

PHILIPPINE CROP INSURANCE CORPORATION

PERSONNEL EVALUATION FORM

This evaluation shall be conducted as basis for renewal or termination of contract of services of a Job Order.
Name of Job Order Personnel : **MATA, NINO JAN M.**

Division : **CAD**

Contract Period : **AUGUST 30, 2023 - DECEMBER 29, 2023**

Instructions: Please write the number of your rating in the box which best applies to the person you are evaluating based on your observation.

APPRAISAL FACTORS	Outstanding (9-10)	Very Satisfactory (7-8)	Satisfactory (5-6)	Poor (3-4)	Unsatisfactory (1-2)
Part I. JOB PERFORMANCE					
1 Job Knowledge and responsibilities Degree of familiarity with specific duties		7			
2 Quantity of Work Volume of assigned tasks completed at a given period		7			
3 Quality of Work Level of accuracy completeness and neatness of output. Compliance with office policies, rules and regulations level of application of job knowledge		7			
4 Timeliness Completion of tasks on time or as scheduled Cost-sensitivity Cost-conscious optimizes utilization of available resources, strives to minimize waste and unnecessary expenditures		7			
5 Initiative Performs tasks with little or no supervision; strives to meet deadlines		7			
Part II. INTERPERSONAL RELATIONS					
1 Client Responsiveness Promptness, courtesy and quality of service rendered to clients, program counterparts, visitors and internal customers		7			
2 Communication Team-player effectively deals with co-workers, helps minimize stress and boost morale in workplace		7			
3 Integrity Conforms to generally accepted moral and social values and norms of conduct enjoys a general reputation of being honest trustworthy and above reproach		7			
4 Character Physical appearance, confidence, judgment and emotional stability		7			
5 Dependability Measures how well employee complies with instructions and performs under unusual circumstances; attendance & punctuality		7			
Total Points					

Conforme'

NINO JAN M. MATA
NAME/SIGNATURE

Rated by:

JOSEFINA L. BARBARON

Immediate Supervisor

RECOMMENDATION: