Republic of the Philippines



**Cebu Normal University**

Osmeña Blvd. Cebu City, 6000 Philippines

**Office of the Human Resource Management**

Telephone No.: (+63 32) 254 1452 local 126

Email: hrmo@cnu.edu.ph; cnuhumanresource@gmail.com

Website: www.cnu.edu.ph

**EVALUATION FOR THE RENEWAL OF JOB ORDER PERSONNEL**

 \_\_\_\_\_\_\_\_\_\_\_

 Date

JEYLOURD T. ALCONTIN

Applicant’s Name:

Office Assigned:

Section:

**COMMITTEE EVALUATION**

Qualitative Comments:



Action:



\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Immediate Supervisor

**MARY MARGARET A. CORNEJO**

Administrative Officer V (HRMO III)

**ATTY. DOMINICIANA J. BANDALA**

Chief Administrative Officer/VP-Admin



Registration No. 52Q18778

Certification Date: 6 August 2018

Recertification due date: 24 January 2021

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**PERFORMANCE APPRAISAL REPORT PER OFFICE PERSONNEL**

|  |  |  |
| --- | --- | --- |
| NAME | : \_JOVELIZA TILLOR \_\_\_\_ | Report Period |
| POSITION | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | From | : 01/03/2020\_ |
| DIVISION/SECTION | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | To | : 06/03/2020\_ |
|  | **FACTORS** |  | **POINTS EARNED** |
|  |  |  |  |  |  |

1. **EFFICIENCY IN WORK OUTPUT – 70%**

|  |  |  |  |
| --- | --- | --- | --- |
| A. | Timeliness | \_\_\_\_\_\_\_\_\_\_ |  |
| B. | Quality of Written Work | \_\_\_\_\_\_\_\_\_\_ |  |
| C. | Quality of Non-Written Assignment | \_\_\_\_\_\_\_\_\_\_ |  |
| D. | Volume of Work | \_\_\_\_\_\_\_\_\_\_ |  |

**TOTAL FOR I**

1. **WORK HABITS AND ACTIVITIES – 30%**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| A. | Initiative |  |  | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| B. | Dependability |  | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| C. | Courtesy |  |  | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| D. | Attendance |  | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| E. | Punctuality *(please attach DTR)* |  | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| F. | Human Relations |  | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| G. | Emotional Maturity/Stress Tolerance | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| H. | Leadership (Supervisory Only) |  | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | **TOTAL FOR II**  |  |  |  |  |  |  |  |  |
| TOTAL NUMBER OF POINTS |  | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| EQUIVALENT ADJECTIVE RATING |  | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| OUTSTANDING | VERY SATISFACTORY | SATISFACTORY |  | UNSATISFACTORY | POOR |
| 9.6 – Above | 8.0 – 9.5 | 4.6 – 7.9 |  |  | 2.8 – 4.5 | 2.0 – 2.7 |
| RATED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | SHOWN TO ME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |  |  | (Signature) |
| REVIEWED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | RECOMMENDING |  |  |  |  |
|  |  |  | APPROVAL: **ATTY. DOMINICIANA J. BANDALA** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | Vice President for Administration |
|  |  |  | APPROVED: | **FILOMENA T. DAYAGBIL, Ed.D** |  |
|  |  |  |  |  |  |  | SUC President III |



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**INSTRUCTION : Read carefully the standard set for each factor. Analyze and appraise the performance of the rate and encircle the equivalent point score of the standard set for his/her performance. The rate should be fairly appraised.**

1. **EFFICIENCY IN WORK OUTPUT** A. Timeliness

|  |  |  |
| --- | --- | --- |
| 10 | - | task completed within 1/5 of the time required to finish it |
| 8 | - | task completed within 2/3 of the time required to finish it |
| 6 | - | task completed just before on or the deadline |
| 4 | - | task partially completed on the deadline |
| 2 | - | task not yet begun at expected date of completion |

