EVALUATION FORM

EMPLOYEE NAME: SHERRY LEE C. BOTECARIO
DEPARTMENT: FRONT OFFICE
DATE: DEC. 23, 2019

PERFORMANCE CRITERIA	HOUSEKEEPING			RECEPTIONIST/ADMIN			MAINTENANCE			REMARKS
	0	1	3	0	1	3	0	1	3	
WORK QUALITY The standard of work that an employee or team deliver consistently.						✓				
TIME MANAGEMENT SKILLS Manage time effectively and efficiently						✓				
COMMUNICATION SKILLS Conveying messages without misleading others						✓				
INITIATIVE Ability to be resourceful and work without always being told what to do						✓				
WORK ATTITUDE A settled way of thinking or feeling about someone or something, typically one that is reflected in a person's behavior.						✓				
NEAT AND WELL GROOMED						✓				

0= POOR   1=FAIR   3=EXCELLENT

Republic of the Philippines

Department of Education

REGION VIII

SCHOOLS DIVISION OF LEYTE
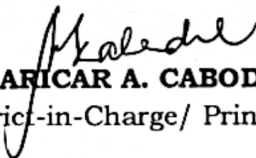
MACARTHUR I DISTRICT

MACARTHUR, LEYTE

CERTIFICATION

THIS IS TO CERTIFY that **Sherry Lee C. Botecario** has demonstrated exceptional performance and dedication in her role as ***Administrative Support Staff*** at ***F.C. Baranda Elementary School, MacArthur I District*** for the period of ***April 1, 2024 – present***, she has been awarded an exemplary performance rating of **5 out of 5**.

In recognition of her exceptional achievements, we are pleased to acknowledge Sherry Lee C. Botecario's exemplary performance rating of **5 out of 5** and commend her for her ***outstanding*** contributions.

Issued upon request of the interested party for whatever legal purpose it may serve.

Done this 16ᵗʰ day of July 2024, at MacArthur I District, MacArthur, Leyte

MARICAR A. CABODIL
District-in-Charge/ Principal IV