

PERFORMANCE REVIEW

Employee Information

Employee Name: TEST3 TEST3 TEST3  
Department: ACCOUNTING  
Period of Review: October to December  
Date of Review: June 3, 2025

**Direction:** Use the following rating interpretation during your observation. Write the number that corresponds to your rating.

RATING	INTERPRETATION
5	<b>EXCELLENT.</b> The required attributes/behaviors are observed all the time or condition is very extensive and functioning perfectly.
4	<b>SUPERIOR OR VERY GOOD.</b> The required attributes/behaviors are observed most of the time or condition is moderately extensive and functioning well.
3	<b>GOOD.</b> The required attributes/behaviors are observed sometimes or condition is met and functioning adequately.
2	<b>FAIR.</b> The required attributes/behaviors are observed rarely or condition is limited and functioning minimally.
1	<b>POOR.</b> The required attributes/behaviors are not observed or condition is limited and functioning poorly.

PERFORMANCE EVALUATION	RATING
Job Knowledge (Kaalaman sa Trabaho) The employee has a proper understanding of his job and responsibilities	5
Productivity (Pagiging Produktibo) The employee is able to reach quota limits and is able to finish tasks assigned to him/her promptly	5
Work Quality (Kalidad ng Trabaho) The employee produces work that is satisfactory to the standards of the employer	5
Technical skills (Teknikal na Kasanayan) The employee has sufficient technical skills to perform his/her work	5
Work Consistency (pagkakapare-pareho ng Trabaho) The employee’s quality of output is consistent throughout his/her work	5
Enthusiasm (Sigasig) The employee is enthusiastic in performing his/her work	5
Cooperation (Kooperasyon) The employee cooperates well with his/her co-employees	5
Attitude (Pag-uugali) The employee is agreeable and fosters a healthy work relationship with his/her co-employees	5
Initiative (Pagkukusa) The employee takes charge of his work and is willing to get things done.	5
Creativity (Pagkakamalikhain) The employee is able to generate ideas that may be useful in solving problems and communicating with others.	5
Punctuality (Pagbibigay ng Oras) The employee arrives and leaves the workplace on time.	5
Attendance (Pagdalo) The employee is present and regularly attends work	5
Dependability (Pagiging Maaasahan) The employee is trustworthy and can be relied on	5
Communication Skills (Kakayahan sa Pakikipag-usap) The employee is able to communicate well with others	5
Overall Rating	5.0

**NARRATIVE REPORT**

Instructions: Write the narrative report using English or Filipino only. Use a separate sheet if necessary.

1. Observations on the Employee’s relationship with the management and his/her co-employees

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2. Observations on the Knowledge of the Employee with regards to his/her job

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3. General Observations

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Evaluator: LORD JAY G. SIODORA  
Date and Time: June 3, 2025

HR Manager: FLOREMAE A. DEMETAIS  
Date and Time: \_\_\_\_\_