



PERFORMANCE APPRAISAL FORM  
(LEVEL I - V)



PERSONNEL INFORMATION			
EMPLOYEE NAME:	CARLO JAY C. BARCA	EMPLOYEE NUMBER:	00566
POSITION:	MIS SOFTWARE DEVELOPER ASSOCIATE	CAREER GRADE:	LEVEL IV
POSITION COMPETENCY LEVEL:	Competent	DEPARTMENT:	MIS
COMPANY/SUBSIDIARY:	PHARMA NUTRIA	EVALUATION PERIOD:	JANUARY- JUNE 2021
EVALUATOR'S NAME & POSITION:	RENE SAMUEL A. TANGCUANGCO - MIS MANAGER		

ENTER DETAILS HERE

## BEHAVIORAL COMPETENCIES EVALUATION FORM

<b>EMPLOYEE NUMBER:</b>	00566
<b>EMPLOYEE NAME:</b>	CARLO JAY C. BARCA
<b>POSITION:</b>	MIS SOFTWARE DEVELOPER ASSOCIATE

For Behavioral competencies, use a rating scale defined as follows:

- |               |  |
|---------------|--|
| 98% to 100%   | - <b>Outstanding</b> (A standard of performance consistently exceeding expected results)                         |
| 90% to 97%    | - <b>Exceeds Expectations</b> (A standard of performance generally exceeding expected results; above average)    |
| 80% to 89%    | - <b>Meets Expectations</b> (A standard of performance meeting all normal/general requirements for the position) |
| 75% to 79%    | - <b>Needs Improvement</b> (A standard of performance generally below acceptable standards; needs development)   |
| 74% and below | - <b>Unacceptable/Failed</b> (A standard of performance well below minimum requirements; not effective)          |

ENTER DATA HERE  
FORMULA (DO NOT EDIT)

PERFORMANCE CRITERIA	REQUIRED SCORE	ACTUAL SCORE
<b>I. PERFORMANCE FACTORS</b>		
<b>Quality of Work</b> <i>Thoroughness, accuracy, and completeness exhibited in routine assignments and special projects as per standard set.</i>	100	82.50
<b>Quantity of Work</b> <i>Volume, speed and consistency of work regularly produced as per specified time.</i>	100	82.50
<b>Job Knowledge</b> <i>Exhibits job-relevant knowledge and skills needed to perform the duties and requirements of the position; Exhibits knowledge of the methods, practices and equipment needed to do the job; Keeps abreast of new developments and major issues in his field of expertise.</i>	100	89.00
<b>Adaptability</b> <i>Can adjust to changes, can initiate or recommend beneficial changes in work procedures, readily accept new assignments or temporary assignments outside the regular responsibilities, willingness to learn quickly, to adapt to changes in job assignments, methods, personnel or surroundings.</i>	100	85.00
<b>Productivity</b> <i>Uses available working time, plans and prioritizes work, sets and accomplishes goals, uses available resources, and completes assignments on schedule.</i>	100	88.00
<b>AVERAGE</b>	100	85.40
<b>Critical Incidents and Areas for Improvement</b>		
Mr. Barca is advised to follow instruction more carefully to avoid recurring of errors encountered during software development.		

<b>II. CRITICAL FACTORS AFFECTING PERFORMANCE</b>		
<b>Attitude and Behavior</b> <i>Positive feelings about the Company and its employees and the enthusiasm to get things done willingly.</i>	100	85.00
<b>Attendance and Punctuality</b> <i>Positive behaviour of coming to work on time; to be present to complete required outputs as scheduled.</i>	100	100
<b>Initiative &amp; Resourcefulness</b> <i>Present ideas starts action projects and performs assigned tasks without being told or under minimal supervision; Effectively manages one's time and resources to ensure that own work is completed efficiently, on time and without waste.</i>	100	87.00
<b>Integrity</b> <i>Is truthful, equitable and honest in performing all aspects of the position.</i>	100	88.00
<b>Compliance</b> <i>Compliance to Company Policies/ Rules and Regulations.</i>	100	92.00
<b>AVERAGE</b>	100	90.40
<b>Critical Incidents and Areas for Improvement</b>		
Polite, compliant to the Company's policies. Honest with a very positive attitude and behavior;		

