



Western Leyte College of Ormoc City, Inc.  
A. Bonifacio St., Ormoc City  
Tel No.: 255 - 3456  
E-mail address: westernleytecollege@yahoo.com

## PERFORMANCE EVALUATION SHEET

Period Under Review From January 2023 to December 2023 - 2024

Name of Employee : Rvelyn M. Melo

Job Position : High School Registrar

Department : High School Department

Date Hired : June 3, 2019

Appraisal for : ☐ Annual Review/ Merit Increase/ Profit Sharing  
(check appropriate ☐ Confirmation  
box) ☐ Others: \_\_\_\_\_

**General Information:** The purpose of the review is to determine objectively how well an employee is performing in his/ her current position. The review is based upon a consideration of all the major functions a staff member performs.

Rating	Levels of Performance
5	<b>Excellent</b> - Overall performance is outstanding. Consistently carries out responsibilities in an exceptional manner. Performance is approaching the level of the ideal or perfect employee.
4	<b>Very Good</b> - Performance is very good and is above standard most of the time. Periodically exceeds expectations.
3	<b>Good</b> - Overall performance is satisfactory. Does good work most of the time and meets the requirements of the job.
2	<b>Fair</b> - Overall performance does not meet job requirements. Periodically, performance is inconsistent and unacceptable in some areas.
1	<b>Poor</b> - Overall performance is unsatisfactory. Consistently performs at an unacceptable level in most areas of performance.

The performance evaluation has two sections:

- **Section I** covers core responsibilities/ duties (from current job description)
- **Section II** covers the individual's actions that support the core responsibilities/ duties

You are to check the appropriate box for each line within the categories. Ratings are 1-5 or N/A if the category does not apply. Carry this total to page 4 and enter on the appropriate line.

In Section II, the last performance elements, leadership, and performance coaching, are worded to apply to supervisory positions. For non-supervisory staff, the entire category would be N/A.



## PERFORMANCE ELEMENTS

### Section I

Core responsibilities/ duties from Job Description (transfer each rating for these six areas to page 4)

		N/A	1	2	3	4	5
<u>Safe keep and organize the records</u>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<u>Request and comply request of form B7</u>	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<u>Coordinate w/ LIS Coordinator</u>	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>File and comply certificate requests</u>	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<u>Follow-up faculty for forms to be submitted</u>	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Extend assistance to work assignments of others</u>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments: <u>of others</u>							

### Section II

#### 1. Attendance and Punctuality

N/A	1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

*Actions to consider for this topic:*

<ul style="list-style-type: none"> <li>Schedules time off in advance</li> <li>Keeps absences within guidelines</li> <li>Ensures work responsibilities are covered when absent</li> </ul>	<ul style="list-style-type: none"> <li>Begins working on time</li> <li>Arrives at meeting and appointments on time</li> </ul>
--	---

Comments:

#### 2. Communication

N/A	1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

*Actions to consider for this topic:*

<ul style="list-style-type: none"> <li>Speaks clearly and persuasively</li> <li>Responds well to questions</li> <li>Edits work for spelling and grammar</li> <li>Presents numerical data effectively</li> </ul>	<ul style="list-style-type: none"> <li>Listens and understands clarification</li> <li>Writes clearly and informatively</li> <li>Varies writing style to meet needs</li> </ul>
---	---

Comments:

#### 3. Cooperation

N/A	1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*Actions to consider for this topic:*

<ul style="list-style-type: none"> <li>Establishes and maintains effective relations</li> <li>Offers assistance and support to coworkers</li> <li>Responds to requests for service and assistance</li> <li>Uses negotiation skills to resolve conflicts</li> </ul>	<ul style="list-style-type: none"> <li>Exhibits tact and consideration</li> <li>Works cooperatively in group situations</li> <li>Confronts difficult situations maintaining objectivity</li> <li>Encourages open communications</li> </ul>
--	--

Comments:



**4. Initiative**

N/A	1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*Actions to consider for this topic:*

