

## EMPLOYEE PERFORMANCE REVIEW

EMPLOYEE : Andrebeve Harmony D. Dalupan

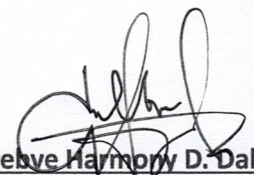
EVALUATION PERIOD : January-April 2025

JOB TITLE : Admin Staff

### EVALUATION:

EVALUATION FACTORS		1	2	3	4	5	SCORE
DEDICATION	Reports to work on time.					X	5
	Uses time constructively.					X	5
PERFORMANCE	Good working knowledge of job assignment.					X	5
	Organizes and performs work in a timely, professional manner.					X	5
COOPERATION	Willingly accepts work assignments.					X	5
	Willingly accepts changes in assignments not directly related to job.					X	5
INITIATIVE	Performs assigned duties with little or no supervision.				X		4
	Performs assigned duties with little or no supervision, even under pressure.					X	5
	Strives to meet deadlines.					X	5
COMMUNICATION	Communicates clearly and intelligently in person and during telephone contact.					X	5
TEAMWORK	Works well with fellow employees without friction.					X	5
CHARACTER	Accept constructive criticism without unfavorable responses.					X	5
RESPONSIVENESS	Handles stressful situations with tact.				X		4
PERSONALITY	Demonstrates a pleasant, calm personality when dealing with customers and fellow employees.					X	5
APPEARANCE	Well groomed, clean and neat.					X	5
	Dresses appropriately for work.					X	5
WORK HABIT	Maintains neat and orderly workstation.					X	5
	Maintains neat and orderly paperwork.					X	5
FINAL SCORE:							88/90
AVERAGE:							98%
DESCRIPTIVE RATING:							

**LEGEND:** 5-Outstanding 4-Above Standards 3-Meets Expectation 2-Below Standard 1-Deficient

  
Andrebeve Harmony D. Dalupan  
 Ratee

  
ROLITO C. OREVILLO  
 Sole Proprietor