

Name: Sweet Grace Deloso
Department/Section: Georasa

Date: June 27, 2024
Job Title: GIS Developers

PURPOSE OF THIS DOCUMENT:

To take a personal inventory, to pin-point weaknesses and strengths and to outline and agree upon a practical improvement program. Periodically conducted, these Evaluations will provide a history of development and progress. This document is confidential, and the contents of which cannot be disclosed without the prior consent of RASA.

INSTRUCTIONS:

Listed below are a number of traits, abilities and characteristics that are important for success in business. Place an "X" mark on each rating scale, beside the descriptive phrase which most nearly describes the person being rated. Put "N/A" in the comments portion if the ability or characteristic being described is not applicable or not required for the position being evaluated. (5 is the highest and 1 is the lowest)

TRAIT/ABILITY/ CHARACTERISTIC	RATING					COMMENTS
	5	4	3	2	1	
1. QUALITY OF WORK AND ACCURACY is the correctness of work duties performed.	<input type="checkbox"/> Requires no supervision; Always accurate	<input checked="" type="checkbox"/> Requires little supervision; Is exact and precise most of the time	<input type="checkbox"/> Usually accurate Makes only average number of mistakes	<input type="checkbox"/> Careless; makes recurrent errors	<input type="checkbox"/> Makes frequent errors	
2. KNOWLEDGE REGARDING THE WORK PROJECT <ul style="list-style-type: none"> <input type="checkbox"/> TOPO <input type="checkbox"/> RELO <input type="checkbox"/> LIDAR <input type="checkbox"/> HYDRO <input type="checkbox"/> SUBDIVISION <input type="checkbox"/> PARCELLARY <input type="checkbox"/> ROUTE SURVEY (Please rate from 1-5)	N/A					
3. ABILITY TO LEARN is the ability to grasp instructions, to meet changing conditions and to solve novel or problem situations, speed in mastering routines, grasping explanations, and retaining new knowledge.	<input type="checkbox"/> Exceptionally keen and alert	<input checked="" type="checkbox"/> Usually quick to understand and learn	<input type="checkbox"/> Grasps instructions with average ability	<input type="checkbox"/> Requires more than average ability	<input type="checkbox"/> Very slow to "catch on" or absorb	
4. CREATIVITY is talent for having new ideas, for finding new and better ways of doing things and for being imaginative.	<input type="checkbox"/> Continually seeks new and better ways of doing things, is extremely	<input checked="" type="checkbox"/> Frequently suggests new ways of doing things; is very imaginative	<input type="checkbox"/> Shows imagination; Has reasonable number of new ideas	<input type="checkbox"/> Occasionally comes up with new ideas	<input type="checkbox"/> Rarely has a new idea; is unimaginative	
5. ATTITUDE AND COOPERATION is the sociability and warmth which an individual imparts in his/her attitude toward clients, other employees, his/her supervisor and the persons he/she may supervise.	<input type="checkbox"/> Extremely sociable; excellent at establishing good will	<input checked="" type="checkbox"/> Very sociable and out-going; is usually cheerful; very flexible	<input type="checkbox"/> Warm; friendly; sociable; responds well to changes and new routines	<input type="checkbox"/> Occasionally uncooperative; shows little enthusiasm	<input type="checkbox"/> Very distant and aloof; chronic complainer; may argue about or refuse assignments	