1. Quality of Written Work

|  |  |  |
| --- | --- | --- |
| 10 | - | no mistakes or deficiency; every aspects of work assignment well |
|  |  | covered; clearly presented and well organized |
| 8 | - | one or two minor errors or deficiencies; work in accordance with |
|  |  | instructions; clearly presented and well organized |
| 6 | - | more than two major errors or deficiencies; partial minor revision |
|  |  | Needed |
| 4 | - | one or two major errors or deficiencies; major revision needed |
| 2 | - | work not acceptable, needs total revision |
| C. Quality of Non-Written Assignment |
| 10 | - | excellent results; all aspects of work assignment thoroughly |
|  |  | Covered |
| 8 | - | one or two minor errors in the execution of work assignment; |
|  |  | results still very good |
| 6 | - | more than two major errors or deficiencies in the execution |
|  |  | of work assignment; results are acceptable |
| 4 | - | one or two major errors or deficiencies that can be overcome |
|  |  | with the help of the supervisor |
| 2 | - | haphazard or careless execution; unacceptable results |
| D. Volume of Work |  |  |
| 10 | - | target or quota exceeded by 50% or more |
| 8 | - | target or quota exceeded by 25% to 40% |
| 6 | - | target or quota accomplished as expected |
| 4 | - | only 60% - 90% of target or quota accomplished |
| 2 | - | less than 60% of quota or target accomplished |

**INSTRUCTION : Read carefully the standards set for each factor. Analyze and appraise the work habits and attitudes of the rate. Encircle the equivalent point score of the standard set for his/her performance. The rate should be fairly appraised.**

**A. INITIATIVE**

Can he go ahead with new tasks without being told of every details? Can he make practical suggestion for doing things in new better ways? Does he/she advice new and better ways of doing his work?

|  |  |  |
| --- | --- | --- |
| 10 | - | a self-starter with exceptional initiative; makes worthwhile suggestions; can |
|  |  | perform new jobs which require new methods and practice without |
|  |  | Supervisions |
| 8 | - | does work without waiting for directions; is often alert to opportunities for |
|  |  | improvement and undertakes projects with minimal supervisions |
| 6 | - | undertakes work under supervision and assistance/support to meet goals |
|  |  | and objectives |
| 4 | - | a routine worker; lacks personal drive to start any project or complete |
|  |  | assigned tasks |
| 2 | - | refused to perform assigned tasks despite assistance and close supervision |



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1. **DEPENDABILITY**

Can the employee be depended upon to follow established procedures? Does he meet deadlines or schedules without close supervision? Does he follow specific instructions faithfully?

|  |  |  |  |
| --- | --- | --- | --- |
|  | 10 | - | Has exceptional sense of responsibility. Can be depended upon to tackle |
|  |  |  | jobs even in most trying circumstances. |
|  | 8 | - | Can be depended upon more than any other employee. Faithfully |
|  |  |  | complies with all job assignments. |
|  | 6 | - | Normally dependable. Can be left without further instructions and |
|  |  |  | guidance for routine tasks. |
|  | 4 | - | Calls for close and frequent supervision to meet schedules. Makes |
|  |  |  | unnecessary action not related to the job. |
|  | 2 | - | Neglects assigned tasks. Unreliable; disregards instruction. |
| **C.** | **COURTESY** |  |  |
|  | 10 | - | Is he polite, kind and thoughtful towards the public and clientele in |
|  |  |  | manners of speech and actuation. |
|  | 8 | - | Always go all the way to make people comfortable and satisfied even |
|  |  |  | under pressure and occupied with work. |
|  | 6 | - | Usually goes out of the way even when occupied with work in giving |
|  |  |  | assistance to the public. |
|  | 4 | - | Has the ability to deal with the public and peers, although needs some |
|  |  |  | advice at times. |
|  | 2 | - | Has considerable difficulty in dealing with the public. Draws negative |
|  |  |  | reactions. Often discourteous and irritable. |
| **D.** | **ATTENDANCE** |  |  |

Is he regular in his attendance? Is he punctual? Does he often take time out for the most trivial or reason?

|  |  |  |
| --- | --- | --- |
| 10 | - | Excellent attendance. Never leaves work during official time. Has been for |
|  |  | not more than 4 days during last six months; absences applied for are in |
|  |  | accordance with regulations. |
| 8 | - | Always present as long as he can help it. Has incurred leave of absence |
|  |  | from five to nine times for the last six months. |
| 6 | - | Has average attendance. Has incurred leave of absence for ten to |
|  |  | twelve times for the last six months. |
| 4 | - | No concern for time lost for the job. Frequent instances of leaving work |
|  |  | during official time. Has incurred leave of absence for thirteen to sixteen |
|  |  | times during the last six months. |
| 2 | - | Is always absent from work. Has incurred absences for seventeen times or |
|  |  | more during the last six months. |

1. **PUNCTUALITY**

Is the employee prompt in assuming his daily tasks? Does he show sustained interest in reporting to his job assignment promptly?

