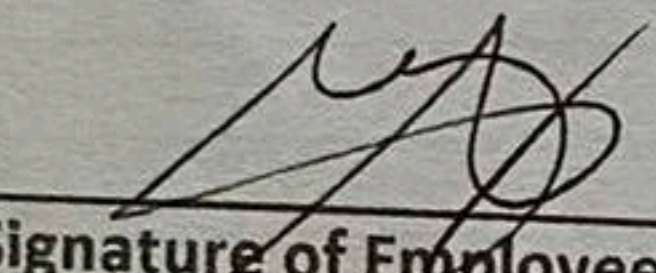


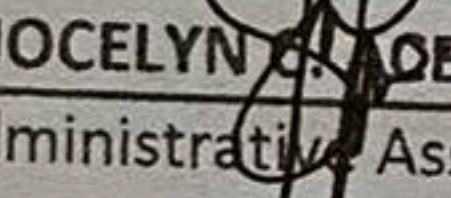
**BEHAVIORAL FACTORS**

Courtesy	1	2	3	4	5
Human Relations	1	2	3	4	5
Integrity	1	2	3	4	5
Stress Tolerance	1	2	3	4	5
Compliance to Office Rules and Regulations	1	2	3	4	5
Punctuality and Attendance	1	2	3	4	5

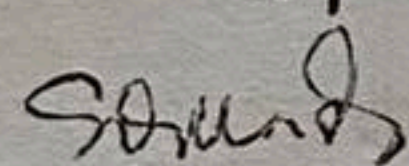
Grand Total 162  
No. of Ratings (Constant) 35  
AVERAGE POINT SCORE: 4.63  
(GT/35)

  
Signature of Employee

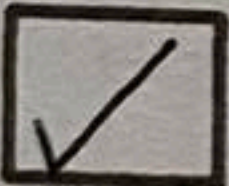
3-14-2013  
DATE

  
JOCELYN C. ADEDILLO  
Administrative Assistant II

3-13-2023  
DATE

  
ATTY. EDNA V. MACEDA, CPA  
Administrative Officer V/SAO Designate

3-15-23  
DATE

**RECOMMENDATIONS:**

RENEWAL



NON-RENEWAL

**COMMENTS:****NOTE:**

1. Employees whose Average Point Score is below 3 shall not be recommended for renewal
2. Average Point Score should not be rounded off



# PERFORMANCE EVALUATION FORM

## ADMINISTRATIVE PERSONNEL

Employee Name:

Position:

Office:

Review Period:

Name of Immediate Supervisor:

Position:

*Dennis L. Alvarez*  
JO - CLERK

BILLING UNIT

*December 01, 2022 - February 28, 2023*

JOCELYN C. ACEDILLO

ADMINISTRATIVE ASSISTANT II

### PERFORMANCE COMPETENCIES

Kindly encircle the number that most objectively describe the level of his/her performance as identified under categories on which 1 being the lowest and 5 the highest

#### COMMUNICATIONS

Expresses ideas thoughts verbally	1	2	3	4	(5)
Exhibits good listening and comprehension	1	2	3	4	(5)
Keeps others adequately informed	1	2	3	4	(5)
Uses appropriate communications methods	1	2	3	(4)	5
Present data effectively	1	2	3	4	(5)

#### COOPERATION

Establishes and maintains effective relations	1	2	3	4	(5)
Exhibits tact and consideration	1	2	3	4	(5)
Displays positive outlook and pleasant manner	1	2	3	4	(5)
Offers assistance and support to coworkers	1	2	3	4	(5)
Works cooperatively in group situations	1	2	3	(4)	5
Works actively to resolve conflicts	1	2	3	(4)	5

#### DEPENDABILITY

Responds to request for service assistance	1	2	3	4	(5)
Follows instructions, responds to management direction	1	2	3	4	(5)
Takes responsibility for own actions	1	2	3	4	(5)
Commits to doing best job possible	1	2	3	4	(5)
Keeps commitments	1	2	3	(4)	5
Meets attendance and punctuality guidelines	1	2	3	(4)	5