## BEHAVIORAL COMPETENCIES EVALUATION FORM

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### III. PROFESSIONAL TRAITS & CHARACTERISTICS

<b>Self Development</b>	<b>100</b>	<b>89.00</b>
<i>Seeks learning opportunities and takes responsibility to develop oneself; Identifies one's gaps and areas for improvement in resource requirements and works to correct these; Desire and initiative to improve performance to strengthen both personal and job skills.</i>		
<b>Employee Engagement and Interpersonal Relations</b>	<b>100</b>	<b>89.00</b>
<i>Betters his performance each time and infects others with his/her positive attitude; Exhibits a good level of interpersonal skills and has good working relationship with most of his/her colleagues, supervisors and customers (internal and external)</i>		
<b>Maturity and Stability</b>	<b>100</b>	<b>89.00</b>
<i>Demonstrates a sense of responsibility to deliver assigned project task; Appropriate behaviour to situations, objectivity and self-control; follow instructions and being on the job when needed.</i>		
<b>Teamwork</b>	<b>100</b>	<b>92.00</b>
<i>Harmonious and effective working relationship with others, willingness to offer assistance; both within and other departments. Inspires working together for a common vision.</i>		
<b>Innovative</b>	<b>100</b>	<b>90.00</b>
<i>Creative in thinking and presenting new ideas for the advancement and/or improvement of the current process.</i>		
<b>AVERAGE</b>	<b>100</b>	<b>89.80</b>

### Critical Incidents and Areas for Improvement

Mr. Barca needs to gradually step away from his comfort zone for his own professional development.

TOTAL AVERAGE REQUIRED COMPETENCY SCORES

**300**

TOTAL AVERAGE ACTUAL COMPETENCY SCORES

**265.6**

RATING (ACTUAL / REQUIRED) X 100

**88.53**

APPLICABLE % WEIGHT

**30%**

TOTAL BEHAVIORAL COMPETENCY SCORE

**26.56**

## KEY RESULT AREAS EVALUATION FORM

EMPLOYEE NUMBER:	00566
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POSITION:	MIS SOFTWARE DEVELOPER ASSOCIATE

For KRA's/individual objectives, use rating scale defined as follows:

- |  |  |
|--|--|
| 98% to 100%<br>90% to 97%<br>80% to 89%<br>75% to 79%<br>74% and below | - <b>Outstanding</b> (A standard of performance consistently exceeding expected results)<br>- <b>Exceeds Expectations</b> (A standard of performance generally exceeding expected results; above average)<br>- <b>Meets Expectations</b> (A standard of performance meeting all normal/general requirements for the position)<br>- <b>Needs Improvement</b> (A standard of performance generally below acceptable standards; needs development)<br>- <b>Unacceptable/Failed</b> (A standard of performance well below minimum requirements; not effective) |
|--|--|

ENTER DATA HERE  
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PERFORMANCE CRITERIA	REQUIRED SCORE	ACTUAL SCORE
<b>I. KEY TASK : SYSTEMS ANALYSIS</b>		
Getting Information -- Observing, receiving, and otherwise obtaining information from all relevant sources.	100	91.33
<b>AVERAGE</b>	<b>100.00</b>	<b>91.33</b>
<b>Critical Incidents and Areas for Improvement</b>		
Mr. Barca needs to further improve his analytical and testing skills to make the Computer Application's result more accurate.		

<b>II. KEY TASK : PROGRAM DEVELOPMENT OR SOURCE CODE WRITING</b>		
Use development application tools such as Microsoft Visual Basic or ASP.Net for application Graphical User Interface (GUI), Microsoft SQL Server for storing and retrieving data, and Crystal Report for report generation.	100	88.33
Able to develop program source codes, report format template in timely manner.	100	90.00
<b>AVERAGE</b>	<b>100.00</b>	<b>89.17</b>
<b>Critical Incidents and Areas for Improvement</b>		
Mr. Barca played a big role in the development and implementation of the eLeave System.		

<b>III. KEY TASK : SYSTEM INTEGRATION AND TESTING</b>		
Analyzing and comparing application-generated outputs with the existing reports for any discrepancies.	100	91.67
Investigate whether networks, workstations, the central processing unit of the system, and/or peripheral equipment are responding to a program's instructions.	100	92.00
Consult with and assist computer operators/users to define and resolve problems in running computer programs.	100	92.00
Correct errors by making appropriate changes and then rechecking the program to ensure that the desired results are produced.	100	92.00
<b>AVERAGE</b>	<b>100.00</b>	<b>91.92</b>
<b>Critical Incidents and Areas for Improvement</b>		
Mr. Barca is continuously helping the SV More Group in improving the eLeave systems.		

