



GENERAL PERFORMANCE EVALUATION

Employee: **ERLIE JEAN P. MAZO**
 Job Title: **Accounting Clerk**
 Employee ID: **CO916-199**
 Rating Period: **2017-2018**

Performance Evaluator: **DEROLD NICK R. DAMPIOS**
 Position: **Collection Manager/HR Officer**
 Date of Evaluation:

JOB SCOPE		RATE	REMARK/S (Optional)
1	Vouchering and filing of all expenses in an organized manner.	98	
2	Prepared breakdown of expenses monthly with strict adherence of accuracy in amount or entries and with corresponding complete official receipts attached.	97	
3	Performed daily checking of Collection list both in the computer and manual.	94	
4	Updated the total amount of collectibles per collector (per area) readily available to the management for monitoring purposes.	88	
5	Accurate encoding of Office Collection of field loan releases and Office Collections as "over-the-counter" loan payments of customers.	88	
6	Organized and timely preparation of promissory notes for employee's bond loan, emergency loan, uniforms, and others.	90	
7	Proficient and punctual in preparing and executing monthly payroll for employees.	93	
8	Timely and organized preparation of monthly payables e.g.: SSS, Philhealth, Pag-ibig, Insurance, BIR, Globe, Attorney's fee, professional fee, and others.	90	
9	Provided accessibility of DTR (Daily Time Record) supply for new and existing employees. And properly safekept their time records for the computation of the employees' monthly payroll.	90	
10	Demonstrates proper safekeeping of company's files and other important documents, and are readily accessible for management's use.	95	
11	Willingly executed other functions as mandated by the management not related to job specifications.	95	
TOTAL		1	1,018.00
AVERAGE			92.55

LEGEND: *Outstanding* *Very Satisfactory* *Satisfactory*
 Equiv. Rate 100% 90-99% 80-89.99%
Unsatisfactory *Poor*
 70-79.99% below 70%

Signature:

ERLIE JEAN P. MAZO
 Ratee

DEROLD NICK R. DAMPIOS
 Rater

ARLYN R. DAMPIOS
 Branch Manager

CERTIFIED TRUE COPY FROM THE ORIGINAL

ERLIE JEAN P. MAZO

SUBSCRIBED AND SWORN to before me this 8th day of September, 2022
 at Baybay City, Leyte, Philippines.



GENERAL PERFORMANCE EVALUATION

Employee: **ERLIE JEAN P. MAZO**
Job Title: **Cashier**
Employee ID: **CO916-199**
Rating Period: **2018-2019**

Performance Evaluator: **DEROLD NICK R. DAMPIOS**
Position: **Collection Manager/HR Officer**
Date of Evaluation:

JOB SCOPE		RATE	REMARK/S (Optional)
1	Kept all financial records of the company in-tact and confidential.	98	
2	Proper management in safekeeping company's funds (cash and-check) in a safety box/vault.	97	
3	Executes immediate compliance and accuracy of financial entries in performing daily Cash Position.	95	
4	Maintains cash availability or sufficiency for office and field loan releases.	95	
5	Prompt compliance and submission of Cash Position records to the Accounting Officer for audit.	95	
6	Adheres to the management's strict compliance of accuracy to all financial transactions.	95	
7	Conducts constant monitoring of bank accounts to determine the remaining balance and flow of financial transactions recorded in the passbooks.	93	
8	Timely preparation of cash and check deposits, cash withdrawals, and other bank transactions.	93	
9	Receives collections from collectors, supervisors, and credit investigators as loan payments from the customers with accurate recording and safekeeping.	94	
10	Identifies counterfeit money and checks from collections.	96	
11	Identifies forged signatures of customers unethically signed by the employees in the loan release vouchers.	90	
12	Prepares control for loan releases both field and office for strict monitoring of data accuracy (loan amount) and the receiver.	92	
13	Vouchering and filing of all expenses in an organized manner.	95	
14	Performs checking of office collections encoded by the accounting clerk to verify the accuracy of figures.	93	
15	Willingly executes other functions as mandated by the management not related to job specifications.	95	
TOTAL			1,416.00
AVERAGE			94.40

LEGEND: *Outstanding* *Very Satisfactory* *Satisfactory*
Equiv. Rate 100% 90-99% 80-89.99%
Unsatisfactory *Poor*
70-79.99% below 70%

Signature:

ERLIE JEAN P. MAZO
Ratee

DEROLD NICK R. DAMPIOS
Rater

ARLYN R. DAMPIOS
Branch Manager
ERLIE JEAN P. MAZO

SUBSCRIBED AND SWORN to before me this 8th day of September, 2022
at Baybay City, Leyte, Philippines.



