	5
Finish task ahead of time.	4
Finish task anead of time.	<u> </u>
otal Average Score	4.5
. Main Responsibilities	Immediate
Able to follow verbal and/or written instructions	Supervisor
	5
Uses proper procedures.	4
Understanding of job duties and Institute's policies and procedures	5
Shows improvement on repetitive tasks	4
Report remittances (eg Philhealth, SSS, Pag-ibig) on time.	5
Is able to effectively handle multiple demands and competing priorities.	5
Works independently and takes manageable risks without excessive supervision	.5
Coordinating with internal and external departments and other companies	4
Makes suggestions on better ways of getting work done.	5
Identifies and corrects errors during the work process.	1
otal Average Score	4.6
Reliability	Immediate
•	Supervisor
Able to follow verbal and/or written instructions	
Uses proper procedures.	5
Understanding of job duties and Institute's policies and procedures	5
otal Average Score	5
Attendance	Immediate
At work on a daily basis	Supervisor
Start and finishes according to approved schedule (punctual)	55
oplication form	5
Observes generally agreed work break/meal periods	2
Working during the special leaves days	3 5
Seeking prior approval for vacation	2
Keeps absences within guidelines	1515
Recording daily attendance on time and over time details	5

7. Policy Compliance	Immediate
	Supervisor
a. Practices proper safety procedures.	5
b. Adheres to all company policies and regulations	5
Total Average Score	5
8. Customer Service	Immediate
a. Responsive and courteous to client inquiries.	Supervisor
b. Establishes positive relations inter/intra departmentally	5
c. Following up a customer's complaints and problem., until the final solution and feedback	55
Total Average Score	5
9. Others	Immediate Supervisor
a. Judgment and decision-making.	5
b. Adaptability.	5
c. Problem solving	5
Total Average Score	5
Total Average	43.3
Divide by 09	4.8

RATER'S COMMENTS/REMARKS:

Diligent and smart. Handles pressure really well. Knowledge in labor and relation is immense and really helpful in employee concerns.

**DISCUSSES RATING WITH:** 

received at: 01/02/2019

NINA MAE F. CAMANDONA

Employee's Signature Date

12 27 2019

Chief Operations Officer Signature Date

Name: NINA MAE F. CAMANDONA Manager Name: Anna Mae L. Labadan

Hire Date: 07/11/2018

Evaluated by: Eri Maeda (Japanese Head)

Job Title: Human Resource Officer

Department: Human Resource
Last Appraisal Date: n/a 12 24 2018

Date: 12/27/2019

## 5-Exceptonal 4-Superior 3-Satsfactory 2-Improvement Needed 1-Unsatsfactory

Quality	Immediate Supervisor
Work is accurate and precise.	1
Recognizes and points out substandard workmanship.	)
Displays thoroughness and completeness in work activity.	
. Takes proper care of equipment/keeps work area clean.	4
otal Average Score	(4.75)
. Productivity	Immediate
. Amount of work completed (quantity).	Supervisor
Utilizes time well.	4
Organizes in such a manner to perform responsibilities.	5
I. Finish task ahead of time.	4
. rimsn task anead of time.	5
Total Average Score	(1)
van Areango Deore	17.5/
B. Main Responsibilities	Immediate
	Supervisor
. Able to follow verbal and/or written instructions	
Uses proper procedures.	4
. Understanding of job duties and Institute's policies and procedures	1
. Shows improvement on repetitive tasks	5
. Report remittances (eg Philhealth, SSS, Pag-ibig) on time.	3
Is able to effectively handle multiple demands and competing priorities.	
. Works independently and takes manageable risks without excessive supervision	
. Coordinating with internal and external departments and other companies	4
Makes suggestions on better ways of getting work done.	
Identifies and corrects errors during the work process.	4
Total Average Score	4.1/
Reliability	Immediate
	Supervisor
. Able to follow verbal and/or written instructions	
. Uses proper procedures.	4
. Understanding of job duties and Institute's policies and procedures	7
Total Average Score	4.6/
.Attendance	Immediate Supervisor
. At work on a daily basis	
. Start and finishes according to approved schedule (punctual)	
pplication form	J
. Observes generally agreed work break/meal periods	
Working during the special leaves days	2
s. Seeking prior approval for vacation	7
. Keeps absences within guidelines	
Recording daily attendance on time and over time details	3

