

REMEDIOS TRINIDAD ROMUALDEZ HOSPITAL
DOÑA REMEDIOS TRINIDAD ROMUALDEZ MEDICAL FOUNDATION INC.
 Calanipaawan Road, Tacloban City

EMPLOYEE'S PERFORMANCE RATING

NAME OF EMPLOYEE: ONTUAD, ILHYZMETTE JOAN POSITION: LIBRARIAN
 SECTION/DEPARTMENT: _____ RATING PERIOD: _____ TO _____

INSTRUCTIONS: This evaluation is made to appraise the strengths and weaknesses of the employee. Opportunities shall be given for self-evaluation and for conference to discuss the rating. The Evaluator shall write the appropriate score in the corresponding column for each factor. Space is provided under "REMARKS" or "COMMENTS" for elaborate discussion.

Scoring Guides:

5	-	Outstanding	2	-	Unsatisfactory
4	-	Very Satisfactory	1	-	Poor
3	-	Satisfactory	NA	-	Not Applicable

85%

PERFORMANCE FACTOR	SCORE				REMARKS/ COMMENTS
	SELF	SUPERVISOR	PEER	AVERAGE	
1. JOB KNOWLEDGE Refers to the employees full understanding of the nature and details of his/her job and his/her knowledge of the methods, system and procedures to accomplish the various phases of his/her work. <i>(Guide:</i> a. Job knowledge is sufficient to satisfy job requirements. b. Skillful at job. Requires only minimal instructions. c. Inadequate knowledge and skill. Requires continuous guidance. d. Marginal understanding of the job. e. Variable and self-sufficient.)	4	5	5	4.7	
2. QUALITY OF WORK Refers to the ability of the employee to produce accurate, thorough, neat and complete results. <i>(Guide:</i> a. Frequently makes the same mistakes and carelessness causes work delays. b. Rarely commits errors. c. Renders exact neat and thorough results in all aspects. d. Makes few errors and seldom makes the same mistakes twice. e. Work is exceptionally accurate, neat and complete in all details.)	4	4	5	4.7	
3. QUANTITY OF WORK Refers to the employee's volume of output and his/her ability to meet scheduled requirements. <i>(Guide:</i> a. Normally able to finish work in a given span of time. b. Basically a slow type of worker and produces a very small quantity of work in a given span of time. c. Partially able to produce the expected average amount of work within a given span of time. d. Produces more than the average or acceptable amount of work in a given time. e. Completes exceptionally large amount of work and finishes more than one assignment at his/her present level in a given time.)	4	4	5	4.3	
4. COMMUNICATION Refers to the ability to express and/or transform ideas in a clear and concise manner, whether oral/written. <i>(Guide:</i> a. Has difficulty in expressing ideas. b. Can convey ideas in a clear and concise manner. c. Cannot relate his/her ideas in a concise manner. d. Facility of expression is average. e. Can communicate his/her ideas in a highly concise and logical manner. f. Completes exceptionally large amount of work and finishes more than one assignment at his/her present level in a given time.)	3	4	4	3.7	

<p>5. INITIATIVE Refers to the ability and willingness to work on his/her own and the tendency to contribute, develop and carry out ideas and methods. (Guide: a. Needs always to be told to do things that are part of his/her assignment. Does only what is required. b. A routine worker. Needs to be led and does not show ambition for progress. c. Performs work without waiting for directions. Often alert to opportunities for improvement of work methods and procedures. d. Does work well ahead of others. Suggests ideas to improve work. Makes worthwhile suggestions and can set-up new jobs where new methods and practices are required. e. Does regular work without to be told, but seldom makes suggestions for improvement to work methods and procedures.)</p>	4	4	4	4	
<p>6. ABILITY TO LEARN Refers to the employee's potential to absorb new skills. It also consider how fast he/she could assimilate instruction and direction to carry out his/her work to the maximum. (Guide: a. Exceptional ability to learn and highly capable of fully utilizing theories into practice. b. Ability to learn general requirements is very poor. Maximum supervision is needed. c. Employee could be expected to readily assimilate all instructions and directions and to master those that specifically pertain to the assigned task. d. Employee's capacity for learning is low and with considerable effort. e. Normally able to absorb procedural information and instructions and has the ability to utilize learning skills to accomplish work as expected.)</p>	4	5	5	4.7	
<p>7. COOPERATION/TEAMWORK Refers to the willingness and enthusiasm of the employee to take pride and effort to work jointly with his/her fellow employees with the view of promoting the interests of RTR Hospital/RTRMF. (Guide: a. Always very cooperative. Strong force for office morale. b. Normally tactful and obliging. c. Uncooperative and inclined to be quarrelsome. Touchy and does not get along well with others. d. Cooperatives willingly and fits easily into the group. e. Gives limited cooperation and sometimes difficult to work with.)</p>	4	4	5	4.3	
<p>8. JOB ATTITUDE Refers to the feeling and behavior of the employee towards his/her work and co-workers. This factor also considers whether the employee could get along well with his/her superiors and co-employees. (Guide: a. Very Hardworking type and concentrates well with the work at hand. b. Lacks interest in his work and sometime difficult to get along with. c. Hardworking and displays courtesy in accepting and following orders from superiors. d. Employee is very difficult to get along with and inclined to be argumentative. e. Shows general interest and industriousness. Normally obliging and careful towards his/her superior's instructions.)</p>	4	4	4	4	
<p>9. COST CONSCIOUSNESS Refers to the ability of the employee to assume responsibility for the careful utilization and maintenance of RTR Hospital/RTRMF supplies and equipment to avoid damage or loss. (Guide: a. Careless in handling equipment and supplies entrusted to his/her custody and the resulting financial loss and delays if at all, are only minimal. b. Very careless in handling equipment and supplies entrusted to his/her custody, resulting to considerable financial loss. c. Care and use is often equal to that expected. d. Shows careful handling of equipment and supplies.</p>	4	4	4	4	

