

PERFORMANCE REVIEW

Employee Information

Employee Name: TEST1 TEST1 TEST1
Department: ACCOUNTING
Period of Review: January to March
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	EXCELLENT. The required attributes/behaviors are observed all the time or condition is very extensive and functioning perfectly.
4	SUPERIOR OR VERY GOOD. The required attributes/behaviors are observed most of the time or condition is moderately extensive and functioning well.
3	GOOD. The required attributes/behaviors are observed sometimes or condition is met and functioning adequately.
2	FAIR. The required attributes/behaviors are observed rarely or condition is limited and functioning minimally.
1	POOR. 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	2
Productivity (Pagiging Produktibo) The employee is able to reach quota limits and is able to finish tasks assigned to him/her promptly	2
Work Quality (Kalidad ng Trabaho) The employee produces work that is satisfactory to the standards of the employer	3
Technical skills (Teknikal na Kasanayan) The employee has sufficient technical skills to perform his/her work	3
Work Consistency (pagkakapare-pareho ng Trabaho) The employee’s quality of output is consistent throughout his/her work	2
Enthusiasm (Sigasig) The employee is enthusiastic in performing his/her work	3
Cooperation (Kooperasyon) The employee cooperates well with his/her co-employees	4
Attitude (Pag-uugali) The employee is agreeable and fosters a healthy work relationship with his/her co-employees	4
Initiative (Pagkukusa) The employee takes charge of his work and is willing to get things done.	4
Creativity (Pagkakamalikhain) The employee is able to generate ideas that may be useful in solving problems and communicating with others.	3
Punctuality (Pagbibigay ng Oras) The employee arrives and leaves the workplace on time.	4
Attendance (Pagdalo) The employee is present and regularly attends work	4
Dependability (Pagiging Maaasahan) The employee is trustworthy and can be relied on	4
Communication Skills (Kakayahan sa Pakikipag-usap) The employee is able to communicate well with others	5
Overall Rating	3.4

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

- Koronadal

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

- Loro

3. General Observations

- Moro

Evaluator: LORD JAY G. SIODORA

Date and Time: June 3, 2025

HR Manager: FLOREMAE A. DEMETAIS

Date and Time: _____