



GENERAL PERFORMANCE EVALUATION

Employee: **ERLIE JEAN P. MAZO**
 Job Title: **Cashier**
 Employee ID: **CO916-199**
 Rating Period: **2018-2019**

Performance Evaluator: **DEROLD NICK R. DAMPIOS**
 Position: **Collection Manager/HR Officer**
 Date of Evaluation:

JOB SCOPE		RATE	REMARK/S (Optional)
1	Kept all financial records of the company in-tact and confidential.	98	
2	Proper management in safekeeping company's funds (cash and-check) in a safety box/vault.	97	
3	Executes immediate compliance and accuracy of financial entries in performing daily Cash Position.	95	
4	Maintains cash availability or sufficiency for office and field loan releases.	95	
5	Prompt compliance and submission of Cash Position records to the Accounting Officer for audit.	95	
6	Adheres to the management's strict compliance of accuracy to all financial transactions.	95	
7	Conducts constant monitoring of bank accounts to determine the remaining balance and flow of financial transactions recorded in the passbooks.	93	
8	Timely preparation of cash and check deposits, cash withdrawals, and other bank transactions.	93	
9	Receives collections from collectors, supervisors, and credit investigators as loan payments from the customers with accurate recording and safekeeping.	94	
10	Identifies counterfeit money and checks from collections.	96	
11	Identifies forged signatures of customers unethically signed by the employees in the loan release vouchers.	90	
12	Prepares control for loan releases both field and office for strict monitoring of data accuracy (loan amount) and the receiver.	92	
13	Vouchering and filing of all expenses in an organized manner.	95	
14	Performs checking of office collections encoded by the accounting clerk to verify the accuracy of figures.	93	
15	Willingly executes other functions as mandated by the management not related to job specifications.	95	
TOTAL			1,416.00
AVERAGE			94.40

LEGEND: Outstanding Very Satisfactory Satisfactory
 Equiv. Rate 100% 90-99% 80-89.99%
 Unsatisfactory Poor
 70-79.99% below 70%

Signature:

ERLIE JEAN P. MAZO
 Ratee

DEROLD NICK R. DAMPIOS
 Rater

ARLYN R. DAMPIOS
 Branch Manager
 CERTIFIED TRUE COPY FROM THE ORIGINAL
ERLIE JEAN P. MAZO

SUBSCRIBED AND SWORN to before me this 8th day of September, 2022
 at Baybay City, Leyte, Philippines.



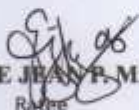
GENERAL PERFORMANCE EVALUATION

Employee: **ERLIE JEAN P. MAZO**
 Job Title: **Accounting Clerk**
 Employee ID: **CO916-199**
 Rating Period: **2019-2020**

Performance Evaluator: **DEROLD NICK R. DAMPIOS**
 Position: **Collection Manager/HR Officer**
 Date of Evaluation:

JOB SCOPE		RATE	REMARK/S (Optional)
1	Kept all financial records of the company in-tact and confidential.	95	
2	Proper management in safekeeping company's funds (cash and-check) in a safety box/vault.	95	
3	Executes immediate compliance and accuracy of financial entries in performing daily Cash Position.	96	
4	Maintains cash availability or sufficiency for office and field loan releases.	97	
5	Prompt compliance and submission of Cash Position records to the Accounting Officer for audit.	95	
6	Adheres to the management's strict compliance of accuracy to all financial transactions.	96	
7	Conducts constant monitoring of bank accounts to determine the remaining balance and flow of financial transactions recorded in the passbooks.	92	
8	Timely preparation of cash and check deposits, cash withdrawals, and other bank transactions.	95	
9	Receives collections from collectors, supervisors, and credit investigators as loan payments from the customers with accurate recording and safekeeping.	93	
10	Identifies counterfeit money and checks from collections.	92	
11	Identifies forged signatures of customers unethically signed by the employees in the loan release vouchers.	90	
12	Prepares control for loan releases both field and office for strict monitoring of data accuracy (loan amount) and the receiver.	90	
13	Vouchering and filing of all expenses in an organized manner.	96	
14	Performs checking of office collections encoded by the accounting clerk to verify the accuracy of figures.	90	
15	Willingly executes other functions as mandated by the management not related to job specifications.	95	
TOTAL			1,407.00
AVERAGE			93.80

Signature:


ERLIE JEAN P. MAZO
 Ratee


DEROLD NICK R. DAMPIOS
 Rator


ARLYN R. DAMPIOS
 Branch Manager



GENERAL PERFORMANCE EVALUATION

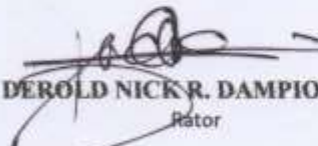
Employee: **ERLIE JEAN P. MAZO**
 Job Title: **Accounting Clerk**
 Employee ID: **CO916-199**
 Rating Period: **Jan. 2020-Sept. 2020**

Performance Evaluator: **DEROLD NICK R. DAMPIOS**
 Position: **Collection Manager/HR Officer**
 Date of Evaluation:

JOB SCOPE		RATE	REMARK/S (Optional)
1	Kept all financial records of the company in-tact and confidential.	95	
2	Proper management in safekeeping company's funds (cash and-check) in a safety box/vault.	96	
3	Executes immediate compliance and accuracy of financial entries in performing daily Cash Position.	96	
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12	Prepares control for loan releases both field and office for strict monitoring of data accuracy (loan amount) and the receiver.	94	
13	Vouchering and filing of all expenses in an organized manner.	96	
14	Performs checking of office collections encoded by the accounting clerk to verify the accuracy of figures.	90	
15	Willingly executes other functions as mandated by the management not related to job specifications.	95	
TOTAL			1,412.00
AVERAGE			94.13

Signature:


ERLIE JEAN P. MAZO
 Ratee


DEROLD NICK R. DAMPIOS
 Rater


ARLYN R. DAMPIOS
 Branch Manager



MCD CREDIT CORPORATION

481-A P. Del Rosario Extension
Sambag I, Cebu City
Tel. Nos. 414-19-27

CERTIFICATE OF EMPLOYMENT

February 13, 2021

To Whom It May Concern:

This is to certify that Ms. Erlie Jean Mazo has been employed with MCD CREDIT CORPORATION as a Cashier doing Cashiering and accounting works from September 16, 2016 to September 18, 2020.

This certification is being issued upon her request for whatever purpose it may serve.

2/13/21
Derold Nick R. Dampios
MCD CC - HR Officer

ERLIE JEAN P. MAZO
CERTIFIED TRUE COPY

SUBSCRIBED AND SWORN TO before me
this 15 MAR 22 2022 at QUEBAY CITY

REG. NO. 1549
PAGE NO. 3
BOOK NO. 11
DATES OF 2022

ATTY. DECYRLOSE P. PAPA
Public Attorney II
(Pursuant to R.A. 9406)