10. GENERAL DISCIPLINE AND DECORUM Refers to the employee's compliance with the institution's rules and regulations, policies, and observance of proper office decorum. <i>(Guide:</i> a. Often follows office decorum, SOP's, hospital rules and regulations. b. Consistent in following office decorum, hospital rules and regulations. c. Generally follows office decorum, hospital rules and regulations. d. Does not follow office decorum, hospital rules and regulations. e. Seldom/rarely follows office, hospital rules and regulations.) <i>)</i>	4	4	5	4.3	
11. ATTENDANCE & PUNCTUALITY Refers to the extent to which an employee observes working time schedules and requirements. <i>(Guide:</i> a. Takes advantage of every opportunity to take time out. Absents himself for trivial reasons or often leaves his job for no good reason. b. Average attendance and punctuality. c. Perfect attendance on the job. Exceptionally punctual in observing work hours. d. Rarely absent or late for work. Very good attendance on job. e. Frequently absent or late for work. Shows little concern for time lost for work.) <i>)</i>	3	4	4	3.3	
12. SERVICE ORIENTATION Refers to the employee's responsiveness in meeting the needs of the public (clients and co-workers alike) and commitment in the attainment of the objectives of the institution. <i>(Guide:</i> a. Consistently shows concerns for and commitment to his/her works in particular and the agency's interest in general. Alert in serving the needs of the public. b. Responsiveness to public's needs and work commitment generally meets normal expectations. c. Has limited concerns for hospital interests. Lacks alertness/readiness in meeting public needs. d. Often ready and willing to lend assistance to other. Commitment is usually marked by enthusiasm to pursue work objectives. e. Generally preoccupied with the pursuit of self-interest.) <i>)</i>	4	5	5	4.7	

II. NARRATIVE EVALUATION

1. Is the employee well suited to the work he/she is doing? Why?

2. On the basis of your observation, indicate the employee's potential for advancement/promotion.

☐ Ready now
 ☐ Ready within 2 years from now
☐ Ready within a year time
 ☐ Not ready within foreseeable future

3. In what areas of responsibility should the employee be considered in the future? Why?

4. What should the employee do to improve or prepare for an advancement?

5. How does the employee's performance compare with that of last year?

TO BE FILLED-UP BY PERSONNEL DIVISION ONLY

6. ATTENDANCE RECORD:

NO. OF WORKING DAYS: _____
 NO. OF DAYS ABSENT : _____

NO. OF TIMES TARDY: _____
 TOTAL NO. OF MIN. TARDY: _____

7. SUMMARY OF PERFORMANCE:

_____ 95-100 OUTSTANDING

_____ 85-94 VERY SATISFACTORY

_____ 75-84 SATISFACTORY

_____ 65-74 UNSATISFACTORY

_____ 64-BELOW POOR

An employee shall be given this rating when he/she exceeds his/her target by at least fifty percent (50%). It represents an extraordinary level of achievement and commitment in terms of quality and time, technical skill and knowledge, ingenuity, creativity and initiative. Employees at this performance level should have demonstrated exceptional job mastery in all major areas of responsibility. His/her achievement and contributions to the organization are of marked excellence which even his peers recognize through a forced comparison/distribution method established by the hospital concerned.

An employee shall be given this rating when he/she exceeds the expected output/performance by at least twenty-five percent (25%) but falls short of what is considered an outstanding performance. In addition, his/her competence and contributions shall be recognized by his/her peers also through a forced comparison/distribution method based on the criteria established by the hospital concerned. Those screened out in the forced comparison/distribution for a very satisfactory performance ratings, at least shall be considered for promotion.

An employee shall be given this rating when he/she meets one hundred percent (100%) of the standards or ordinary requirements of the duties of the position.

An employee shall be given this rating when his/her performance is ninety-nine percent (95-99%) of the minimum requirements but could stand improvement. It is expected that in the next rating period, the employee, under close supervision, will either improve his/her performance for which he shall be given at least a satisfactory rating, or if not, he/she shall get another unsatisfactory rating. Two (2) successive unsatisfactory ratings shall be a ground for separation from the service.

An employee shall be given this rating when he/she fails to meet performance requirements or meets fifty percent (50%) or below of the minimum requirements and there is no evidence to show that he/she can improve his/her performance. A rating of poor shall be a ground for separation from the service.

 Head, Human Resource Department

8. RECOMMENDED FOR

_____ Permanent
 _____ Promotion

_____ Transfer
 _____ Others (Pls. specify)

I have discussed the rating with the employee

This review has been discussed with me and I am aware of my principal strengths and weaknesses.

 Rater's Signature Over Printed Name

 Ratee's Signature Over Printed Name

Noted by: