

PHILIPPINE CONVENTION & VISITORS CORPORATION PERFORMANCE RATING REPORT

SUPERVISORY AND ABOVE POSITIONS

NAME _____ POSITION _____ OFFICE _____
SECTION _____ DIVISION _____
RATING PERIOD: FROM _____ TO _____ HOW LONG UNDER YOUR SUPERVISION _____ MOS/YRS. _____

INSTRUCTIONS TO RATERS:

Rate the employee's performance during the above period. Performance and only performance should be the determination. Base your rating on facts and not on mere impressions. Indicate the performance in exact percentage as indicated in nos. 1 to 5 per criteria. To obtain the Performance Rating, multiply the % vs. the weight (w). Example:

$$\begin{aligned} \text{Rating of one (1) criteria} &= 90\% \\ \text{Weight (w) of such criteria} &= .10 \\ \text{Performance Rating (PR)} &= 9\% (90 \times .10) = 9.0 \end{aligned}$$

Rating Code:

- 5 - Excellent - rarely equaled
- 4 - Very Good - better performance than normally expected
- 3 - Good - normally expected performance, consistently meets requirements of position
- 2 - Average - performance normally expected in this position
- 1 - Below Average - clear evidence of inadequate performance

PERFORMANCE RATING

SUPERVISORY & ABOVE POSITIONS

FACTOR	1	2	3	4	5	W/Rate	Rating	REMARKS
RESULTS APPRAISAL	0 - 60%	61-70%	71-80%	81-90%	over 90	(W)	()	

1. Quality - To what extent has the quality of work performed by his unit measured up to requirements? (10.0%)
 : () () () () () (0.10) () :

2. Quantity - How successfully has his unit met requirements with respect to amount and timeliness of work performed? (10.0%)
 : () () () () () (0.10) () :

3. Cost - What is his record with respect to cost control and to operating within budget? Is he conscious of the need for cost reductions? (10.0%)
 : () () () () () (0.10) () :

4. Management of Resources - How well has he maintained and improved facility and manpower resources assigned to him? (10.0%)
 : () () () () () (0.10) () :

METHODS APPRAISAL

1. Development of Subordinates - How effective has he been in selecting personnel to fit job requirements, developing skills and potentials and planning to provide for replacements? (10.0%)
 : () () () () () (0.10) () :

2. Direction of Work Force - How effective has he been in using people to achieve his unit's objective. How effective has he been in maintaining discipline, high work standards and morale? How effectively has he defined and delegated responsibilities and authority? (10.0%)
 : () () () () () (0.10) () :

FACTOR

1 2 3 4 5 W/Rate Rating (W) () :

REMARKS

3. Organizational Relationships - How effective has he been in establishing and maintaining working relationships with others at same, lower or higher organizational levels? (5.0%)

() () () () () (0.05) () :

4. Communication - How effective has he been in keeping subordinates, supervisor and others informed of pertinent matters? How effectively does he communicate in speech and writing?(5.0%)

() () () () () (0.05) () :

5. Planning - How effective has he been in establishing plans necessary for the operation of his unit; e.g., setting objectives, schedules, work loads, etc. (5.0%)

() () () () () (0.05) () :

6. Problem Solving - How effective has he been in identifying problems, recognizing and correctly evaluating pertinent factors and arriving at a timely and logical course of action? (7.0%)

() () () () () (0.07) () :

7. Administration - How effective has he been in handling general administrative matters, maintaining necessary files, submitting reports, requisitions, etc., promptly and accurately? (4.0%)

() () () () () (0.04) () :

8. Safety - How effective has he been in making his area as safe and free from accidents as possible? What has been his accident and housekeeping record? (4.0%)

() () () () () (0.04) () :

FACTOR	1					W/Rate	Rating	REMARKS
	0 - 60%	61-70%	71-80%	81-90%	over 90	(W)	()	

JOB KNOWLEDGE

- How well qualified is he for his present position in terms of education and experience? (5.0%)
 : () () () () () () (0.05) () : _____
- What action has he taken to improve himself e.g., attending school, studying at home, etc.? (5.0%)
 : () () () () () () (0.05) () : _____

OVERALL PERFORMANCE APPRAISAL

PERSONAL CHARACTERISTICS

Personality Traits and Attitude (e.g., aggressiveness, decisiveness, alertness, judgment, dependability, initiative, creativity, tact, ambition, leadership, enthusiasm, integrity, etc., or their opposites)

Age and Health
Appearance and Personal Habits

Characteristics Affecting Performance or Potential

RATER'S SIGNATURE _____ APPROVED BY _____ RATEE'S SIGNATURE _____

POSITION _____ POSITION _____