

## PERFORMANCE EVALUATION-RANK FILE

Name	:	IBAÑEZ, JUDY ANN LOLOR
Position	:	ACCOUNTING****STAFF
Department	:	ACCOUNTING
Immediate Superior	:	
Evaluation for the period	:	2023
Date Hired	:	02/21/2022
Employment Status	:	REGULAR
Year/Month in position	:	
Appraisal Date	:	06/25/2024
total Score	:	<div style="display: flex; justify-content: space-between; align-items: center;"> <div>339</div> <div>Equivalent Adjectival Rating :</div> </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 5px;"> <div>Superior</div> </div>

Listed below are the dimensions to be used in evaluating the performance of an employee. The rating scale for evaluation is as follows:

- 5-Excellent    Performance is well beyond the requirements of the job.
- 4-Superior    Performance sometimes exceeds the expectations of the job.
- 3-Satisfactory Performance meets demands of the job; major objectives are achieved.
- 2-Fair        Performance occasionally deficient; key responsibilities are wholly achieved.
- 1-Poor        Performance frequently below standards of the job; job requirements generally carried out in an incompetent manner.

### I. PERFORMANCE ASSESSMENT

PERFORMANCE	Rating	Weight	Weight Rating
1. <b>Quantity of Work</b> : Volume of output; speed in completing assignments at agreed deadlines.	3	8	24
2. <b>Quality of Work</b> : Degree by which work meets standards; thoroughness, accuracy, and neatness of work.	3	8	24
3. <b>Job Knowledge and Skills</b> : Extent of theoretical skills and practical know-how of the present job.	3	8	24
4. <b>Analytical / Intellectual Ability</b> : Ability to identify problems, grasp work situations or new ideas, develop solutions and determine the effects and consequences of planned actions.	4	8	32
5. <b>Planning and Organizing Ability</b> : Effectiveness in establishing priorities or objectives; organizing work and maintaining effective control in their implementation.	4	5	20
6. <b>Interpersonal and Public Relations</b> : Effectiveness in securing proper degree of respect, attention and cooperation for the interest of the Company.	4	6	24
7. <b>Attitude to Work</b> : Enthusiasm in performing functions and assignments; commitment to the Company as shown in the dedication to work and adherence to Company policies and rules.	4	6	24
8. <b>Attendance and Punctuality</b> : Extent to which the employee reports for work promptly and regularly and makes optimum use of working time.	3	6	18



**9. Cost consciousness :** Use of resources effectively and efficiently; ability to operate at budgeted cost, minimize or eliminate expenditures while maintaining efficient work methods.

4

6

24

**10. Communication :** Effective expression of ideas in oral and/or written form.

3

5

15

### PERSONAL ATTRIBUTES

- 1. Initiative :** Self-motivation; alertness, resourcefulness and originality in performing the job.
- 2. Dependability :** Ability to complete assignments/targets on time without close supervision or frequent follow-up.
- 3. Integrity :** Consistency of behavior with high standards of performance and work ethics.
- 4. Cooperation :** Predisposition to go out of the way to assist others.
- 5. Effort and Persistence :** Willingness to accept challenging assignments and added responsibility without easily giving up.
- 6. Reliability :** Ability to handle and carry on confidential matters.
- 7. Adaptability :** Flexibility in dealing with new situation, functions and methods.
- 8. Empathy :** Ability to feel/sense reactions in work situations and adjust to these reactions.

Rating

Weight

Weight  
Rating

3

5

15

3

5

15

3

5

15

4

5

20

4

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12

3

3

9

4

3

12

4

3

12

### ⇒ SCORING GUIDE

### II. DEVELOPMENTAL PROFILE AND PLANS OF ACTION

- |                                                                                    |                                  |
|------------------------------------------------------------------------------------|----------------------------------|
| 1. What are the employee's perceivable strong points, including potentials?        | accepts challenges               |
| 2. What are the employee's significant limitations?                                | sometimes have a fear of risks   |
| 3. What can the employee do to improve his / her overall performance?              | Continuous learning by acquiring |
| 2. What actions / steps / courses / trainings can be recommended for the employee? | Technical training               |

### III. RATEE'S ( EMPLOYEES) REVIEW

\_\_\_\_\_  
Ratee's (Employee's) Signature

\_\_\_\_\_  
Date

### IV. RECOMMENDATIONS

#### Employment Status:

- ☐ Confirm present appointment
- ☐ Issue permanent appointment
- ☐ Promotion / Transfer
- ☐ Extend probationary appointment
- ☐ Termination



☐ Terminate services**V. APPRAISED BY**

DONE

\_\_\_\_\_  
Name & Signature\_\_\_\_\_  
Position\_\_\_\_\_  
Date**VI. NEXT HIGHER LEVEL MANAGER'S COMMENTS****VII. REVIEWED / APPROVED BY**\_\_\_\_\_  
Name & Signature\_\_\_\_\_  
Position\_\_\_\_\_  
Date