

PERFORMANCE EVALUATION FOR EMPLOYEES

☒ REGULAR ☐ PROBATIONARY

Employee Name EXEL H. OMALAY	Position / Pay Class Teller V	
Group / Division / Department / Branch Ormoc City Branch	Period Covered Jan. 1, 2020 to Dec. 31, 2020	Job Classification <input type="checkbox"/> Marketing <input checked="" type="checkbox"/> Operations <input type="checkbox"/> Technical <input type="checkbox"/> Support

INSTRUCTIONS TO RATERS	RATING GUIDE
<ol style="list-style-type: none"> Identify job classification of the position of employee being Rated. (Refer to Annex A on the list of positions per job classification). Rate your subordinate's level of performance on each of the factors by choosing appropriate rating in the drop down list. (Refer to the rating guide for the definitions). Justify/substantiate your rating on each of the factor if needed. Initial all alterations/erasures, if there's any. Follow guidelines/schedule indicated in the HRD's Memorandum, which is made an integral part hereof. 	<p>O - Very Exceptional Performance</p> <p>VG - Performance Consistently Exceeds Job Requirements</p> <p>G - Performance Usually Exceeds Job Requirements</p> <p>HS - Performance Consistently Meets Job Requirements</p> <p>S - Performance Usually Meets Job Requirements</p> <p>NI - Requires Improvement in One or More Basic Aspects of the Job</p>

PERFORMANCE REVIEW			
RATING FACTOR / DEFINITION	RATING	EQUIVALENT SCORE	REMARKS / SUBSTANTIATION
1. JOB KNOWLEDGE / COMPETENCE The extent employee knows the full scope of his job, understands details procedures of assigned tasks and the nature of related duties. This includes the level of proficiency with which assigned tasks are handled or executed.	VG	4	She knows the scope of her job and the task assigned to him.
2. WORK QUANTITY Amount of acceptable work accomplished; ability to complete assigned work within the time schedule or deadline.	O	5	She can complete her task on time.
3. WORK QUALITY Ability to meet required correctness, accuracy, completeness, orderliness and neatness of job. The ability to meet work standards the first time, without need for correction and re-work.	VG	4	She is able to finish her work with in the standard time. However, there were times that reports were not neatly done.
4. JUDGMENT The extent to which decisions at work are made based on facts, sound reasoning and concern for bank's welfare.	G	3	Refers to an Officer whenever decision concern the Bank's welfare.
5. CUSTOMER SERVICE The level of courtesy, promptness and care in providing services to internal or external clients; the willingness to perform tasks that will enhance the bank's ability to attract, maintain, and satisfy its customers/clients.	O	5	She is courteous in providing service to our clients with a smile.
6. DEPENDABILITY / RELIABILITY Degree to which employee can be depended upon to carry out instructions, be on the job, and perform assigned tasks with acceptable results. The ability to work with minimum supervision.	VG	4	Can able to work with minimum supervision.
7. HUMAN RELATIONS SKILLS The ability to relate and communicate effectively with co-employees and clients in order to accomplish set goals, and to contribute to a productive, wholesome work environment.	O	5	Can relate and communicate with his officemates & clients well.
8. TEAMWORK Extent of cooperation and joint action with supervising officers and co-employees to achieve business objectives. The willingness to help others in order to achieve the unit's objectives.	O	5	She is willing to help her officers and officemates to achieve our business objectives
9. RESPECT FOR AUTHORITY Adhere to Bank's goals, policies, rules and regulations and general business decorum. The extent to which the employee supports and manifests the bank's core values.	O	5	Respects his superiors and have a good relationship with officemates.
10. COST-SENSITIVITY AND EFFICIENCY Attainment of results with the least expenditure of time, resources, funds and equipment. The ability to suggest improvements in work procedures to enhance the delivery of services to internal/external clients or to reduce Bank's operating costs.	VG	4	Can accomplished his assigned job with less expenditure of time.
OVER-ALL RATING	VG	4.35	

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EMPLOYEE'S STRENGTHS
List down employee's skills and behavior that positively affect/contribute to his/her job performance
She is eager to learn and ready to assist other employees.

EMPLOYEE'S IMPROVEMENT AREAS
Does employee need improvement in his current job? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
If yes, list down skills and behavior that the employee needs to work on to improve job performance to improve his decision making, to develop more confidence.

ACTION PLAN	
<input checked="" type="checkbox"/> Attend Seminars on All seminars line up for Telling.	
<input checked="" type="checkbox"/> Cross-post in the following units/areas: Can be cross posted to CRA	
<input type="checkbox"/> Counseling with	Topic:
<input type="checkbox"/> Coaching with	Topic:
<input type="checkbox"/> Others	

POTENTIAL FOR GROWTH (FOR PROBATIONARY EMPLOYEES ONLY)	
How much potential for growth/advancement has the rate shown? <input type="checkbox"/> Very High <input type="checkbox"/> High <input checked="" type="checkbox"/> Average <input type="checkbox"/> Very Little	
Recommended for REGULARIZATION? <input type="checkbox"/> YES <input type="checkbox"/> NO	<i>Note: There is no commitment at this point. Actual recommendations for regularization shall be in accordance with pertinent Bank policies.</i>

ACKNOWLEDGMENT		
Immediate Head / Supervising Officer ATILIO S. ACIDO-Br, Cashier Signature Over Printed Name / Date	Department / Branch Head WARREN NOEL M. DEL VALLE-Br. Head Signature Over Printed Name / Date	Area / Group / Division Head / Segment Head ATTY. CYNTHIA U. SURPIA-SAVP/Area Head Signature Over Printed Name / Date

RATEE'S COMMENTS / ACKNOWLEDGMENT OF DISCUSSION OF RATING WITH SUPERIOR(S)	
Comments / Acknowledgement	<p>EXCEL H. OMALAY 2/16/2021</p> <p>EXEL H. OMALAY</p> <p>Signature Over Printed Name / Date</p>