## KEY RESULT AREAS EVALUATION FORM

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### IV. KEY TASK : SYSTEM INSTALLATION AND DEPLOYMENT

Prepare the technical environment -- installation of software prerequisites, check network connections, user rights, etc.	100	92.00
Install and implement application systems on application users' PC.	100	92.00
Provide hands-on training to computer users for proper usage of computerized system.	100	92.00
Prepare documentation of the systems developed : System flowcharts, users' manual	100	89.00
<b>AVERAGE</b>	<b>100.00</b>	<b>91.25</b>

#### Critical Incidents and Areas for Improvement

Mr. Barca played a big role in the development and implementation of the eLeave System.

### V. KEY TASK : SYSTEM MAINTENANCE

• Perform revisions, repairs, fix bugs/glitches, or expansions of existing programs to increase operating efficiency or adapt to new requirements.	100	83.50
Logs revisions – details of the enhancements, whether additional or added features to modules and/or reports, bug fixes, in order to keep track of the changes applied to the system.	100	92.00
Performs system maintenance, such as revision of source codes, reformatting report templates in a timely manner.	100	91.00
<b>AVERAGE</b>	<b>100.00</b>	<b>88.83</b>

#### Critical Incidents and Areas for Improvement

Mr. Barca is consistently providing support to end-users with positive results;

TOTAL AVERAGE REQUIRED COMPETENCY SCORES

**500.00**

TOTAL AVERAGE ACTUAL COMPETENCY SCORES

**452.50**

RATING (ACTUAL / REQUIRED ) X 100

**90.50**

APPLICABLE % WEIGHT

**70%**

TOTAL KRA COMPETENCY SCORE

**63.35**





EMPLOYEE DEVELOPMENTAL PLAN FORM



EMPLOYEE NAME: CARLO JAY C. BARCA		EMPLOYEE NUMBER: 00566	
POSITION: MIS SOFTWARE DEVELOPER ASSOCIATE		POSITION COMPETENCY LEVEL: Competent	
CAREER GRADE: LEVEL IV		COMPANY/SUBSIDIARY: PHARMA NUTRIA	
DEPARTMENT: MIS			

DEVELOPMENT NEEDS	ACTION PLAN	TIMELINE	RESOURCES NEEDED
<i>Familiarization with the other System in preparation for its integration to the Accounting System.</i>	<i>Continue reading source codes, scripts of the existing computerized systems.</i>	<i>July 2021 to December 2021</i>	<i>MIS Manager will guide him thru the process and monitor the progress;  System Users for the actual operation;</i>
<i>Testing</i>	<i>Learn to improve analytical and testing skills.</i>		
<i>Documentation</i>	<i>Improvement further the documentation skills</i>		

PREPARED BY: RENE SAMUEL A. TANGCUANGCO - MIS MANAGER 16-Jul-21  
 Immediate Supervisor Date

REVIEWED BY: RENE SAMUEL A. TANGCUANGCO - MIS MANAGER 16-Jul-21  
 Department Head Date

CONFORME BY: CARLO JAY C. BARCA \_\_\_\_\_  
 Employee Date

## RATING SCALE FOR ATTENDANCE AND PUNCTUALITY

### I. LEAVES

No. of Unauthorized Leave	Rating
Zero (0)	100
1x	75
2x and above	74

Evaluation Period	No. of Unauthorized Leave*	Rating
January	0	100
February	0	100
March	0	100
April	0	100
May	0	100
June	0	100
		<b>100</b>

***\*Please refer to the Absences Report from HR.***

### II. TARDINESS

Frequency of Tardiness in a month	Rating
Zero (0)	100
1x	90
2x	80
3x	70
4x	60
5x - 10x	50-0

Evaluation Period	Frequency of Tardiness in a month*	Rating
January	0	100
February	0	100
March	0	100
April	0	100
May	0	100
June	0	100
<b>Average</b>		<b>100</b>

<b>RATING FOR ATTENDANCE AND PUNCTUALITY</b>	<b>100.00</b>
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