

PRE-REGULARIZATION EVALUATION FORM

For Non-Selling/ Head Office Personnel

Name of Employee ROGER B. ALAN	Position COMPUTER TECHNICIAN	Employment Status REGULAR
Division/Department FINANCE & ADMINISTRATION - IT	Date Hired August 01, 2007	Evaluation Period 1ST EVALUATION

FACTORS	1	2	3	4	R
1. JOB KNOWLEDGE The full understanding and familiarity of the nature and details of the job.	Unfamiliar with some details and requires training. (1-5)	Knows the basic and specific details but lacks understanding of the broader aspects. (6-10)	Generally well-versed in understanding of all simple and broader phases of the job. (11-13)	Highly equipped with the technical knowledge in all aspects of the job. (14-16)	14
2. PERSONNEL SUPERVISION The effective functional supervision in terms of handling individual differences, delegating responsibilities and ability to enforce rules & regulations.	Finds difficulties in making subordinates follow company rules and regulations. (1-4)	Normally able to convey decisions to subordinates. Distributes work assignments satisfactorily. (5-7)	Generally conveys decisions effectively to subordinates. Distributes work assignments efficiently and is good in follow-ups. (8-9)	Always conveys decisions effectively to subordinates. Distributes work assignments very efficiently and is consistent in follow-ups. (10)	10
3. ORGANIZATIONAL ABILITY The capacity to organize and establish work exceptionally well and willingness/ enthusiasm/ expertise to integrate work with others.	Finds difficulty in organizing his works. (1-3)	Organizational ability is adequate for his present work. (4-6)	Normally able to organize work well most of the time & sees to it that plans & actions are carried out systematically. (7-8)	Possesses organizational ability & could establish work priorities intelligently. (9)	8
4. JOB PLANNING The analytical ability to plan, forecast device and establish logical & effective courses of actions taking into consideration the long term effect of present actions & proposed plans.	Occasionally fails to make effective plans. Has difficulty in applying a broader perspective of job planning versus current and future tasks. (1-3)	Has working knowledge of job planning and can adopt long range evaluation of assignments. (4-5)	Makes reasonably adequate planning analysis of current requirements & can easily plan course of actions. (6-7)	Always projects current task with very sufficient long-term planning & analysis to meet the present & future requirements of the work. (8)	8
5. PRODUCTIVITY/ JOB ACCOMPLISHMENT The volume of product/ relevant output, the speed to accurately complete assigned tasks and quality of productive output under pressure.	Partially able to produce the expected average amount of very good quality work within a given period with difficulties under pressure. (1-4)	Normally able to finish very good quality work in a given span of time. (5-8)	Produces more than the average or acceptable amount of very good quality work in a given time. Pressure has minimal effects. (9-10)	Complete exceptionally large amount of very good quality work and finishes more than one assignment at a given time. Productivity unaffected by pressure. (11-12)	10
6. BUDGET ACCOMPLISHMENT The performance of work accomplished within budget provision (for managers only).	Almost always misses budget and deviations are often substantial (0)	Performs almost within budget. (0)	Performs within budget even under severe circumstances. (0)	Performs within budget more than 2/3 of the time with no substantial deviations. (0)	0
7. HOUSEKEEPING/CONDITION OF DEPARTMENT The orderliness of the area and the attentiveness of subordinates in their work.	Disorderliness visible in the department. Subordinates are not attentive to work. (1-2)	No particular disorder. Subordinates mostly attentive to work. (3-4)	Very orderly and subordinates are attentive to work. (5)	Extremely orderly and subordinates are very attentive to work. (6)	6
8. ATTITUDE TOWARDS COMPANY The positive and wholesome outlook towards the company business, operations and philosophy and the willingness to support management actions, rules and regulations.	Seldom shows positive outlook towards company business & operations and not always willing to support management actions & policies. (1-4)	Normally shows positive outlook towards company business & operations and normally willing to support management actions & policies. (5-8)	Generally shows positive outlook towards company business & operations and generally willing to support management actions & policies. (9-11)	Always shows positive outlook towards company business & operations and always willing to support management actions & policies. (12-13)	12
9. ATTENDANCE/ PUNCTUALITY The general attitude with respect to taking efforts in strict observance of rules and regulations in attendance and timekeeping.	Frequent absent or late for work. Shows a little concern for time lost on work. (1-3)	Average attendance and punctuality. (4-6)	Rarely absent or late for work. Very good attendance on the job. (7-8)	Perfect attendance on the job. Exceptionally punctual in observing work hours. (9)	8
10. JUDGEMENT The ability to evaluate/ analyze situations objectively and recommend appropriate actions/ solutions.	Decisions are sometimes based on incomplete facts resulting to poor judgment. (1-3)	Decisions & opinions are generally sound characterized by mature judgment. (4-6)	Most decisions are reliable and based on facts even on important & complex matters. (7-8)	Always arrive at very sound judgment and can act/decide based on facts. (9)	8
11. DEPENDABILITY/RELIABILITY The extent of being depended on in carrying full share of responsibilities in doing a job well based on prescribed schedules.	Only tries to be dependable on what is supposed to be done. (1-4)	Can be relied upon to fulfill job demands. (5-7)	Performs his jobs satisfactorily under most circumstances. (8-9)	Dependable in most circumstances and does excellent job even under periodic pressure. (10)	8
12. INITIATIVE / RESOURCEFULNESS The capacity to be self-starter, to act without prompting or prodding from the immediate supervisor and manner of utilizing available resources to the fullest, at the least cost.	Seldom demonstrate originality in order to assure greater responsibility. (1-3)	Does job with little originality. (4-5)	Always seeks & accepts responsibilities in order to improve the job. (6-7)	Enterprising & highly determined to go ahead. (8)	8
SCORED BY: RUEL B. PARAYNO	DATE: December 22, 2021		TOTAL SCORE:	100	

COMMENTS, OBSERVATIONS AND RECOMMENDATIONS

1. STATEMENT OF WORK ACCOMPLISHMENTS: Write down the jobs accomplished exceptionally well during the appraisal period. Accomplishment statements communicate that you have achieved results and that you have developed transferable skills and professional competencies necessary to be career and internship ready. Accomplishment statements should be composed of the following: action verb, project, positive outcome.

2. PROBLEMS: Summarize problems encountered, if any, on the performance of duties and responsibilities.
Test

3. SUGGESTED ACTIONS: State actions that the Employee/Immediate Supervisor must take to resolve problems discussed.
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4. GOAL SETTING: State the work targets, projects or trainings for the employee to accomplish for the next period of review.
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5. PROMOTABILITY: Based on his present performance, discuss his potentials for higher responsibilities.
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Recommended for further evaluation

Recommended for Regularization

Not Recommended for Regularization

Prepared by

Ruel B. Parayno

For Review by

For Approval by

Victoria T. Ugto

APPROVED
2021-12-22

REVIEWED DATE

NOT APPLICABLE

APPROVED DATE

December 22, 2021

REVIEWER'S REMARKS

Not Applicable

APPROVER'S REMARKS

Test