

**BATAAN ST. COR E. OSMENA ST. GUADALUPE CEBU CITY TEL NO. (032) 422 4234**

**Designation:** Academic Coordinator  
**Name of Employee:** Ma. Rose Karen Teves  
**Department:** Preschool  
**Evaluation Purpose:** Salary Increment

**Supervisor's Name:** ATTY. EMMELINE S. HWANG

**Joining Date:** June 6, 2016

**Review Period:** June 6, 2018- June 6-2019

**Total Overall Score : (Out of 100 points) 96**

FUNCTIONAL SKILLS	Max. Marks	50
CRITERIA	SCORE	SUB-TOTAL
<b>Quality of Work (Out of 15 Marks)</b>		<b>15</b>
Accuracy, neatness and timeliness of work	5	
Adherence to duties and procedures in Job Description and Work Instructions	5	
Synchronization with organizations/functional goals	5	
<b>Work Habits (Out of 20 Marks)</b>		<b>20</b>
Punctuality to workplace	5	
Attendance	5	
Does the employee stay busy, look for things to do, takes initiatives at workplace	5	
Submits reports on time and meets deadlines	5	
<b>Job Knowledge (Out of 15 Marks)</b>		<b>14</b>
Skill and ability to perform job satisfactorily	5	
Shown interest in learning and improving	5	
Problem solving ability	4	
<b>TOTAL</b>		<b>49</b>

<b>Scoring System</b>	
Attribute	Score
Outstanding	5
Exceeds Requirements	4
Meets Requirements	3
Need Improvement	2
Unsatisfactory	1

#### RECOMMENDATIONS

For Salary increase of 12%

INTERPERSONAL SKILLS	Max. Marks	25
CRITERIA	SCORE	SUB-TOTAL
<b>Interpersonal relations/ behaviour (Out of 25 Marks)</b>		<b>24</b>
Responds and contributes to team efforts	5	
Responds positively to suggestions and instructions and criticism	5	
Keeps supervisor informed of all details	5	
Adapts well to changing circumstances	4	
Seeks feedback to improve	5	
<b>LEADERSHIP SKILLS</b>	<b>Max. Marks</b>	<b>25</b>
<b>CRITERIA</b>	<b>SCORE</b>	<b>SUB-TOTAL</b>
<b>Leadership (Out of 25 Marks)</b>		<b>23</b>
Aspirant to climb up the ladder, accepts challenges, new responsibilities and roles. (out of 10)	9	
Innovative thinking - contribution to organizations and functions and personal growth. (out of 10)	9	
Work motivation. (out of 5)	5	
<b>TOTAL</b>		<b>96</b>

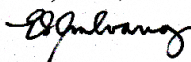
<b>OVERALL PROGRESS</b>	
Employee performance and learning is unsatisfactory and is failing to improve at a satisfactory rate	Yes
Employee performance and learning is acceptable and is improving at a satisfactory rate	Yes
Employee has successfully demonstrated outstanding overall performance	Yes

#### FINAL COMMENTS

She maintains good relationship with the the student's parents and guardians.

**Evaluator's Name:** Atty. Emmeline Sacay-Hwang

**Date:** JUNE 3, 2019

**SIGNATURE** 

**Director's Name:** Atty. Emmeline Sacay-Hwang

**Date:** June 3, 2019

**Signature:** 