

PHILIPPINE CONVENTION & VISITORS CORPORATION
PERFORMANCE APPRAISAL FORM
 (For Drivers only)

Name	Rating Period
	Total Rating
	Adjectival Rating

1. Instruction : Rate the employee's performance according to the factors given below and indicate the corresponding points and rating. To obtain performance rating of each factor, multiply the point score vs. %.

(NOTE: Don't allow one recent particular incident to unduly influence the complete picture of the employee's performance)

Point Score Key

a → 5 c → 3 e → 1
 b → 4 d → 2

Point Score Weight	RATING FACTORS
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(40%)

DRIVING SKILLS

		a. Has remarkable driving skills. Uses defensive driving and always anticipates/adjusts to traffic as well as road conditions.
		b. Keenly watchful. Almost always in total control of the vehicle.
		c. Normally drives smoothly. Usually cautious.
		d. Has to improve driving techniques. Finds difficulty in anticipating traffic and road conditions. Sometimes drives roughly.
		e. Makes no attempt at improving his driving techniques. A reckless driver.

(10%)

OBSERVANCE OF TRAFFIC RULES & REGULATIONS

		a. Always obeys traffic signs and other road conditions. Drives within the specified speed limit.
		b. Usually obeys traffic signs, lane markings and gives way to vehicles with right of way.
		c. Normally observe traffic rules and regulations.
		d. Rarely observe traffic rules. Drives fast even in traffic congested areas and uses the road shoulder unnecessarily.
		e. Never obeys traffic rules.

(10%)

MAINTENANCE/SAFETY

		a. Always cleans/checks the interior/exterior of the vehicle. Fast in detecting vehicle trouble.
		b. Almost always up to date in cleaning and checking the vehicle's running condition.
		c. Normally uses preventive maintenance measure. Usually quick to react to engine trouble.
		d. Cleans only the exterior of the vehicle. Unmindful of the running condition of the vehicle unless told.
		e. Seldom cleans and checks the interior and exterior of the vehicle.

(100%)

- DEPENDABILITY**
- a. Highly dependable under all circumstances. Always carries his full share of responsibility with very little coaching.
 - b. Very dependable under most circumstances, rarely needs checking.
 - c. Can normally be relied upon to fulfill job demands.
 - d. Occasionally reluctant to perform work.
 - e. Cannot be relied upon. Needs close and constant follow-up.

(100%)

- JOB ATTITUDE/ COOPERATION**
- a. Always gives whole-hearted cooperation with his superior and even go beyond what is normally required.
 - b. Usually cooperative with his superior.
 - c. Has good attitude toward work and normally cooperative.
 - d. Sometime uncooperative.
 - e. Very reluctant to cooperate.

(100%)

- PUNCTUALITY & ATTENDANCE**
- a. Comes to work punctually and has a more or less perfect attendance.
 - b. Rarely absent or late for work. Very good attendance on the job.
 - c. Average attendance and punctuality.
 - d. Frequently absent or late for work. Needs improvement.
 - e. Almost always leaves his post for no good reason at all.

(50%)

- ADAPTABILITY**
- a. Remarkable keenness of perception, quick in grasping instructions.
 - b. Readily adjusts to job demands with brief instructions.
 - c. Normally able to adjust to job demands.
 - d. Finds difficulty in adjusting to demands.
 - e. Cannot adjust to job demands.

(50%)

- PHYSICAL CONDITION**
- a. Possesses excellent health. Never been absent due to illness.
 - b. Rarely gets sick. Has very good health.
 - c. Susceptible to seasonal diseases but recovers quickly.
 - d. Sickness usually affects his work.
 - e. Has lingering illness or physical handicap which affects his work.

II. a. Areas where improvement is needed

b. Strong Points

III. Brief description of overall potential/promotability
(Outstanding Contributions/Accomplishments)

IV. Recommendations/plan of action

I hereby certify that, to the best of my knowledge, the above rating is a true reflection of the performance of this employee, and that I have discussed said rating with him/her.

Confirms:

Rating Officer

Signature of Employee

Position

Performance Rating	Explanation	Point Score
Outstanding	Excellent performance and deserves special commendation.	4.2 - 5
Very Good	Performance is quite impressive but short of outstanding performance.	3.5 - 4.199
Good	Meets the standard of ordinary requirements of the duties of his position.	2.5 - 3.299
Below Average	Finds difficulty to meet the minimum performance requirements of the duties of his position. Needs improvement.	1.7 - 2.499
Poor	Fails to meet the minimum performance requirements of the duties of his position.	1 - 1.699