

UNIVERSITY OF CEBU – LAPULAPU AND MANDAUE
A.C. Cortes Ave., Looc, Mandaue City

PERFORMANCE EVALUATION REPORT

Name of Employee : Ms. Mylyn Gornot
Present Position : Librarian

Department : Library
Date Employed : June 24, 2019

Period covered by this evaluation report:

From: January 1, 2021 to June 30, 2021

INSTRUCTIONS

This appraisal report is important in improving manpower resources. The objectivity and accuracy with which you accomplish this form can not be over-emphasized. It is desirable that the results of your evaluation be reviewed with the employee concerned. This will provide the occasion for you to point out to the employee how well he is doing his job and how he can improve it. It will also provide you or the employee the opportunity to set job objectives as well as discuss solutions to problems encountered in the job.

Read the following statements carefully. For every factor, select the statement, which best describes or most nearly describes the above-named employee in his present job, and CHECK THE APPROPRIATE BOX FOR YOUR RATING. Refer to manual for definition of each of the degree.

SECTION I. PERFORMANCE FACTORS

FACTORS

ADJECTIVE RATING (Check)

	POOR (1)	BELOW AVE. (2)	SATIS- FACTORY (3)	VERY GOOD (4)	EXCELLENT (5)
1. JOB KNOWLEDGE – The extent the employee knows and understands the details and nature of his assigned job and related duties.	()	()	(x)	()	()
2. QUALITY OF WORK – The extent of accuracy, completeness, and neatness of the job performed.	()	()	(x)	()	()
3. QUANTITY OF WORK – The amount of acceptable work accomplished, and the ability to complete within time schedule.	()	()	(x)	()	()
4. DEPENDABILITY – The degree to which employee can be depended upon to carry out instructions, be on the job, fulfill responsibilities, etc. and ability to work without supervision.	()	()	()	(x)	()
5. JUDGMENT – The extent to which his actions are based on facts, sound reasoning and good common sense.	()	()	()	(x)	()
6. CREATIVITY – Originality and the ability to think and perform new and innovative things towards the improvement of present methods or add to existing knowledge.	()	()	()	(x)	()

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- | | | | | | |
|--|-----|-----|-----|-----|-----|
| 7. ORGANIZATION – The ability to plan and organize Work effectively. | () | () | () | (✓) | () |
| 8. INITIATIVE – The extent to which the employee is a self-starter in accomplishing his job. | () | () | () | (✓) | () |
| 9. INDUSTRY – The extent to which the employee may be described as a hard worker and the amount of concentration and effort exerted in the performance of his job. | () | () | () | (✓) | () |
| 10. ATTAINING OBJECTIVES – Overall extent to which employee successfully accomplished the tasks or functions assigned, or delivered the desired results. | () | () | () | (✓) | () |

Total: 3.7 = Very Good

SECTION II. PERSONAL QUALITIES AND MOTIVATION

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|--|-----|-----|-----|-----|-----|
| 11. ATTITUDES TOWARD WORK AND THE COMPANY – The nature of the employee's feelings about the company; his interest and pride in the job. | () | () | () | (✓) | () |
| 12. ATTITUDES TOWARD ATTENDANCE – The nature of the employee's attitude and feelings towards time lost for work. | () | () | () | (✓) | () |
| 13. COOPERATION – The extent of the employee's cooperation with others including the ability to act jointly with supervisors and/or officers in accomplishing the tasks. | () | () | () | (✓) | () |
| 14. PERSONALITY – The employee's effect on others as a result of the totality of his personal and social traits such as disposition, tact, enthusiasm, appearance, conduct, etc. | () | () | () | (✓) | () |
| 15. GENERAL APPEARANCE AND BEARING – The employee's manner of carrying himself, dress, and physical appearance (neatness, appropriateness of dress). | () | () | () | (✓) | () |

Total: 4.0 = Very Good

SECTION III. PLACEMENT AND POTENTIAL

Answer the following based on your evaluation of Section I and II.

16. PRESENT ASSIGNMENT – Is this employee properly placed? (✓) Yes () No

If not, explain briefly. _____

17. OVERALL QUALIFICATIONS – a. What are his most outstanding qualifications (strong points)? Consider such factors as work specialization, self-confidence, maturity and stability under pressure, adaptability, flexibility and general potential.

