



**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** – It is understood that an Unsatisfactory in any above fields precludes awarding an Exceeds Standard or Satisfactory rating during this period. **The overall rating received is determined at the discretion of the rating official.***

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

Rating Period Beginning Date: 07/11/2018

Rating Period Ending Date: 12/26/2018

By signing below 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 evaluation. Comments concerning performance may be submitted on a separate sheet.

Employee's

Signature: NINA MAE F. 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 MAE L. LABADAN Rating: 4.4 12/26/2018

**TOTAL RATING: 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**

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

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

<b>B. Main Responsibilities</b>	<b>Immediate Supervisor</b>
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

<b>4. Reliability</b>	<b>Immediate Supervisor</b>
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

<b>5. Attendance</b>	<b>Immediate Supervisor</b>
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

<b>6. Teamwork</b>	<b>Immediate Supervisor</b>
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

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

<b>8. Customer Service</b>	<b>Immediate Supervisor</b>
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

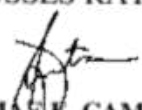
  

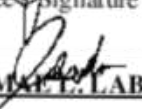
<b>9. Others</b>	<b>Immediate Supervisor</b>
a. Judgment and decision-making.	4
b. Adaptability.	4
c. Problem solving	5
Total Average Score	4.3
<b>Total Average</b>	40
<b>Divide by 09</b>	4.4

**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**  
 Employee Signature Date

  
**ANNA MAE L. LABADAN**  
 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

**OVERALL RATING**

**Overall Rating** – It is understood that an Unsatisfactory in any above fields precludes awarding an Exceeds Standard or Satisfactory rating during this period. **The overall rating received is determined at the discretion of the rating official.**

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

Rating Period Beginning Date: 01/2/2019

Rating Period Ending Date: 12/27/2019

By signing below 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 evaluation. Comments concerning performance may be submitted on a separate sheet.

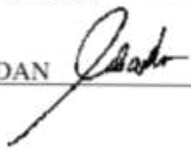
Employee's

Signature:  Date: 01/02/2020

By signing below the supervisor certifies that all subordinate performance evaluations have been completed and forwarded to the reviewing official.

Rater's Signature: MANILYN M. MAR  Rating: 4.8 12/27/2019

ERIMAEDA  Rating: 4.7 12/28/2019

ANNA MAE L. LABADAN  Rating: 4.7 12/27/2019

**TOTAL RATING: 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)

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

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

### Score

1. Quality	Immediate Supervisor
a. Work is accurate and precise.	5
b. Recognizes and points out substandard workmanship.	5
c. Displays thoroughness and completeness in work activity.	5
d. 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.	5
Total Average Score	4.5

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.	5
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.	5
j. Identifies and corrects errors during the work process.	4
Total Average Score	4.6

4. Reliability	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	5
Total Average Score	5


5. Attendance	Immediate Supervisor
a. At work on a daily basis	5
b. Start and finishes according to approved schedule (punctual)	5
application form	5
d. Observes generally agreed work break/meal periods	3
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	4.7

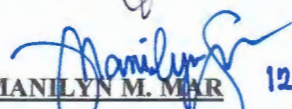
<b>7. Policy Compliance</b>	<b>Immediate Supervisor</b>
a. Practices proper safety procedures.	5
b. Adheres to all company policies and regulations	5
Total Average Score	5
<b>8. Customer Service</b>	<b>Immediate Supervisor</b>
a. Responsive and courteous to client inquiries.	5
b. Establishes positive 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
<b>9. Others</b>	<b>Immediate Supervisor</b>
a. Judgment and decision-making.	5
b. Adaptability.	5
c. Problem solving	5
Total Average Score	5
<b>Total Average</b>	<b>43.3</b>
<b>Divide by 09</b>	<b>4.8</b>

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

  
**MANILYN M. MAR** 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: ~~11/12/2018~~ 12/26/2018  
 Date: 12/27/2019

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

### Score

1. Quality	Immediate Supervisor
a. Work is accurate and precise.	5
b. Recognizes and points out substandard workmanship.	5
c. Displays thoroughness and completeness in work activity.	5
d. Takes proper care of equipment/keeps work area clean.	4
Total Average Score	4.75

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.	5
Total Average Score	4.5

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	5
e. Report remittances (eg Philhealth, SSS, Pag-ibig) on time.	5
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.	5
j. Identifies and corrects errors during the work process.	4
Total Average Score	4.7

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

<b>7. Policy Compliance</b>	<b>Immediate Supervisor</b>
a. Practices proper safety procedures.	5
b. Adheres to all company policies and regulations	5
Total Average Score	5
<b>8. Customer Service</b>	<b>Immediate Supervisor</b>
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
<b>9. Others</b>	<b>Immediate Supervisor</b>
a. Judgment and decision-making.	5
b. Adaptability.	5
c. Problem solving	5
Total Average Score	5
<b>Total Average</b>	43
<b>Divide by 09</b>	4.7

**RATER'S COMMENTS/REMARKS:**

Handles problem in company very well. However, she works best alone which needs improvement. Have a positive outlook and a calm nature useful for immediate decision making. < < < < (good job)

**DISCUSSES RATING WITH:**

Received: 01/2/2020  
**NINA MAE F. CAMANDONA**  
 Employee's Signature Date  
 前田 果  
**ERI MAEDA**  
 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: Human Resource Officer  
 Department: Human Resource  
 Last Appraisal Date: ~~12/26/2018~~ 12/26/2018 *Labadan*  
 Date: 12/27/2019

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

### Score

1. Quality	Immediate Supervisor
a. Work is accurate and precise.	5
b. Recognizes and points out substandard workmanship.	5
c. Displays thoroughness and completeness in work activity.	5
d. 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
j. 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

<b>7. Policy Compliance</b>	<b>Immediate Supervisor</b>
a. Practices proper safety procedures.	5
b. Adheres to all company policies and regulations	5
Total Average Score	
5	
<b>8. Customer Service</b>	<b>Immediate Supervisor</b>
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	
<b>9. Others</b>	<b>Immediate Supervisor</b>
a. Judgment and decision-making.	5
b. Adaptability.	5
c. Problem solving	5
Total Average Score	5
<b>Total Average</b>	42.45
<b>Divide by 09</b>	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.

**DISCUSSES RATING WITH:**

*[Signature]* Received at: 01/02/2019  
**NINA MAE F. CAMANDONA**  
 Employee's Signature Date

*[Signature]*  
**ANNA MAE L. LABADAN**  
 Human Resource Manager 12/27/2019