

**PERFORMANCE AND DEVELOPMENT EVALUATION FORM**

**Name of Employee**  
**Current Position**  
**Department**  
**Hiring Date**  
**Evaluation Covered From**

**Instruction: Rate the performance of your staff in the terms of the given standards below by putting an X or / inside the box provided besides the items to be evaluated.**

**LEGEND:**

- O Outstanding**
- V Very Good**
- G Good**
- F Fair**
- P Poor**

<b>1. EXCELLENCE</b>	<b>O</b>	<b>V</b>	<b>G</b>	<b>F</b>	<b>P</b>
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Delivers quality and beyond standard output 

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Carries out functions systematically 

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Takes initiative in acquiring and mastering the skills and knowledge requirements of a position 

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Keep abreast of new information and expands efforts and / or on learning 

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<b>2. HARDWORK</b>	<b>O</b>	<b>V</b>	<b>G</b>	<b>F</b>	<b>P</b>
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Demonstrates persistence in overcoming obstacles in work and takes calculated risks to achieve results 

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Copes with volume of work with minimum supervision 

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Handles additional or special task w/o sacrificing regular work 

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Willingly extends works hours if necessary 

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**3. TOTAL CLIENT SATISFACTION**

O V G F P

Is courteous and pleasant to deal with at all times; maintain grace under pressure

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Provides prompt, personalized and professional service to Clients and co-workers

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Extends time and / or effort, if necessary to satisfy client and co-workers needs

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Resolves issues and complaints and takes ownership of a problem or request to the satisfaction of co-workers / clients

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Takes necessary effort to avoid any issues with the client ( processes / documentation / services )

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**4. LOYALTY**

O V G F P

Promotes the company image

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Handles confidential information properly

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Supports the company, its activities, programs; follows rules and policies

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Puts organizational mission before one's own preference

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Aligns one's own behavior with the needs, priorities and goals of the organization

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Understands the company VMO and Core Values. Behaves accordingly to the VMO and Core values

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**5. CORE VALUES**

O V G F P

Accountable

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Competent

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Time Efficient

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Exceeds Expectation

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Commitment to excellence

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Pro active and innovative mindset

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Cultivates harmonious culture

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Service with a smile

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Firm and fair, yet compassionate management

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**6. HONESTY**

O	V	G	F	P
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Manifests personal & professional integrity

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Properly handles & safeguards company funds or resources

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Use company time or company interest

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Handles confidential information properly

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**7. TEAMWORK**

O	V	G	F	P
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Leads and guide co-workers in the implementation of projects & inspires others to be flexible in the different situation

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Develops and maintains effective working relationship with superiors and peers

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Respects difference in the attitude and perspective of others

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Goes out of his way to inform, help others or to meet group goals

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**8. RESOURCEFULNESS AND COST CONCIOUSNESS**

O	V	G	F	P
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Adopts alternative ways & means to accomplish a task with less waste or cost

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Exercise care to avoid rework or wastage /utilizes efficiently available resources to produce high quality output

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**9. BIAS FOR ACTION**

O	V	G	F	P
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Works promptly on regular assignments and new tasks

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Shows concern by taking initiative

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Observes priorities; attends to more important things first

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Fulfills commitment on time

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**10. ATTENDANCE & PUNCTUALITY**

O V G F P

Shows concern to time lost

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Attends required meetings & seminars on time

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Attends other company activities on time

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Avoiding lates / absences

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**FOR ADMIN USE ONLY:**

**RATING**

No. 1

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No. 2

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No. 3

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No. 4

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No. 5

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No. 6

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No. 7

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No. 8

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No. 9

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No. 10

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**TOTAL**

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**A. IMMEDIATE SUPERIOR COMMENT/S AND SUGGESTION/S**

**ON PERFORMANCE**

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**DEVELOPMENTAL ACTIONS RECOMMENDED**

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**FULL NAME & SIGNATURE**

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**DATE**

**EMPLOYEES COMMENT/S**

ON AREAS OF STRENGTH

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ON AREAS OF WEAKNESS

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**MANAGEMENT & ADMIN COMMENT/S AND SUGGESTION/S**

AREAS FOR IMPROVEMENT	CITE INCIDENTS	WHAT CAN BE DONE

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**FULL NAME & SIGNATURE**

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**DATE**

**PRESIDENT OVER-ALL COMMENT**

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**FULL NAME & SIGNATURE**

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**DATE**