Date of Evaluation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rating

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| 1. **Quality of work** |  |  |
| Ability to work with thoroughness, accuracy and neatness    2. **Quantity of Work** |  | \_\_\_\_\_\_\_\_\_\_ |
| Individual productivity, swift execution of tasks with least errors    3. **Dependability** |  | \_\_\_\_\_\_\_\_\_\_ |
| Ability to perform and complete work as instructed and when needed extends office hours when demanded.    4. **Cooperation** |  | \_\_\_\_\_\_\_\_\_\_ |
| Ability to work harmoniously with others, follow instructions carefully.    5. **Personality** |  | \_\_\_\_\_\_\_\_\_\_ |
| Effectiveness in control with others, courtesy, tact, dresses neatly and appropriately.    6. **Attendance** |  | \_\_\_\_\_\_\_\_\_\_ |
| Regular and punctual in office attendance, proper observance of break periods and dismissal time.    7. **Resourcefulness** |  | \_\_\_\_\_\_\_\_\_\_ |
| Ability to develop innovative solutions and adjust readily to changing circumstances    8. **Managerial Potentials** |  | \_\_\_\_\_\_\_\_\_\_ |
| Can deal with people effectively, handle problems correctly and manage other resources efficiently. |  | \_\_\_\_\_\_\_\_\_\_ |
|  | **TOTAL:** | **=========** |

**Comments:**

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| **RATING** | Rated by: Sir Clyde Ortega 05-05-2023  Name of Supervisor/Employee and Date  (Signature over Printed Name) |
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