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29 AUG 2023
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PERFORMANCE EVALUATION

Employee Name: Efraim Javate Date: Aug. 25, 2023
Plant/Location: Cabanatuan Plant Period of Review: May 29 - Aug. 25
Reviewer: Clemente B. Soriano Reviewer's Title: Plant Accountant 2

	Exceeds Requirements	Meets Requirements	Needs Attention	No Basis
Technical Skills (necessary knowledge to perform job requirements)	☐	☒	☐	☐
Productivity (produces appropriate quantity of error-free work)	☐	☐	☒	☐
Organizational Skills (maintains/improves filing system and information to allow quick retrieval)	☐	☒	☐	☐
Prioritization (performs tasks in order of importance)	☐	☒	☐	☐
Accountability (accepts personal responsibility for assigned work)	☐	☒	☐	☐
Cooperation (works with others to achieve growth/improvement of department)	☐	☒	☐	☐
Positive Attitude (helps to create an effective work environment)	☐	☒	☐	☐
Pro-active (offers ideas to improve internal processes & minimize problems)	☐	☒	☐	☐
Secrecy (deals with sensitive issues with confidentiality)	☐	☒	☐	☐
Attendance	☐	☐	☒	☐

Employment Recommendation: ☒ Retain ☐ Do Not Retain

Comments:

1. May times na need parin iremind sa mga dapat gawin sa trabaho.
2. May mga araw na late pero di naman malala.
3. May kakulangan sa showroom visit. Ngunit may potential namang mabago ang pagkakamali at pagkukulang sa trabaho.

Employee's Signature: _____

Reviewer's Signature: _____

[Signature]
Clemente Soriano