Immediate
Supervisor
5
5
5
Immediate
Supervisor
5
5
(1)
1 / 3/
Immediate
Supervisor
5
5_
8
(5)
13
4.7
•

RATER'S COMMENTS/REMARKS: Handles publem in company very well. However, she works best alone which needs improvement have a positive outlook and a calm nature useful for immediate along.

**DISCUSSES RATING WITH:** 

NINA MAE I CAMANDONA
Employee's Senature Date

Japanese Head 12/2017

Name: NINA MAE F. CAMANDONA Manager Name: Anna Mae L. Labadan

Hire Date: 07/11/2018

Evaluated by: Anna Mae L. Labadan

Job Title. Hullian Resource Officer

Department: Human Resource Last Appraisal Date: n/a 12 |20 | 20 |8 | About 12 |20 |20 |8

Date: 12/27/2019

## 5-Exceptional 4-Superior 3-Satisfactory 2-Improvement Needed 1-Unsatisfactory

#### Score

f. Quality	Immediate Supervisor
n. Work is accurate and precise.	5
b. Recognizes and points out substandard workmanship.	5
c. Displays thoroughness and completeness in work activity.	5
Takes proper care of equipment/keeps work area clean.	5
Total Average Score	5

2. Productivity	Immediate Supervisor
a. Amount of work completed (quantity).	4
b. Utilizes time well.	5
c. Organizes in such a manner to perform responsibilities.	4
d. Finish task ahead of time.	4
Total Average Score	4.25

B. Main Responsibilities	Immediate Supervisor
a. Able to follow verbal and/or written instructions	5
b. Uses proper procedures.	4
c. Understanding of job duties and Institute's policies and procedures	5
d. Shows improvement on repetitive tasks	4
e. Report remittances (eg Philhealth, SSS, Pag-ibig) on time.	4
f. Is able to effectively handle multiple demands and competing priorities.	5
g. Works independently and takes manageable risks without excessive supervision	5
h. Coordinating with internal and external departments and other companies	4
i. Makes suggestions on better ways of getting work done.	4
. Identifies and corrects errors during the work process.	4
Total Average Score	4.4
4.Reliability	Immediate Supervisor
a. Able to follow verbal and/or written instructions	5
b. Uses proper procedures.	4
c. Understanding of job duties and Institute's policies and procedures	5
Total Average Score	4.6
5.Attendance	Immediate Supervisor
a. At work on a daily basis	5
b. Start and finishes according to approved schedule (punctual)	5
application form	
d. Observes generally agreed work break/meal periods	5
f. Working during the special leaves days	5
g. Seeking prior approval for vacation	5
h. Keeps absences within guidelines	5
g. Recording daily attendance on time and over time details	5
Total Average Score	5

7. Policy Compliance	Immediate Supervisor
a. Practices proper safety procedures.	5
b. Adheres to all company policies and regulations	5
Total Average Score	5

8. Customer Service	Immediate Supervisor
a. Responsive and courteous to client inquiries.	5
b. Establishes positive relations inter/intra departmentally	5
c. Following up a customer's complaints and problem., until the final solution and feedback	5
Total Average Score	5

9. Others	Immediate Supervisor
a. Judgment and decision-making.	5
b. Adaptability.	5
c. Problem solving	5
Total Average Score	5
Total Average	42.45
Divide by 09	4.7

#### RATER'S COMMENTS/REMARKS:

She has a knack for thinking outside-the-box and is fair and treat every employee equally and respectfully. Adapted to new systems and processes well and seeks out training to enhance knowledge, skills and abilities.

Received at: 01/02/2019

DISCUSSES RATING WITH:

NINA MAE F. CAMANDONA Employee's Signature Date

ANNAMAE L. LABADAN

Human Resource Manager 12/27/2019