**PERFORMANCE EVALUATION FORM**

(Contract of Service/Job-Order Personnel)

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| **I. Employee Information** | | | | | | | |
| Employee Name:  Gerard Paul D. Balde | | | Job Title:  Computer Programmer III | | | | |
| Supervisor/Reviewer:  Alejandro R. Salamat | | | Review Period  From: 01 /03 / 2022 To: 05/31/2022 | | | | |
| **II. RATING SCALE** | | | | | | | |
| **Exceeds Expectations**  *Employee consistently performs at a high level that exceeds expectations* | **Meets Expectations**  *Employee satisfies all essential job requirements; may exceed expectations periodically; demonstrates likelihood of eventually exceeding expectations* | | **Needs Improvement**  *Employee consistently performs below required standards/expectations for the position; training or other action is necessary to correct performance* | | | **Unacceptable**  *Employee is unable or unwilling to perform required duties according to company standards; immediate improvement must be demonstrated* | |
| **III. Core Values and Objectives** | | | | | | | |
| **Performance Category** | | **Rating** | | | **Comments/Remarks and Examples** | | |
| **Quality of Work:**  *Work is completed accurately (few or no errors), efficiently and within deadlines with minimal supervision* | | ❑ Exceeds expectations  ❑ Meets expectations  ❑ Needs improvement  ❑ Unacceptable | | |  | | |
| **Attendance & Punctuality:**  *Reports for work on time, provides advance notice of need for absence/tardy, avoids work downtime, and responds to communication timely* | | ❑ Exceeds expectations  ❑ Meets expectations  ❑ Needs improvement  ❑ Unacceptable | | |  | | |
| **Reliability/Dependability:**  *Consistently performs at a high level; manages time and workload effectively to meet responsibilities* | | ❑ Exceeds expectations  ❑ Meets expectations  ❑ Needs improvement  ❑ Unacceptable | | |  | | |
| **Communication Skills:**  *Written and oral communications are clear, organized and effective; listens and comprehends well* | | ❑ Exceeds expectations  ❑ Meets expectations  ❑ Needs improvement  ❑ Unacceptable | | |  | | |
| **Judgment & Decision-Making:**  *Makes thoughtful, well-reasoned decisions; exercises good judgment, resourcefulness and creativity in problem-solving* | | ❑ Exceeds expectations  ❑ Meets expectations  ❑ Needs improvement  ❑ Unacceptable | | |  | | |
| **Initiative & Flexibility:**  *Demonstrates initiative, often seeking out additional responsibility; identifies problems and solutions; thrives on new challenges and adjusts to unexpected changes* | | ❑ Exceeds expectations  ❑ Meets expectations  ❑ Needs improvement  ❑ Unacceptable | | |  | | |
| **Cooperation & Teamwork:**  *Respectful of colleagues when working with others and makes valuable contributions to help the group achieve its goals* | | ❑ Exceeds expectations  ❑ Meets expectations  ❑ Needs improvement  ❑ Unacceptable | | |  | | |
| **IV. Job-Specific Performance Criteria** | | |  | | | | |
| **Performance Category** | | **Rating** | | | **Comments and Examples** | | |
| **Knowledge of Position:**  *Possesses required skills, knowledge, and abilities to competently perform the job* | | ❑ Exceeds expectations  ❑ Meets expectations  ❑ Needs improvement  ❑ Unacceptable | | |  | | |
| **Training & Development:**  *Continually seeks ways to strengthen performance and regularly monitors new developments in field of work* | | ❑ Exceeds expectations  ❑ Meets expectations  ❑ Needs improvement  ❑ Unacceptable | | |  | | |
| **V. Overall rating** *(Please check one based on the highest accumulated scores)* | | | | | | | |
| ❑ **Exceeds Expectations**  *Employee consistently performs at a high level that exceeds expectations* | ❑ **Meets Expectations**  *Employee satisfies all essential job requirements; may exceed expectations periodically; demonstrates likelihood of eventually exceeding expectations* | | | ❑ **Needs Improvement**  *Employee consistently performs below required standards/expectations for the position; training or other action is necessary to correct performance* | | | ❑ **Unacceptable**  *Employee is unable or unwilling to perform required duties according to company standards; immediate improvement must be demonstrated* |
| Score: \_\_\_\_\_ out of 9 | Score: \_\_\_\_\_out of 9 | | | Score: \_\_\_\_\_ out of 9 | | | Score: \_\_\_\_\_ out of 9 |
| Comment on the employee's overall performance: | | | | | | | |
| **VI. additional remarks** | | | | | | | |
| Additional competencies needed to be developed/improved: | | | | | | | |
| Additional learning and development intervention needed: | | | | | | | |
| **VII. ASSESSMENT** | | | | | | | |
| For **renewal** of contract of service/job order:  For **Non-renewal** of contract of service/job order: | | | | | | | |

Evaluated by: Endorsed by:

***Alejandro R. Salamat Lanie P. Manalo***

Information Technology Officer I Information Officer III

Date: Date:

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| **VIII. Acknowledgement** |
| I acknowledge that I have had the opportunity to discuss this performance evaluation with my manager/ supervisor and I have received a copy of this evaluation.  Employee Name and Signature: Gerard Paul D. Balde Date: 06/06/2022 |
| Reviewer Name and Signature: Date: |

*\*This serves as attachment to the notice of renewal/non-renewal of contract of services*

*\*Produce in triplicate copy (1-Employee, 1-Division Chief/Supervisor, 1-HR)*