

GLOBAL ACJJJ CORPORATION

2nd Floor, Metrobank Building, Rizal Street, Zone IV, Sogod, Southern Leyte, 6606 Philippines

PERFORMANCE EVALUATION FORM

Employee Name: MARIE CLAIRE EDILO-BALBERONA	Date Hired: JULY 17, 2023
Position: ADMIN-HR OFFICER	Length of Service: 1 YEAR
Department: ADMIN-HUMAN RESOURCES	Evaluation Period: JULY 17, 2023 TO JULY 17, 2024
Assignment:	Appraisal Date: JULY 31, 2024

Introduction:

This Performance Evaluation Form is an essential part of the Global Acjjj Corporation management process for the effective utilization of its Human Resources. It consists of the process of reviewing the employee’s performance in a job within the prescribed period on their respective assigned areas or responsibilities.

It also consists of the formal reviews which consider performance in the job as a whole using the major job objectives and summary of actual achievement, to highlight the aspects of the job that were most significant within the period. This process seeks to embody the company's commitment to regular measurement of effective performance as part of their orientation towards result.

PURPOSE OF RATING

- ☐ For Probationary Employment
- ☐ For Regular Employment
- ☐ Semi - Annual Performance Appraisal
- ☐ Merit Increase/Salary Adjustment
- ☐ For Promotion/Lateral Movement
- ☐ Others (specify) _____

Instruction:

This Performance Evaluation Form provides an opportunity for discussion on strengths and development needs and assess how the skills of Global Corp. employees have been applied in satisfying job requirements. Please check the appropriate box. Assessment must be supported by specific comments.

Skills	Assessment					
	Excellent	Exceeds	Fully	Needs		Comments
	(5)	Expectations (4)	Satisfactory (3)	Improvement (2)	Poor (1)	
A. WORK PERFORMANCE						
1. Finishes tasks effectively and efficiently	√					
2. Promptness in submission of work/reports	√					
3. Accuracy of work	√					
4. Productivity or volume of work done	√					
5. Reliability	√					
6. Reliability and dependability in performing assigned work	√					
7. Ability to multi-task	√					
8. Consistency in Performance	√					
9. Service Excellence to all clients	√					
10. Helps out to achieve the goals of the Department / Company	√					
B. ATTITUDE AND WORK HABITS						
1. Always on time and eager in reporting and working to office		√				
2. Positive work outlook	√					
3. Office conduct and decorum	√					
4. Accepts constructive criticism positively	√					
5. Shows respect to superior, clients, and co-workers	√					
6. Offers assistance willingly		√				
7. Demonstrates a "self-starter" attitude	√					
8. Results-orientedness	√					
9. Professionalism	√					
	Assessment					

Skills	Excellent (5)	Exceeds Expectations (4)	Fully Satisfactory (3)	Needs Improvement (2)	Poor (1)	Comments
C. JOB KNOWLEDGE AND SKILLS						
1. Knowledge of the job assignment	√					
2. Interpersonal and negotiation skills	√					
3. Oral/Written Communication and presentation skills	√					
4. Ability to learn new tasks	√					
5. Has the initiative to learn new knowledge and skills	√					
6. Knowledge of related function	√					
D. PERSONNEL RECORD						
1. Attendance / Punctuality		√				
2. Adherence to Company Policies	√					

SUMMARY OF RATING

Total Average Score: 4.88

4.6 - 5.0 OUTSTANDING

3.6 - 4.5 EXCEEDS EXPECTATIONS

2.6 - 3.5 FULLY SATISFACTORY


1.6 - 2.5 NEEDS IMPROVEMENT

0.0 - 1.5 UNSATISFACTORY

REMARKS:

SIGNATURES


Employee / Appraisee:


MARIE CLAIRE EDILO-BALBERONA

Position: Admin-HR Officer

Date: July 31, 2024


Evaluator:


JACKSON YAP

Immediate Superior/Chief Executive Officer

Date: J 31-Jul-24

APPROVED:


JACKSON YAP

Chief Executive Officer

Date: 31-Jul-24

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