She can adapt easily to the nature of work she is into given the short period of notice. She can do multitasking and do her assigned tasks patiently.

- b. What are his weak points?

As a young librarian, she is very emotional and idealistic in terms of hybrid librarians.

18. OVERALL POTENTIAL – a. Describe his potential for development considering his mental ability, leadership qualities, human relations, judgment, planning and organizing abilities.

she has the potential to be a good leader given the proper training
as she goes along, she will develop her knowledge and skills
professionally

- b. What improvement (s) would increase his potential for growth? Summarize the education and/or work experience necessary to assist the employee in improving his performance in his present job.

in her guidance in career path, she will undergo
training and development, personally and professionally

19. OVER-ALL APPRAISAL - After considering all of the factors and weighing heavily those that have the greatest bearing on the requirements of the employee's present position indicate the rating which most accurately characterizes the employee's performance.

() Poor () Below Average () Satisfactory (✓) Very Good () Excellent

Over-all Total: 4.0

20. RATING PREPARED BY: _____ in consultation with _____

SECTION IV. COUNSELING

(To be accomplished after discussion of the Evaluation Report with the employee.)

21. This rating has been reviewed/discussed with employee concerned on _____ by _____
with specific suggestions for further improvement as noted below:

22. SIGNATURE OF EMPLOYEE BEING RATED: [Signature] SIGNATURE OF RATER: [Signature]

23. RATING APPROVED BY: [Signature]
Department Head

24. RECOMMENDATIONS BY DEPARTMENT HEAD _____

25. OTHER MATTERS _____

UNIVERSITY OF CEBU – LAPULAPU AND MANDAUE
A.C. Cortes Ave., Looc, Mandaue City

PERFORMANCE EVALUATION REPORT

Name of Employee : Ms. Mylyn Gornot
Present Position : Librarian

Department : Library
Date Employed : June 24, 2019

Period covered by this evaluation report:

From: January 1, 2020 to December 31, 2020

INSTRUCTIONS

This appraisal report is important in improving manpower resources. The objectivity and accuracy with which you accomplish this form can not be over-emphasized. It is desirable that the results of your evaluation be reviewed with the employee concerned. This will provide the occasion for you to point out to the employee how well he is doing his job and how he can improve it. It will also provide you or the employee the opportunity to set job objectives as well as discuss solutions to problems encountered in the job.

Read the following statements carefully. For every factor, select the statement, which best describes or most nearly describes the above-named employee in his present job, and CHECK THE APPROPRIATE BOX FOR YOUR RATING. Refer to manual for definition of each of the degree.

SECTION I. PERFORMANCE FACTORS

FACTORS	ADJECTIVE RATING (Check)				
	POOR (1)	BELOW AVE. (2)	SATIS- FACTORY (3)	VERY GOOD (4)	EXCELLENT (5)
1. JOB KNOWLEDGE – The extent the employee knows and understands the details and nature of his assigned job and related duties.	()	()	(✓)	()	()
2. QUALITY OF WORK – The extent of accuracy, completeness, and neatness of the job performed.	()	()	(✓)	()	()
3. QUANTITY OF WORK – The amount of acceptable work accomplished, and the ability to complete within time schedule.	()	()	(✓)	()	()
4. DEPENDABILITY – The degree to which employee can be depended upon to carry out instructions, be on the job, fulfill responsibilities, etc. and ability to work without supervision.	()	()	()	(✓)	()
5. JUDGMENT – The extent to which his actions are based on facts, sound reasoning and good common sense.	()	()	()	(✓)	()
6. CREATIVITY – Originality and the ability to think and perform new and innovative things towards the improvement of present methods or add to existing knowledge.	()	()	()	(✓)	()

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| 7. ORGANIZATION – The ability to plan and organize Work effectively. | () | () | () | (✓) | () |
| 8. INITIATIVE – The extent to which the employee is a self-starter in accomplishing his job. | () | () | () | (✓) | () |
| 9. INDUSTRY – The extent to which the employee may be described as a hard worker and the amount of concentration and effort exerted in the performance of his job. | () | () | () | (✓) | () |
| 10. ATTAINING OBJECTIVES – Overall extent to which employee successfully accomplished the tasks or functions assigned, or delivered the desired results. | () | () | () | (✓) | () |

