



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 2020
EVALUATOR'S NAME & POSITION:	RENE SAMUEL A. TANGCUANGCO - MIS MANAGER		

BEHAVIORAL COMPETENCIES EVALUATION FORM

EMPLOYEE NUMBER:	00566
EMPLOYEE NAME:	CARLO JAY C. BARCA
POSITION:	MIS SOFTWARE DEVELOPER ASSOCIATE

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

- | | |
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| 98% to 100%
90% to 97%
80% to 89%
75% to 79%
74% and below | <ul style="list-style-type: none"> - Outstanding (A standard of performance consistently exceeding expected results) - Exceeds Expectations (A standard of performance generally exceeding expected results; above average) - Meets Expectations (A standard of performance meeting all normal/general requirements for the position) - Needs Improvement (A standard of performance generally below acceptable standards; needs development) - Unacceptable/Failed (A standard of performance well below minimum requirements; not effective) |
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FORMULA (DO NOT EDIT)

PERFORMANCE CRITERIA	REQUIRED SCORE	ACTUAL SCORE
I. PERFORMANCE FACTORS		
Quality of Work	100	89.25
<i>Thoroughness, accuracy, and completeness exhibited in routine assignments and special projects as per standard set.</i>		
Quantity of Work	100	89
<i>Volume, speed and consistency of work regularly produced as per specified time.</i>		
Job Knowledge	100	89
<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>		
Adaptability	100	87
<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>		
Productivity	100	90
<i>Uses available working time, plans and prioritizes work, sets and accomplishes goals, uses available resources, and completes assignments on schedule.</i>		
AVERAGE		100
88.85		
Critical Incidents and Areas for Improvement		
Mr. Barca is adaptable to the needs of the Company and has shown improvements since his last evaluation.		

II. CRITICAL FACTORS AFFECTING PERFORMANCE		
Attitude and Behavior	100	89
<i>Positive feelings about the Company and its employees and the enthusiasm to get things done willingly.</i>		
Attendance and Punctuality	100	100
<i>Positive behaviour of coming to work on time; to be present to complete required outputs as scheduled.</i>		
Initiative & Resourcefulness	100	89.25
<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>		
Integrity	100	89
<i>Is truthful, equitable and honest in performing all aspects of the position.</i>		
Compliance	100	89
<i>Compliance to Company Policies/ Rules and Regulations.</i>		
AVERAGE		100
91.25		
Critical Incidents and Areas for Improvement		
Polite, compliant to the Company's policies. Honest with a very positive attitude and behavior;		

III. PROFESSIONAL TRAITS & CHARACTERISTICS		
Self Development	100	89

BEHAVIORAL COMPETENCIES EVALUATION FORM

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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.

Employee Engagement and Interpersonal Relations	100	89
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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)

Maturity and Stability	100	85
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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.

Teamwork	100	89
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Harmonious and effective working relationship with others, willingness to offer assistance; both within and other departments. Inspires working together for a common vision.

Innovative	100	85
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Creative in thinking and presenting new ideas for the advancement and/or improvement of the current process.

AVERAGE	100	87.4
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Critical Incidents and Areas for Improvement

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

TOTAL AVERAGE REQUIRED COMPETENCY SCORES

300

TOTAL AVERAGE ACTUAL COMPETENCY SCORES

267.5

RATING (ACTUAL / REQUIRED) X 100

89.17

APPLICABLE % WEIGHT

30%

TOTAL BEHAVIORAL COMPETENCY SCORE

26.75

KEY RESULT AREAS EVALUATION FORM

EMPLOYEE NUMBER:	00566
EMPLOYEE NAME:	CARLO JAY C. BARCA
POSITION:	MIS SOFTWARE DEVELOPER ASSOCIATE

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

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

ENTER DATA HERE

FORMULA (DO NOT EDIT)

PERFORMANCE CRITERIA	REQUIRED SCORE	ACTUAL SCORE
I. KEY TASK : SYSTEMS ANALYSIS		
Getting Information -- Observing, receiving, and otherwise obtaining information from all relevant sources.	100	85
AVERAGE	100.00	85.00
Critical Incidents and Areas for Improvement		
Mr. Barca needs to improve his analytical skills to make the Computer Application's result more accurate.		