TRAIT/ABILITY/ CHARACTERISTIC	RATING					COMMENTS
	5	4	3	2	1	
6. BUSINESS APPEARANCE is the personal impression an individual makes on others. (Consider cleanliness, grooming, neatness and appropriateness of dress on the job.)	<input type="checkbox"/> Unusually well groomed; very neat; excellent taste in dress	<input checked="" type="checkbox"/> Careful about business appearance; good taste in dress	<input type="checkbox"/> Neat and clean; satisfactory business appearance	<input type="checkbox"/> Sometimes untidy and careless about business appearance	<input type="checkbox"/> Very untidy; poor taste in dress; not suitable for the workplace	
7. PHYSICAL FITNESS is the ability to work consistently and with only moderate fatigue. (Consider physical alertness and energy.)	<input type="checkbox"/> Excellent health; no fatigue	<input checked="" type="checkbox"/> Energetic; seldom tires	<input type="checkbox"/> Meets physical and energy job requirements	<input type="checkbox"/> Frequently tires and is slow	<input type="checkbox"/> Tires easily; is weak and frail	
8. ATTENDANCE is faithfulness in coming to work daily and conforming to work hours.	<input checked="" type="checkbox"/> Always regular and prompt	<input type="checkbox"/> Very prompt; regular in attendance	<input type="checkbox"/> Usually present for work on time	<input type="checkbox"/> Lax in attendance and/or reporting for work on time	<input type="checkbox"/> Often absent without good excuse and/or often reports for work late	
9. OFFICE APPEARANCE is the orderliness and cleanliness in which an individual keeps his/her work area.	<input checked="" type="checkbox"/> Unusually neat; clean and orderly	<input type="checkbox"/> Quite conscientious about neatness and cleanliness	<input type="checkbox"/> Ordinarily keeps work area fairly neat	<input type="checkbox"/> Some tendency to be careless	<input type="checkbox"/> Disorderly or untidy	
10. OB KNOWLEDGE is the information concerning work duties which an individual should know for a satisfactory job performance.	<input type="checkbox"/> Has complete mastery of all phases of job; exceptional	<input checked="" type="checkbox"/> Understands all phases of work; sound grasp of essentials; knowledge of job	<input type="checkbox"/> Moderately informed; can answer most questions; knows job well; requires minor instructions	<input type="checkbox"/> Lacks knowledge of some phase of work	<input type="checkbox"/> Poorly informed about work duties; requires much guidance and instructions	
11. QUANTITY OR VOLUME OF WORK is the amount of work an individual does in a work day; speed and production.	<input type="checkbox"/> Superior work production record	<input checked="" type="checkbox"/> Very industrious; does more than is required; consistently turns out more than average	<input type="checkbox"/> Volume of work is satisfactory	<input type="checkbox"/> Does just enough to get by	<input type="checkbox"/> Does not meet minimum requirements	
12. TOLERANCE is the ability to withstand pressure and to remain calm in crisis situations.	<input type="checkbox"/> Thrives under pressure; really enjoys solving crisis	<input checked="" type="checkbox"/> Tolerates most pressure; very good tolerance for crises	<input type="checkbox"/> Has average tolerance for crises; usually remains calm	<input type="checkbox"/> Occasionally "blows up" under pressure; is easily irritated	<input type="checkbox"/> Goes "to pieces" under pressure; is jumpy and nervous	
13. COURTESY is the polite attention the individual gives other people.	<input type="checkbox"/> Inspiring to others in being courteous and pleasant; extremely tactful	<input checked="" type="checkbox"/> Always very polite and willing to help	<input type="checkbox"/> Agreeable, pleasant and courteous	<input type="checkbox"/> Sometimes tactless; abrupt and impatient at times	<input type="checkbox"/> Blunt; discourteous; antagonistic; can be upset easily; touchy	
AVERAGE RATING		4.16				

I HEREBY CERTIFY THAT THE FOREGOING ARE TRUE AND CORRECT

REMARK/S: SWEET IS BEING GRANTED AS THE GE DOMAIN EXPERT IN THE TEAM.
NEEDS TO BE MORE AGGRESSIVE.
WORKING KNOWLEDGE OF SUPERMAP

Action Plan:

Training/Development Needs	Timeframe	Remarks
LIDAR & DIGITAL TWINS	4TH QTR	

Reviewer: *[Signature]*
Printed Name Over Signature
Position: TECHNICAL DIRECTOR

Date: 16 JULY 2024

We are pleased to inform you that you have been officially accepted as a regular employee of RASA Surveying, Inc. This acceptance is based on your performance and the successful completion of your probationary period.

Your starting salary will be P 30,000.00 (thirty thousand pesos) per month, effective August 25, 2024. Your benefits will be P 7,500.00 (seven thousand five hundred pesos) per month.

1. You agree to accept the terms and conditions of your employment as set forth in this contract and to comply with all company policies and procedures.
2. The Company reserves the right to terminate your employment if your performance is unsatisfactory or if you violate any company policy or procedure.
3. You agree to maintain confidentiality of all company information and to refrain from disclosing any confidential information to third parties.
4. You agree to maintain the confidentiality of all company information and to refrain from disclosing any confidential information to third parties.
5. You agree to maintain the confidentiality of all company information and to refrain from disclosing any confidential information to third parties.
6. Upon termination of your employment, you shall return all company property, documents, and materials to the Company.
7. All Company records, documents, and information shall be the property of RASA Surveying, Inc. and shall remain confidential. You agree to maintain the confidentiality of all company information and to refrain from disclosing any confidential information to third parties.