Total: 3.7 = Very Good

SECTION II. PERSONAL QUALITIES AND MOTIVATION

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|--|-----|-----|-----|-----|-----|
| 11. ATTITUDES TOWARD WORK AND THE COMPANY – The nature of the employee's feelings about the company; his interest and pride in the job. | () | () | () | (✓) | () |
| 12. ATTITUDES TOWARD ATTENDANCE – The nature of the employee's attitude and feelings towards time lost for work. | () | () | () | (✓) | () |
| 13. COOPERATION – The extent of the employee's cooperation with others including the ability to act jointly with supervisors and/or officers in accomplishing the tasks. | () | () | () | (✓) | () |
| 14. PERSONALITY – The employee's effect on others as a result of the totality of his personal and social traits such as disposition, tact, enthusiasm, appearance, conduct, etc. | () | () | () | (✓) | () |
| 15. GENERAL APPEARANCE AND BEARING – The employee's manner of carrying himself, dress, and physical appearance (neatness, appropriateness of dress). | () | () | () | (✓) | () |

Total: 4.0 = Very Good

SECTION III. PLACEMENT AND POTENTIAL

Answer the following based on your evaluation of Section I and II.

16. PRESENT ASSIGNMENT – Is this employee properly placed? (✓) Yes () No

If not, explain briefly. _____

17. OVERALL QUALIFICATIONS – a. What are his most outstanding qualifications (strong points)? Consider such factors as work specialization, self-confidence, maturity and stability under pressure, adaptability, flexibility and general potential.

She can adapt easily to the nature of work she is into given the short period of notice. She can do multitasking and do her assigned tasks patiently.

- b. What are his weak points?

As a young librarian, she is very emotional and idealistic in terms of hybrid librarians.

18. OVERALL POTENTIAL – a. Describe his potential for development considering his mental ability, leadership qualities, human relations, judgment, planning and organizing abilities.

she has the potential to be a good leader given the proper training
as she goes along, she will develop her knowledge and skills
professionally

- b. What improvement (s) would increase his potential for growth? Summarize the education and/or work experience necessary to assist the employee in improving his performance in his present job.

in her guidance in career path, she will undergo
training and development, personally and professionally

19. OVER-ALL APPRAISAL - After considering all of the factors and weighing heavily those that have the greatest bearing on the requirements of the employee's present position indicate the rating which most accurately characterizes the employee's performance.

() Poor () Below Average () Satisfactory (✓) Very Good () Excellent

Over-all Total: 4.0

20. RATING PREPARED BY: _____ in consultation with _____

SECTION IV. COUNSELING

(To be accomplished after discussion of the Evaluation Report with the employee.)

21. This rating has been reviewed/discussed with employee concerned on _____ by _____
with specific suggestions for further improvement as noted below:

22. SIGNATURE OF EMPLOYEE BEING RATED: [Signature] SIGNATURE OF RATER: [Signature]

23. RATING APPROVED BY: [Signature]
Department Head

24. RECOMMENDATIONS BY DEPARTMENT HEAD _____

25. OTHER MATTERS _____

UNIVERSITY OF CEBU – LAPULAPU AND MANDAUE
A.C. Cortes Ave., Looc, Mandaue City

PERFORMANCE EVALUATION REPORT

Name of Employee : Ms. Mylyn Gornot
Present Position : Librarian

Department : Library
Date Employed : June 24, 2019

Period covered by this evaluation report:

From: September 25, 2019 to December 23, 2019

INSTRUCTIONS

This appraisal report is important in improving manpower resources. The objectivity and accuracy with which you accomplish this form can not be over-emphasized. It is desirable that the results of your evaluation be reviewed with the employee concerned. This will provide the occasion for you to point out to the employee how well he is doing his job and how he can improve it. It will also provide you or the employee the opportunity to set job objectives as well as discuss solutions to problems encountered in the job.

Read the following statements carefully. For every factor, select the statement, which best describes or most nearly describes the above-named employee in his present job, and CHECK THE APPROPRIATE BOX FOR YOUR RATING. Refer to manual for definition of each of the degree.