II. KEY TASK : PROGRAM DEVELOPMENT OR SOURCE CODE WRITING		
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	89
Able to develop program source codes, report format template in timely manner.	100	83.75
AVERAGE	100.00	86.38
Critical Incidents and Areas for Improvement		
Mr. Barca is continuously helping the SV More Group in improving the eRCM and eLeave systems. He also played a critical role in the development of the Employees and Visitors Checklist webpages.		

III. KEY TASK : SYSTEM INTEGRATION AND TESTING		
Analyzing and comparing application-generated outputs with the existing reports for any discrepancies.	100	85
Investigate whether networks, workstations, the central processing unit of the system, and/or peripheral equipment are responding to a program's instructions.	100	89
Consult with and assist computer operators/users to define and resolve problems in running computer programs.	100	89
Correct errors by making appropriate changes and then rechecking the program to ensure that the desired results are produced.	100	89
AVERAGE	100.00	88.00
Critical Incidents and Areas for Improvement		
Mr. Barca is continuously helping the SV More Group in improving the eRCM and eLeave systems.		

IV. KEY TASK : SYSTEM INSTALLATION AND DEPLOYMENT		
Prepare the technical environment -- installation of software prerequisites, check network connections, user rights, etc.	100	89

KEY RESULT AREAS EVALUATION FORM

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Install and implement application systems on application users' PC.	100	89
Provide hands-on training to computer users for proper usage of computerized system.	100	89
Prepare documentation of the systems developed : System flowcharts, users' manual	100	80
AVERAGE	100.00	86.75

Critical Incidents and Areas for Improvement

He has successfully implemented the improvements/revisions in the e-RCM 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	89
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	89
Performs system maintenance, such as revision of source codes, reformatting report templates in a timely manner.	100	85
AVERAGE	100.00	87.67

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	433.79
RATING (ACTUAL / REQUIRED) X 100	86.76
APPLICABLE % WEIGHT	70%
TOTAL KRA COMPETENCY SCORE	60.73

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DEPARTMENT:	MIS
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EVALUATOR'S NAME & POSITION:	RENE SAMUEL A. TANGCUANGCO - MIS MANAGER
EVALUATION PERIOD:	JANUARY - JUNE 2020

BEHAVIORAL AND KEY RESULT AREAS COMPETENCY SCORES	SCORE
A. TOTAL BEHAVIORAL COMPETENCY SCORE (30%)	26.75
B. TOTAL KRA COMPETENCY SCORE (70%)	60.73
TOTAL PERFORMANCE EVALUATION SCORE	87.48

PERFORMANCE EVALUATION SCALE RATING:

- 98% to 100% - **Outstanding** (A standard of performance consistently exceeding expected results)
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- 80% to 89% - **Meets Expectations** (A standard of performance meeting all normal/general requirements for the position)
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- 74% and below - **Unacceptable/Failed** (A standard of performance well below minimum requirements; not effective)

RATED BY:	 RENE SAMUEL A. TANGCUANGCO - MIS MANAGER	09/24/2020
	Immediate Supervisor	Date
APPROVED BY:	 RENE SAMUEL A. TANGCUANGCO - MIS MANAGER	09/24/2020
	Department Head	Date
REVIEWED BY:	 KAREN C. RICAHUERTA	09/24/2020
	HR Department	Date

I hereby acknowledge my performance evaluation as discussed with me by my immediate Supervisor.

CONFORME BY:	 CARLO JAY C. BARCA	09/28/2020
	Employee	Date

Employee Feedback

I will improve myself to more support users.

Recommendation of Appraiser

Keep up the good work.

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
		100

****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
Average		100

RATING FOR ATTENDANCE AND PUNCTUALITY	100.00
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