

EMPLOYEE PERFORMANCE REVIEW

Employee:	Jessa Rona Francisco Datuin	Employee Title:	Office Staff/Accounting Auditor
Department Head:	Judith Basas Balais	Performance Period:	July 2024-December 2024

Performance Competencies

5 Exc	ceptional:	Performance is consistently superior and significantly exceeds position requirements.					The same of the sa	
4 Hig Effect		Performance frequently exceeds position requirements.					and the last state of the	e
3 Pro	oficient:	Performance consistently meets position requirements.				-		S
2 Inc	onsistent:	Performance meets some, but not all position requirements.		ě				dd
1 Uns	satisfactory:	Performance consistently fails to meet minimum position requirements; employee lacks skills required or fails to utilize necessary skills.	onal		Ħ	stent	factor	/Not
N/A I Applic	New or Not cable:	Employee has not been in position long enough to have demonstrated the essential elements of the position and will be reviewed at a later agreed upon date.	5 Exceptional	4 Highly Effective	3 Proficient	2 Inconsistent	1 Unsatisfactory	N/A New/Not Applicable
	Skill and proficie Brief explanation	ency in carrying out assignments n:	3					
	Possesses skills Brief explanation	and knowledge to perform the job competently n:	Y					
	skill at planning Brief explanation	, organizing and prioritizing workload n:	A					
ti	Holds self-accou imely manner Brief explanation	intable for assigned responsibilities; sees tasks through to completion in a in:	4					
	Proficiency at im Brief explanation	nproving work methods and procedures as a means toward greater efficiency n:	4					
	Communicates e Brief explanation	effectively with supervisor, peers, and customers n:	4					
	Ability to work in Brief explanation		4					
	 Ability to work cooperatively with supervision or as part of a team Brief explanation: 							
	Villingness to ta Brief explanation	ake on additional responsibilities n:	2					
10.R	Reliability (atter	ndance, punctuality, meeting deadlines)						Ш

5 Exceptional:	Performance is consistently superior and significantly exceeds position requirements.						
4 Highly Effective:	Performance frequently exceeds position requirements.				dental dental de la constante		ble
3 Proficient:	Performance consistently meets position requirements.			50			E
2 Inconsistent:	Performance meets some, but not all position requirements.		× e			>	ddy
1 Unsatisfactory:	Performance consistently fails to meet minimum position requirements; employee lacks skills required or fails to utilize necessary skills.	onal	ffecti	ŧ	stent	factor	/Not
N/A New or Not Applicable:	employee lacks skills required or falls to utilize necessary skills. Employee has not been in position long enough to have demonstrated the essential elements of the position and will be reviewed at a later agreed upon date.		4 Highly Effective	3 Proficient	2 Inconsistent	1 Unsatisfactory	N/A New/Not Applicable
Brief explanation 11. Adeptness at an judgment Brief explanation	nalyzing facts, problem solving, decision-making, and demonstrating good	4	۵				
12. Identifies performance a							
	consibility where appropriate, based on the employee's ability and potential.	7.7					
The second statement of the second se	nd appropriate corrective/disciplinary action with employees.						
15. Takes specific inclusive environments of the specific							
	TOTAL RATING POINTS:	15		9	3.	<u>F</u>	1

Please sign below to acknowledge that the employee has received this document.

Date: January 06, 2015
Date: Aca . 06,2025



EMPLOYEE PERFORMANCE REVIEW

Employee:	Jessa Rona Francisco Datuin	Employee Title:	Office Staff/Accounting Auditor
Department Head:	Judith Basas Balais	Performance Period:	January 2025-June 3,2025

Performance Competencies

5 Exceptional:	Performance is consistently superior and significantly exceeds position requirements.	A SACRAGE TO THE SACRAGE OF THE SACR					
4 Highly Effective:	Performance frequently exceeds position requirements.				4		<u>e</u>
3 Proficient:	Performance consistently meets position requirements.						Cab
2 Inconsistent:	Performance meets some, but not all position requirements.		ě				ppl
1 Unsatisfactory:	Performance consistently fails to meet minimum position requirements; employee lacks skills required or fails to utilize necessary skills.	5 Exceptional 4 Highly Effective		ź	stent	facton	/Not A
N/A New or Not Applicable:	Employee has not been in position long enough to have demonstrated the essential elements of the position and will be reviewed at a later agreed upon date.			3 Proficient	2 Inconsistent	1 Unsatisfactory	N/A New/Not Applicable
Skill and profici Brief explanation	ency in carrying out assignments	1					
Possesses skills Brief explanation	and knowledge to perform the job competently on:	4					
3. Skill at planning Brief explanation	g, organizing and prioritizing workload on:	1					
Holds self-accordingly manner Brief explanation	untable for assigned responsibilities; sees tasks through to completion in a	4					
5. Proficiency at in Brief explanation	nproving work methods and procedures as a means toward greater efficiency on:	4					
6. Communicates Brief explanation	effectively with supervisor, peers, and customers on:	4					
7. Ability to work in Brief explanation		4					
8. Ability to work of Brief explanation	cooperatively with supervision or as part of a team n:						
The second secon	ake on additional responsibilities						
THE RESERVE OF THE PARTY OF THE	ndance, punctuality, meeting deadlines)						

5 Exceptional:	Exceptional: Performance is consistently superior and significantly exceeds position requirements.		***				
4 Highly Effective:	Performance frequently exceeds position requirements.		and the second s			-	ele
3 Proficient:	Performance consistently meets position requirements.				1		S
2 Inconsistent:	Performance meets some, but not all position requirements.		ē		1		ldd
1 Unsatisfactory:	Performance consistently fails to meet minimum position requirements; employee lacks skills required or fails to utilize necessary skills.	onal	ffecti	ŧ	stent	actor	Not A
N/A New or Not Applicable:	Employee has not been in position long enough to have demonstrated the essential elements of the position and will be reviewed at a later agreed upon date.	5 Exceptional	4 Highly Effective	3 Proficient	2 Inconsistent	1 Unsatisfactory	N/A New/Not Applicable
Brief explanation	n:						
11. Adeptness at ar judgment Brief explanation	nalyzing facts, problem solving, decision-making, and demonstrating good	*2	L	Ц	Ц	Ц	Ц
12. Identifies performance a Brief explanation							
NAME OF TAXABLE PARTY.	consibility where appropriate, based on the employee's ability and potential.						
14. Takes timely a Brief explanation	nd appropriate corrective/disciplinary action with employees.						
15. Takes specific inclusive environments of the specific environment of the speci		V					
	TOTAL RATING POINTS:	4		98	3-	F2	7.

Please sign below to acknowledge that the employee has received this document.

Acadish August 20	Employee's Signature:	Date: June 04, 2025
Danartment Head's Signature: Andrew Date: Que 4, 20		
Department nead 5 Signature.	Department Head's Signature:	Date: June 4, 2025