SECTION I. PERFORMANCE FACTORS

FACTORS	ADJECTIVE RATING (Check)				
	BELOW POOR	SATIS- AVE.	FACTORY	VERY GOOD	EXCELLENT
1. JOB KNOWLEDGE – The extent the employee knows and understands the details and nature of his assigned job and related duties.	()	()	()	(✓)	()
2. QUALITY OF WORK – The extent of accuracy, completeness, and neatness of the job performed.	()	()	()	(✓)	()
3. QUANTITY OF WORK – The amount of acceptable work accomplished, and the ability to complete within time schedule.	()	()	(✓)	()	()
4. DEPENDABILITY – The degree to which employee can be depended upon to carry out instructions, be on the job, fulfill responsibilities, etc. and ability to work without supervision.	()	()	()	(✓)	()
5. JUDGMENT – The extent to which his actions are based on facts, sound reasoning and good common sense.	()	()	()	(✓)	()
6. CREATIVITY – Originality and the ability to think and perform new and innovative things towards the improvement of present methods or add to existing knowledge.	()	()	(✓)	()	()

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7. ORGANIZATION – The ability to plan and organize Work effectively. () () () (✓) ()
8. INITIATIVE – The extent to which the employee is a self-starter in accomplishing his job. () () (✓) () ()
9. INDUSTRY – The extent to which the employee may be described as a hard worker and the amount of concentration and effort exerted in the performance of his job. () () () (✓) ()
10. ATTAINING OBJECTIVES – Overall extent to which employee successfully accomplished the tasks or functions assigned, or delivered the desired results. () () () (✓) ()

Total: 3.7 = Very Good

SECTION II. PERSONAL QUALITIES AND MOTIVATION

11. ATTITUDES TOWARD WORK AND THE COMPANY – The nature of the employee's feelings about the company; his interest and pride in the job. () () () (✓) ()
12. ATTITUDES TOWARD ATTENDANCE – The nature of the employee's attitude and feelings towards time lost for work. () () () (✓) ()
13. COOPERATION – The extent of the employee's cooperation with others including the ability to act jointly with supervisors and/or officers in accomplishing the tasks. () () () (✓) ()
14. PERSONALITY – The employee's effect on others as a result of the totality of his personal and social traits such as disposition, tact, enthusiasm, appearance, conduct, etc. () () () (✓) ()
15. GENERAL APPEARANCE AND BEARING – The employee's manner of carrying himself, dress, and physical appearance (neatness, appropriateness of dress). () () () (✓) ()

SECTION III. PLACEMENT AND POTENTIAL

Total: 4.0 = Very Good

Answer the following based on your evaluation of Section I and II.

16. PRESENT ASSIGNMENT – Is this employee properly placed? (✓) Yes () No

If not, explain briefly. _____

17. OVERALL QUALIFICATIONS – a. What are his most outstanding qualifications (strong points)? Consider such factors as work specialization, self-confidence, maturity and stability under pressure, adaptability, flexibility and general potential.

She is knowledgeable in her assigned tasks. She is accurate and detailed in giving information and can meet the deadline if and when given the assigned job. Also, she is a cultured fit employee.

b. What are his weak points? *As a new employee she needs guidance because she is easily carried out by her emotion on whatever issues we are discussing and for discussion.*

18. OVERALL POTENTIAL – a. Describe his potential for development considering his mental ability, leadership qualities, human relations, judgment, planning and organizing abilities.

- b. What improvement (s) would increase his potential for growth? Summarize the education and/or work experience necessary to assist the employee in improving his performance in his present job.

she is doing well and can carry out work load with very minimal supervision. If given the proper training she has the potential to excel as a good leader.

19. OVER-ALL APPRAISAL - After considering all of the factors and weighing heavily those that have the greatest bearing on the requirements of the employee's present position indicate the rating which most accurately characterizes the employee's performance.

() Poor () Below Average () Satisfactory (X) Very Good () Excellent

Over-all Total: 4.0

20. RATING PREPARED BY: *mila Larson* in consultation with *me mylon Smith*

SECTION IV. COUNSELING

(To be accomplished after discussion of the Evaluation Report with the employee.)

21. This rating has been reviewed/discussed with employee concerned on _____ by _____ with specific suggestions for further improvement as noted below:

22. SIGNATURE OF EMPLOYEE BEING RATED: *[Signature]* SIGNATURE OF RATER: *[Signature]*

23. RATING APPROVED BY: *[Signature]*
Department Head

24. RECOMMENDATIONS BY DEPARTMENT HEAD *recommended for regularization*

25. OTHER MATTERS _____

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