UNIVERSITY OF CEBU' - LAPULAPU AND MANDAUE

A.C. Cortes Ave., Looc, Mandaue City

PERFORMANCE EVALUATION REPORT

Name of Employee Present Position : Ms. Mylyn Gornot : 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)	AVE. (2)	FACTORY (3)	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.	()	1	()	u	()	()
2.	QUALITY OF WORK – The extent of accuracy, completeness, and neatness of the job performed.	()		()	H	()	()
3.	QUANTITY OF WORK – The amount of acceptable work accomplished, and the ability to complete within time schedule.	()		()	W	()	()
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.	()		()	()	(2	
5.	JUDGMENT – The extent to which his actions are based on facts, sound reasoning and good common sense.	()	ulno-	()	()	(+	()
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.	())	()	И	()



	factors as work specialization, self-confidence, mageneral potential.	aturity ar	nd stability	under pressure,	adaptability, fle	xibility and
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16	. PRESENT ASSIGNMENT – Is this employee prope	rly place	d?	WYes -	() No	
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	SECTION III. PLAC	EMENT	AND POTE	ENTIAL		
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15	appearance, conduct, etc. GENERAL APPEARANCE AND BEARING – The	()	()	()	(1)	()
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14	plishing the tasks. PERSONALITY – The employee's effect on others	()	()	()	()	()
	cooperation with others including the ability to act jointly with supervisors and/or officers in accom-			A PORTOR	STURY THE	
13	COOPERATION - The extent of the employee's	()	()	()	U	()
12	ATTITUDES TOWARD ATTENDANCE – The nature of the employee's attitude and feelings towards time lost for work.	AN 171		NA THE		ALCOHOL S
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	of his job.	()	()	()	(X)	()
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	tome				
l.	INITIATIVE – The extent to which the employee is a self-starter in accomplishing his job.	()	()	()	W	()
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SFM-HRD-039-00



UNIVERSITY OF CEBU'- LAPULAPU AND MANDAUE

A.C. Cortes Ave., Looc, Mandaue City

PERFORMANCE EVALUATION REPORT

Name of Employee
Present Position

: Ms. Mylyn Gornot : 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.	()	•	()	Y	()	()
2.	QUALITY OF WORK – The extent of accuracy, completeness, and neatness of the job performed.	()		()	H	()	()
3.	QUANTITY OF WORK – The amount of acceptable work accomplished, and the ability to complete within time schedule.	()		()	W	()	()
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.	()	toto!	()	()	()	
5.	JUDGMENT – The extent to which his actions are based on facts, sound reasoning and good common sense.	()	Line	()	()	(+	()
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.	()		1	()	И	()



	factors as work specialization, self-confidence, mageneral potential.	aturity ar	nd stability	under pressure,	adaptability, fle	xibility and
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13	COOPERATION - The extent of the employee's	()	()	()	U	()
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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	tome				
l.	INITIATIVE – The extent to which the employee is a self-starter in accomplishing his job.	()	()	()	W	()
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SFM-HRD-039-00



UNIVERSITY OF CEBU - LAPULAPU AND MANDAUE

A.C. Cortes Ave., Looc, Mandaue City

PERFORMANCE EVALUATION REPORT

Name of Employee

: Ms. Mylyn Gornot

Department : Library

Present Position

: Librarian

Date Employed: June 24, 2019

Period covered by this evaluation report:

From: September 25, 2019 to December 23, 20019

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.

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SECTION I. PERFORMANCE FACTORS

FACTORS

ADJECTIVE RATING (Check)

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POOR AVE. FACTORY GOOD EXCELLENT 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 () 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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). C	OVER-ALL APPRAISAL - After considering all of the factors and weighing heavily those that have the greatest earing on the requirements of the employee's present position indicate the rating which most accurately tharacterizes the employee's performance.
) Poor () Below Average () Satisfactory (V) Very Good () Excellent Over-all Total: 4.
0.	RATING PREPARED BY: miles formand in consultation with me mylyn format
21.	(To be accomplished after discussion of the Evaluation Report with the employee.) This rating has been reviewed/discussed with employee concerned on
22.	SIGNATURE OF EMPLOYEE BEING RATED: SIGNATURE OF RATER: MILLES RATING APPROVED BY:
	Department Head
24.	RECOMMENDATIONS BY DEPARTMENT HEAD

