

PERSONNEL ACTION NOTICE

NAME OF EMPLOYEE: \_\_\_\_\_ DATE PREPARED: \_\_\_\_\_

POSITION: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

DATE HIRED: \_\_\_\_\_ STATUS: \_\_\_\_\_

	FROM	TO
BASIC SALARY		
POSITION		
LEVEL		
DEPARTMENT		
STATUS		
REMARKS		
EFFECTIVITY:		

PREPARED BY:

APPROVED BY:

\_\_\_\_\_  
HEAD OF PERSONNEL

\_\_\_\_\_  
CHIEF OPERATING OFFICER

CONFORME:

\_\_\_\_\_  
EMPLOYEE

Managerial Performance Appraisal

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Department : \_\_\_\_\_

Position Held Since: \_\_\_\_\_ Rating Period: \_\_\_\_\_

Brief Statement of Job Purpose or Mission:

A. Objectives/Key Result Areas ( 70 points maximum)		Weight	Results/Actual performance	Rating	Points
Objectives/Key Result Areas					
1					
2					
3					
4					
5					
Total				Total Points:	

B. Managerial Performance ( 30 points maximum)

This part evaluates the quality of managing displayed by the ratee in the attainment of his/her objectives or key result areas.

FACTORS		RATING	COMMENTS
1. Professional and general knowledge			
The ratee's knowledge off his functional area as well as of the other related functions that influence work assigned to him/her.			
a. Work assigned to her/him.			
b. Related work.			

2. Work Methods

Degree to which the ratee has applied sound analysis, planning, organizing, delegating, collaboration and communication.

- a. Depth of analysis
- b. Planning
- c. Organizing
- d. Delegating



3. Behavioral/Personal Characteristics  
Degree to which personal qualities such as leadership, good judgement, initiative, drive, and dependability were observed in pursuing

- a. Initiative
- b. Judgement
- c. Dependability
- d. Working with others



TOTAL POINTS


Performance Rating Summary

Points Received

- A. Objectives/Key Result Areas
- B. Managerial Performance
- Total Points ( Numerical Rating)
- Descriptive Rating


APPRAISAL FEEDBACKS

Comment of Rater:	
Comment of Employee:	

Name and Signature of Rater	
Date:	
Name and Signature of Employee	
Date:	