EMPLOYEE PERFORMANCE EVALUATION

NAME:	JUNZ BOREN R. CARACAS	DATE HIRED:	April 17, 2023	
POSITION TITLE:	C# DEVELOPER	END OF CONTRACT:		
DEPARTMENT:	IT DEVELOPER	Total Overall Score:		
EVALUATION PURPOSE:	YEAR END EVALUATION (January to October 2023)	**79**	**SATISFACTORY**	

SCORING SYSTEM				
5	4	3	2	1
Outstanding	Satisfactory	Good	Needs Improvement	Unsatisfactory

A. FUNCTIONAL SKILLS	Maximum Marks	Score
1. Quality of Work		
a. Accuracy, neatness and timeliness of work	5	4
b. Adherence to duties and procedures in Job Description and Work Instructions.	5	4
c. Synchronization with organizations/functional goals	5	4
2. Work Habits	*SUB-TOTAL*	**12**
a. Punctuality to workplace.	5	3
b. Attendance.	5	4
c. Does the employee stay busy, look for things to do, takes initiative at workplace?	5	4
d. Submit reports on time and meets deadlines.	5	4
3. Job Knowledge	*SUB-TOTAL*	**15**
a. Skill and ability to perform job satisfactorily.	5	4
b. Shown interest in learning and improving.	5	4
c. Problem solving ability.	5	4
B. INTERPERSONAL SKILLS	*SUB-TOTAL*	**12**
a. Responds and contributes to team efforts.	5	4
b. Responds positively to suggestions and instructions and criticism.	5	4
c. Keeps Supervisor informed of all details.	5	3
d. Adapts well to changing circumstances.	5	4
e. Seeks feedback to improve.	5	4
C. LEADERSHIP SKILLS	*SUB-TOTAL*	**19**
a. Aspirant to climb up the ladder, accepts challenges, new responsibilities and roles.	10	9
b. Innovative thinking – contribution to organizations and functions and personal growth.	10	9
c. Work motivation.	5	3
	SUB-TOTAL	**21**
D. OVERALL PROGRESS	YES/NO	
a. Employee's performance have improved.	YES	
b. Employee's learning ability is acceptable and improving.	YES	
c. Employee has successfully demonstrated satisfactory overall performance.	YES	

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RATING SYSTEM				
90-100	**71-89**	**41-70**	**20-40**	**0-19**
Outstanding	Satisfactory	Good	Needs Improvement	Unsatisfactory

Evaluator's recommendations/comments/suggestions:

He perform well and good on job,he was explore things that can improve his skill and to contribute to the team, But He must improve confidence or to interact to the people.

Christian Dave Concepcion   11/24/2023

Evaluator's signature over printed name   Date:

Employee's recommendations/comments/suggestions:

Employee's signature over printed name   Date:

NELSON C. BELASA   Date:
IT Manager

JOSEPH P. CUARTERO   Date:
IT Director

Human Resources Department   Date:

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