

# PERFORMANCE RATING REPORT

## For Student Trainee

Name: Maria Theresa G. Melcior

Total No. of Hours: 285

School/College Western Leyte college Inc.

Period Cover: 10-25-11 to 1-10-12

Training Days: \_\_\_\_\_

Dept./Office: \_\_\_\_\_

### Appraisal Factors

### Rating

1. Quality of Work \ Ability to work with thoroughness and accuracy . 92
2. Quantity of Work \ Individual Productivity, rapidly in performing task. 98 *ni*
3. Dependability \ Ability to work perform and complete work as instructed and When needed. 95 *ni*
4. Cooperation \ Ability to work harmoniously with others. 95 *ni*
5. Personality \ Effectiveness in contact with other, courtesy, tact, etc. 98 *ni*
6. Attendance \ Regularity and punctually in office attendance: Proper observance of break periods. 95

Overall Performance Rating..... 95.83 *ni*

COMMENTS: very jolly and cheerful at work. never a dull moment with her that's why it's very refreshing to work with her. she always listens to instructions working on her own w/ less supervision. Good job!

Rated By:

Certified Correct:

Approved By:

JOY ALONZO

RONALDO D. MUIER ROMA CONSUMO A. SORIANO

Rating: 95-100

85-94

80-84

Outstanding

Very Satisfactory

Satisfactory

75-79

74

Fair

Below Poor