GENERAL PERFORMANCE EVALUATION

Employee: **ERLIE JEAN P. MAZO**
 Job Title: **Accounting Clerk**
 Employee ID: **CO916-199**
 Rating Period: **2019-2020**

Performance Evaluator: **DEROLD NICK R. DAMPIOS**
 Position: **Collection Manager/HR Officer**
 Date of Evaluation:

JOB SCOPE		RATE	REMARK/S (Optional)
1	Kept all financial records of the company in-tact and confidential.	95	
2	Proper management in safekeeping company's funds (cash and-check) in a safety box/vault.	95	
3	Executes immediate compliance and accuracy of financial entries in performing daily Cash Position.	96	
4	Maintains cash availability or sufficiency for office and field loan releases.	97	
5	Prompt compliance and submission of Cash Position records to the Accounting Officer for audit.	95	
6	Adheres to the management's strict compliance of accuracy to all financial transactions.	96	
7	Conducts constant monitoring of bank accounts to determine the remaining balance and flow of financial transactions recorded in the passbooks.	92	
8	Timely preparation of cash and check deposits, cash withdrawals, and other bank transactions.	95	
9	Receives collections from collectors, supervisors, and credit investigators as loan payments from the customers with accurate recording and safekeeping.	93	
10	Identifies counterfeit money and checks from collections.	92	
11	Identifies forged signatures of customers unethically signed by the employees in the loan release vouchers.	90	
12	Prepares control for loan releases both field and office for strict monitoring of data accuracy (loan amount) and the receiver.	90	
13	Vouchering and filing of all expenses in an organized manner.	96	
14	Performs checking of office collections encoded by the accounting clerk to verify the accuracy of figures.	90	
15	Willingly executes other functions as mandated by the management not related to job specifications.	95	
TOTAL			1,407.00
AVERAGE			93.80

Signature:


ERLIE JEAN P. MAZO
 Ratee


DEROLD NICK R. DAMPIOS
 Rator


ARLYN R. DAMPIOS
 Branch Manager



GENERAL PERFORMANCE EVALUATION

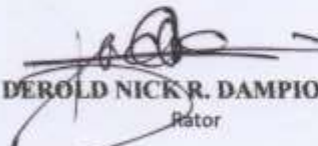
Employee: **ERLIE JEAN P. MAZO**
 Job Title: **Accounting Clerk**
 Employee ID: **CO916-199**
 Rating Period: **Jan. 2020-Sept. 2020**

Performance Evaluator: **DEROLD NICK R. DAMPIOS**
 Position: **Collection Manager/HR Officer**
 Date of Evaluation:

JOB SCOPE		RATE	REMARK/S (Optional)
1	Kept all financial records of the company in-tact and confidential.	95	
2	Proper management in safekeeping company's funds (cash and-check) in a safety box/vault.	96	
3	Executes immediate compliance and accuracy of financial entries in performing daily Cash Position.	96	
4	Maintains cash availability or sufficiency for office and field loan releases.	96	
5	Prompt compliance and submission of Cash Position records to the Accounting Officer for audit.	94	
6	Adheres to the management's strict compliance of accuracy to all financial transactions.	95	
7	Conducts constant monitoring of bank accounts to determine the remaining balance and flow of financial transactions recorded in the passbooks.	95	
8	Timely preparation of cash and check deposits, cash withdrawals, and other bank transactions.	94	
9	Receives collections from collectors, supervisors, and credit investigators as loan payments from the customers with accurate recording and safekeeping.	94	
10	Identifies counterfeit money and checks from collections.	92	
11	Identifies forged signatures of customers unethically signed by the employees in the loan release vouchers.	90	
12	Prepares control for loan releases both field and office for strict monitoring of data accuracy (loan amount) and the receiver.	94	
13	Vouchering and filing of all expenses in an organized manner.	96	
14	Performs checking of office collections encoded by the accounting clerk to verify the accuracy of figures.	90	
15	Willingly executes other functions as mandated by the management not related to job specifications.	95	
TOTAL			1,412.00
AVERAGE			94.13

Signature:


ERLIE JEAN P. MAZO
 Ratee


DEROLD NICK R. DAMPIOS
 Rator


ARLYN R. DAMPIOS
 Branch Manager