<ul style="list-style-type: none"><li>• Volunteers readily</li><li>• Asks for help when needed</li><li>• Strives to achieve organizational excellence</li><li>• Follows instructions, responds to management direction</li></ul>	<ul style="list-style-type: none"><li>• Seeks increased responsibilities</li><li>• Responds to requests for assistance</li><li>• Keeps commitments</li><li>• Completes work in timely manner</li></ul>
--	--

Comments:

**5. Customer Service**

N/A	1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*Actions to consider for this topic:*

<ul style="list-style-type: none"><li>• Displays courtesy and sensitivity</li><li>• Manages difficult or emotional customer situation</li><li>• Responds promptly to customer needs</li><li>• Follows procedure to solve customer problems</li></ul>	<ul style="list-style-type: none"><li>• Meets commitments</li><li>• Maintains pleasant and professional image</li><li>• Always available for customers</li><li>• Understands company requirements and standards</li></ul>
--	---

Comments:

**6. Planning and Organization**

N/A	1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*Actions to consider for this topic:*

<ul style="list-style-type: none"><li>• Selects and uses appropriate communication methods</li><li>• Prioritizes and plans work activities</li><li>• Manages competing demands</li><li>• Adapts to changes in the work environment</li><li>• Sets goals and objectives</li></ul>	<ul style="list-style-type: none"><li>• Completes administrative tasks correctly and on time</li><li>• Uses time effectively</li><li>• Works in an organized manner</li><li>• Follows policies and procedures</li></ul>
--	---

Comments:

**7. Quality**

N/A	1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*Actions to consider for this topic:*

<ul style="list-style-type: none"><li>• Demonstrates accuracy and thoroughness</li><li>• Applies feedback to improve performance</li><li>• Conserves organizational resources</li><li>• Commits to doing the best job possible</li></ul>	<ul style="list-style-type: none"><li>• Looks for ways to improve work quality</li><li>• Monitors own work to ensure quality</li><li>• Takes responsibility for own actions</li><li>• Meets productivity standards</li></ul>
--	--

Comments:

**8. Teamwork**

N/A	1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*Actions to consider for this topic:*

<ul style="list-style-type: none"><li>• Balances team and individual spirit</li><li>• Gives and welcomes feedback</li><li>• Exhibits objectivity and openness to others' views</li></ul>	<ul style="list-style-type: none"><li>• Contributes to building a positive team responsibilities</li><li>• Puts success of team above own interests</li></ul>
--	---

Comments:



Management Categories

9. Leadership

N/A    1    2    3    4    5

☐   ☐   ☐   ☐   ☒   ☐

Actions to consider for this topic:

• Anticipates and resolves conflict, maintains objectivity	• Makes difficult decisions when a consensus cannot be reached
• Turns team diversity into an advantage	• Defines processes and goals
• Works for consensus, supports team decisions	• Keeps individual and team work aligned with overall goals
• Treats people with respect	• Recognizes contributions
• Encourages training and development	

Comments:

10. Performance Coaching

N/A    1    2    3    4    5

☐   ☐   ☐   ☐   ☐   ☒

Actions to consider for this topic:

• Defines responsibilities and expectations	• Motivates for increased results
• Provides helpful, behaviorally specific feedback to others	• Regularly meets with staff to review their development progress
• Delegates and monitors work	• Matches the responsibility to the person assignments
• Able to let others make decisions and take charge	

Comments:

PERFORMANCE REVIEW RATING

Section I	
Core Duties	Rating
1	5
2	5
3	4
4	5
5	4
6	5
Total:	28
Average:	4.66

Section II	
Topic Areas	Rating
Attendance and Punctuality	4
Communication	4
Cooperation	5
Initiative	5
Customer Service	5
Planning and Organization	5
Quality	5
Teamwork	5

Management Topics	Rating
Leadership	4
Performance Coaching	5
Total:	47
Average:	4.7

Final Rating:  
Average of Section I and II  

4.68

Evaluator's Comments:

  
Evaluator's Signature

\_\_\_\_\_  
Date

Employee's Comments: