

PROBATIONARY EMPLOYEE EVALUATION FORM

NAME OF EMPLOYEE: Orlando Jr. Aguisando

JOB TITLE: System Support Officer

DEPARTMENT/DIVISION: AIMCO

EVALUATION PERIOD: November 1, 2024 - February 1, 2025

DATE FILED:

DATE HIRED: August 1, 2024

FREQUENCY OF REVIEW:

1st

3rd

2nd

/

others:



INSTRUCTIONS: Please indicate your rating by checking the box for every Key Results Area and get the average total.

KEY RESULTS AREA		RATINGS				SCORES	REMARKS
		CHAMPION 4 points	STANDARD 3 points	NEEDS IMPROVEMENT 2 points	BELOW AVERAGE 1 point		
1	Incident Resolution Time	<input type="checkbox"/> Addressed and resolve within 1 hour	<input checked="" type="checkbox"/> 1 instance of delay with valid reason	<input type="checkbox"/> 1-2 instances of delay with or without valid reason	<input type="checkbox"/> 3 or more instances of delay with or without valid reason.	3	
2	Documentation Accuracy -completeness -consistency -Timeliness	<input type="checkbox"/> 90-100%	<input checked="" type="checkbox"/> 80-89%	<input type="checkbox"/> 70-79%	<input type="checkbox"/> 69% and below	3	
3	Communication & Coordination	<input checked="" type="checkbox"/> Weekly updates	<input type="checkbox"/> 2x a month	<input type="checkbox"/> Once a month	<input type="checkbox"/> No updates provided	4	
4	Customer Relationship Management	<input checked="" type="checkbox"/> Zero customer disputes	<input type="checkbox"/> 1 incident of customer disputes	<input type="checkbox"/> 2 incident of customer disputes	<input type="checkbox"/> 3 or more incident of customer disputes	4	
5	Sense of Urgency	<input type="checkbox"/> Zero delays in submission of deliverables	<input checked="" type="checkbox"/> 1 instance of delay with valid reason	<input type="checkbox"/> 1-2 instances of delay with or without valid reason	<input type="checkbox"/> 3 or more instances of delay with or without valid reason.	3	
6	Productivity	<input type="checkbox"/> 100% Productivity Rate	<input checked="" type="checkbox"/> 90%-99% Productivity Rate	<input type="checkbox"/> 80%-89% Productivity Rate	<input type="checkbox"/> Below 80% Productivity Rate	3	
7	Process Improvement Initiatives	<input checked="" type="checkbox"/> 3 or more initiatives per month	<input type="checkbox"/> 2 initiatives per month	<input type="checkbox"/> 1 initiative per month	<input type="checkbox"/> Zero initiative	4	Fixed Asset Monitoring - AIMCO Inventory Template - Albitz, ABS Conference Room Reservation
INTERPRETATION		<input checked="" type="checkbox"/> CHAMPION (3.25 - 4)	<input type="checkbox"/> STANDARD (2.5-3.24)	<input type="checkbox"/> NEEDS IMPROVEMENT(1.75-2.4)	<input type="checkbox"/> POOR (1-1.74)	Total points 24	
						Average Total	3.43

Score Rating Summary	Average Rating	Weight	Final Weight Score	Acknowledged & Received by:	Evaluated by:	Next Evaluation Schedule
Champion Factors	3.22	50%	1.61	Orlando Jr. Aguisando Employee's Signature Over Printed Name / Date	Amalia Eden Panes Signature Over Printed Name / Date	11/14/25
KRA Factors	3.43	50%	1.72			
Total	6.65	100%	3.33			
Strengths/Areas for Improvement			Recommendation (Please check the appropriate box):		Salary Recommendation	
- Explore other companies of Almana			<input type="checkbox"/> Retain as probationary employee (extended for 2mos)		17,000 Current Rate	20,000 Recommended Rate
			<input type="checkbox"/> End probationary employment			
			<input checked="" type="checkbox"/> For Regularization			
			Effective date: _____			
			Effective date: _____			

Developmental Plan	

Approved by			
Algie G. Albaciete HR Admin and Operations Manager	Jose Wilson V. Mider Chief Operating Officer	Perla M. Corpus Corporate Procurement Manager	Ritchie Neil C. Corpus President

Date Filed:

Name of Employee: AGUISANDO, ORLANDO JR.