#### INITIATIVE

Volunteers readily	1	2	3	4	(5)
Undertakes self-development activities	1	2	3	4	(5)
Seeks increased responsibilities	1	2	3	4	(5)
Takes independent actions and calculated risks	1	2	3	(4)	5
Looks for and takes advantage of opportunities	1	2	3	4	(5)
Asks for help when needed	1	2	3	4	(5)

#### JOB KNOWLEDGE

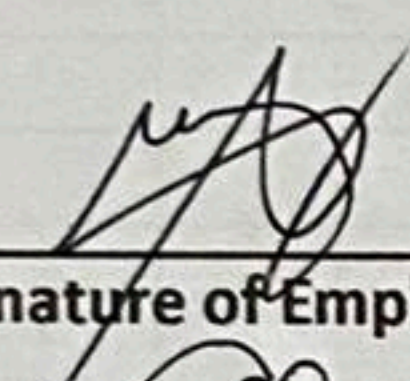
Competent in required job skills and knowledge	1	2	3	4	(5)
Exhibits ability to learn and apply new skills	1	2	3	4	(5)
Keeps abreast of current developments	1	2	3	4	(5)
Requires minimal supervision	1	2	3	4	(5)
Displays understanding of how job relates to others	1	2	3	(4)	5



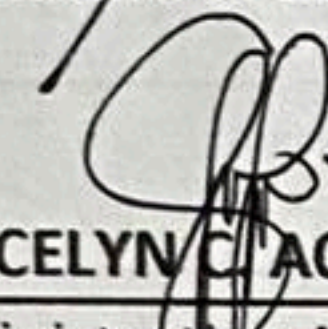
**BEHAVIORAL FACTORS**

Courtesy	1	2	3	4	(5)
Human Relations	1	2	3	4	(5)
Integrity	1	2	3	4	(5)
Stress Tolerance	1	2	3	4	(5)
Compliance to Office Rules and Regulations	1	2	3	4	(5)
Punctuality and Attendance	1	2	3	4	(5)

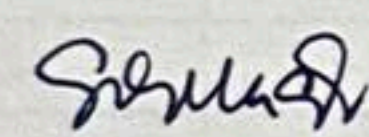
Grand Total 173  
No. of Ratings (Constant) 35  
AVERAGE POINT SCORE: 4.94  
(GT/35)

  
Signature of Employee

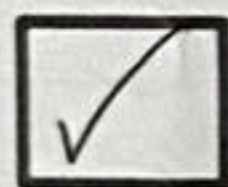
6-2-23  
DATE

  
JOCELYN MACEDILLO  
Administrative Assistant II

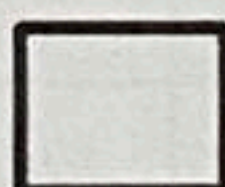
6-2-23  
DATE

  
ATTY. EDNA V. MACEDA, CPA  
Administrative Officer V

6-5-23  
DATE

**RECOMMENDATIONS:**

RENEWAL



NON-RENEWAL

**COMMENTS:**

Can be relied upon to concentrate on tasks and do things to the necessary standard.  
Flexible, fast learner and who is always seeking ways to improve.

**NOTE:**

1. Employees whose Average Point Score is below 3 shall not be recommended for renewal
2. Average Point Score should not be rounded off



# PERFORMANCE EVALUATION FORM

## ADMINISTRATIVE PERSONNEL

Employee Name:

DENNIS L. ALVAREZ

Position:

JO - CLERK

Office:

BILLING UNIT

Review Period:

MARCH 01, 2023 TO MAY 31, 2023

Name of Immediate Supervisor:

JOCELYN C. ACEDILLO

Position:

ADMINISTRATIVE ASSISTANT II

### PERFORMANCE COMPETENCIES

Kindly encircle the number that most objectively describe the level of his/her performance as identified under categories on which 1 being the lowest and 5 the highest

#### COMMUNICATIONS

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