|  |  |  |
| --- | --- | --- |
| 10 | - | Always start to work even before specified time and renders extra work |
|  |  | beyond official time. Has been late for work for not more than three times |
|  |  | during the last six months. |
| 8 | - | Punctual and business like in starting and closing work on specified time |
|  |  | but was observed to have been late for four to six times during the last six |
|  |  | months. |
| 6 | - | Sometimes starts and ends work on specified time. Was noted to have |
|  |  | instances of tardiness for seven to ten times during the last six months. |
| 4 | - | Frequent instances of tardiness. Has been observed to have been tardy |
|  |  | for eleven to fifteen times during the last six months. |



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|  |  |  |
| --- | --- | --- |
| 2 | - | Always late for work. Does not show any interest of overcoming tardiness. |
|  |  | Was noted to have been tardy more than fifteen times during the last six |
|  |  | months. |

1. **HUMAN RELATIONS**

Is the employee courteous and civil to his worker? To the public? Is he tactful? Is he helpful?

|  |  |  |
| --- | --- | --- |
| 10 | - | Gets along exceptionally well with his co-workers and other people. |
|  |  | Cooperative and well-liked by official and co-workers. |
| 8 | - | Enjoys very good reputation among co-workers and other people. |
|  |  | Attends to the needs of callers; exercises a very high degree of tact. |
| 6 | - | Attentive and gracious to co-worker and caller although needs some |
|  |  | advice at times. |
| 4 | - | Cannot get along with his co-workers and other persons. Does not have |
|  |  | the trust and respect of co-workers and occasionally discourteous except |
|  |  | to some special person. |

**G.** **EMOTIONAL NATURITY-STRESS TOLERANCE**

Does the employee show any personality weakness (temper, temperament, tantrums) which might affect his job efficiency?

|  |  |  |
| --- | --- | --- |
| 10 | - | Manifest exceptional maturity in accepting the demands and |
|  |  | expectations of his job and admits mistakes committed. Always calm and |
|  |  | shows pleasant disposition even during stressed condition of work. |
| 8 | - | Shows unusual ability to tackle job related problems and tough |
|  |  | Assignments. Calm, confident and positive but sometimes loses emotional |
|  |  | control during stressful conditions. |
| 6 | - | Shows maturity in dealing with environmental conflict, accepting job |
|  |  | changes and professional intrigues. Normally calm, confident and positive. |
| 4 | - | Not so responsive and open-minded to objective criticism from peers, |
|  |  | superiors and subordinates. Often loss emotional control in dealing with |
|  |  | stressful work and often complains with people and work situations. |
| 2 | - | Easily flares up cannot control and handle anger and negative emotions |
|  |  | when confronted with job related. Highly emotional and involved into |
|  |  | violent argument with others. |

1. **LEADERSHIP (Supervisors Only)**

The manner of guiding, influencing and developing confidence of subordinates to work as a team accomplish assigned tasks, leading the organizational unit to achieve the goals and objectives enthusiastically.

|  |  |  |
| --- | --- | --- |
| 10 | - | Leads staff exceptionally well. Easily achieve the high productivity through |
|  |  | teamwork, maintains a good balance on task and people concerned. |
| 8 | - | Leads staff effectively. Often gets job done through teamwork. Staff are |
|  |  | productive. |
| 6 | - | Leads staff adequately well. Usually gets job done on time. |
| 4 | - | Seldom exercise leaderships over staff. Seldom gets job done on time. |
| 2 | - | Cannot lead staff. No teamwork. Productivity low. No balance of staff |
|  |  | and people concern. |



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**OVER-ALL APPRAISAL AND SPECIFIC RECOMMENDATIONS**

(To be answered by Rater)

1. What are your general remarks concerning ratee’s performance of his present duties?

What are his strengths and weaknesses?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Along what line do you think the rate needs improvement in his present job? What is his/her potential for advancement?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Is the rate suited to the type of work he is now doing? If not, in what job would he fit better?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. What actions, if any, do you recommend as far as promotions, salary, increases, demotions, etc., are concerned? *(Fill this out only after rating has been discussed with rate)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**COMMENT AND RECOMMENDATIONS OF REVIEWER**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewer

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

**REACTIONS AND COMMENTS OF EMPLOYEE**

This is to acknowledge that this appraisal and the above points were discussed with me by the Department Head.

The following are my reactions and comments.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_







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