Job Title: System Support Officer

Department / Division: AIMCO

CHAMPION FACTORS

FACTORS	NOTES & OBSERVATIONS	RATINGS			
		EXPERT (4 points)	ADVANCED (3 points)	INTERMEDIATE (2 points)	BASIC (1 point)
COMMITTED TOWARDS SPEED TO ACTION		Able to complete exceptionally large amount of very good quality work and finishes tasks at a given time.	Produces more than the average or acceptable amount of good quality work in any given time. Pressure is minimal.	Normally able to finish good quality work in a given span of time.	Partially able to produce the expected average amount of work quality within a given period with difficulties under pressure.
HONESTY AND INTEGRITY		Impeccable track record of ethical conduct. Encourages collaboration, trust, foresight, listening, and the ethical use of power and empowerment.	Acts in accordance with standards for ethical judgment consistent with the organization's stipulated values.	Usually maintains confidentiality regardless of pressure from others, admits mistakes and takes stands based on principles and values in spite of the potential for negative consequences.	Sometimes follows through on commitments and agreements, respects confidentiality, tells the truth, and admits mistakes in low risk situations.
ACCOUNTABILITY & OWNERSHIP		Accepts full responsibility for self and contribution as a team member; displays honesty and truthfulness; confronts problems quickly; displays a strong commitment to organizational success and inspires others to commit to goals.	Holds self and others accountable for making principled decisions; addresses unethical behaviors head-on.	Takes ownership of personal or team performance; refrains from coaching team members to improve performance.	Occasionally presents oneself in a way that is inconsistent with the image the Company wants to portray.
MUTUAL RESPECT AND PROFESSIONAL		Cooperates with others to accomplish common goals; works with employees within and across his/her department to achieve shared goals; treats others with dignity and maintains a professional demeanor.	Proactively works with team members to improve team collaboration and respect on a continuous basis.	Treats all team members with a respectful, courteous, and professional manner; supports team despite different points of view or setbacks.	Waits for others to solve interpersonal /team conflicts and problems.
PROFITABILITY AND PRODUCTIVITY- ORIENTED WITH SOCIAL IMPACT		Demonstrates the ability to analyze situations or problems, make timely and sound decisions, construct plans and achieve optimal results.	Creates effective plans: defines purpose and outcomes; breaks complex tasks into process steps, prioritizes activities, itemizes resources and estimates costs.	Organizes, informs and supports resources to achieve goals.	Is not able to integrate multiple activities and resources into cohesive, actionable plans.
INTENSIFIED INITIATIVES AND EXTRA EFFORT TOWARDS GROWTH PERFORMANCE		Always innovative in originating ideas and takes full responsibility to execute such idea for career and business growth.	Gives extra effort to do beyond what is required of him or her.	Often does what is required but takes small steps to do extra work.	Generally does what is required of him or her.
OPEN POSITIVE COMMUNICATION AND A COLLABORATIVE TEAM ENVIRONMENT		Always have an open communication towards team and superiors to address certain concerns and suggestions to achieve synergy.	Promotes open communication to his or her team and welcomes feedback and suggestions.	Gives feedback and communicates to his or her team when necessary.	Rarely gives feedback and suggestions to team members.
NON-STOP SEARCH FOR IMPROVEMENT AND INNOVATION		Equipped with skills to convert mediocrity into high intensity improvement initiative and innovation to achieve the target objectives and quality services at a given time frame.	Find ways to improve his or her, with suggestions from his or her team, work to go beyond what is expected	Improves and innovates his work if he or she has an ample time to do so.	Innovates his or her work when prompted.
SUSTAINABILITY TOWARDS REMARKABLE SERVICES AND SALES-ORIENTED ORGANIZATION		Full effort is exerted for every services offered and become a sales-oriented organization with a long-term objective to support better lives for every Alamanian, stakeholders and customers.	Extra effort is given to exude a good customer service orientation to ensure stability and sustainability in providing better lives for Alamanians and stakeholders.	Possesses good customer service orientation and sales-oriented by doing what is expected of him or her to give quality service to fellow Alamanians and stakeholders.	Generally, does what is expected of him or her without any thought of quality service and good customer service orientation.
TOTAL POINTS	3.22	AVE. TOTAL	8	21	

= 29 points