

PERNITES BOOKKEEPING SERVICES
CY 2023-2024

BOOKKEEPER ASSISTANT PERFORMANCE EVALUATION

NAME OF EMPLOYEE: MA. LOURDES PAMA PERERO

EVALUATION PERIOD: JULY 2023-JUNE 2024

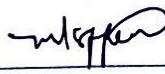
DATE: AUGUST 20, 2024

PERFORMANCE RATING DEFINITIONS

The following ratings must be used to ensure commonality of language and consistency on overall ratings:

DESCRIPTORS	RATING SCALE DESCRIPTION	SCALE
Excellent	Performance is consistently superior	90-100%
Very Good	Performance is routinely above job requirements	80-89%
Good	Performance is regularly competent and dependable	60-79%
Fair	Performance fails to meet job requirements	40-59%
Poor	Performance is consistently unacceptable	Below 39%

PERFORMANCE SKILL		
ADMINISTRATIVE DUTIES		
1. Answer phone calls, creating reports, expressing their findings		EXCELLENT
2. Organizing data, photocopying, emailed documents, buying supplies and keeping our client's file organized		VERY GOOD
3. Prepares online payment forms (SSS/Philhealth, BIR & PAG-IBIG), update and remits client's payments to banks and Bayad Center, process and update employment reports of clients		EXCELLENT
ACCOUNTS PAYABLE		
1. Enter Bills ensuring they are posted the correct accounts		VERY GOOD
2. Creates Weely Financial Reports and deposit money in Banks		EXCELLENT

Employee's Signature: 

Date: August 20, 2024

Evaluated By: 
PERLITA R. PERNITES
Employer

Date: August 22, 2024