



LSERV CORPORATION  
OUTSOURCED PERSONNEL

Name:	Algo, Emerson
Position:	DORMITORY AIDE
Department/Division:	PHL - BOYS DORMITORY
Rating Period:	January - June 2024
Numerical Rating:	4.5
Adjective Rating:	outstanding

**Instructions:**

1. Please put a check (✓) mark on the number corresponding to your rating, five (5) being the highest and one (1) being the lowest.
2. All factors should be rated accordingly.
3. To get the average point score, add all ratings the divide by the number of items scored.

**I. Conduct and behavior**

**A. APPEARANCE**

Does he/she look like a healthy and energetic person? Has he/she any physical characteristics which might affect his/her performance? Is he/she well-groomed or attractive in appearance?

- ☒ 5. He/She looks impressive and commands admiration.
- \_\_\_\_\_ 4. He/She creates distinctly favourable impression.
- \_\_\_\_\_ 3. He/She is suitable and acceptable.
- \_\_\_\_\_ 2. He/She does not improve his/her personal appearance.
- \_\_\_\_\_ 1. He/She projects rather unfavourable impression.

**B. COURTESY/RESPECT FOR OTHERS**

Does he/she manifest positive behaviour/interactions with superiors, co-employees/clients?

- ☒ 5. Outstanding in interactions with superiors, co-employees/clients while attending the day-to-day work.
- \_\_\_\_\_ 4. Manifest good relation/interactions with superiors, staff and client.
- \_\_\_\_\_ 3. Generally, shows good manners with the superiors and co-employees/clients.
- \_\_\_\_\_ 2. Sometimes observed to be aloof and reserved to interact with superiors, co-employees/clients.
- \_\_\_\_\_ 1. Shows arrogance and indifference when dealing with superiors, co-employees/clients.

**C. INTEGRITY/HONESTY**

Is he/she honest and loyal, a person of high moral principles, and ready to defend what he/she thinks is right?

- ☒ 5. Outstanding courage and firm conviction, defends what he/she thinks is right.
- \_\_\_\_\_ 4. Honest and upright.
- \_\_\_\_\_ 3. Usually truthful and loyal.
- \_\_\_\_\_ 2. Honesty and integrity at times questionable.
- \_\_\_\_\_ 1. Honesty and integrity doubtful; lacks courage and is easily swayed.

**D. STRESS TOLERANCE**

- ☒ 5. Maintain composure amidst pressure of work; never complain when given tasks other than his/her normal assignment.
- \_\_\_\_\_ 4. Shows willingness to work beyond tour of duty without expecting any compensation or reward.
- \_\_\_\_\_ 3. Able to perform difficult tasks when supervised.



\_\_\_\_\_ 2. At times shows displeasures to continue working when under pressure to complete urgent tasks.

\_\_\_\_\_ 1. Involves in heated arguments whenever his opinion is opposed by anyone.

#### **E. RESPONSIVENESS**

How quickly he/she responds to the needs of the client/patient of his/her unit?

☒ 5. Quickly attends to the client/employee's needs even if it is beyond his/her duties and responsibilities.

\_\_\_\_\_ 4. Shows promptness in attending to the needs of his/her own clients/employee's without being told.

\_\_\_\_\_ 3. Satisfactorily attends/responds to the needs of clients/employees.

\_\_\_\_\_ 2. Attends only to the needs of his/her own clients/employees after his/her attention has been called.

\_\_\_\_\_ 1. Very Slow in attending to clients/employee's needs.

#### **F. COOPERATION**

Does he/she work well with his fellow employees?

☒ 5. Gives wholehearted cooperation.

\_\_\_\_\_ 4. Cooperates willingly.

\_\_\_\_\_ 3. Gives average cooperation.

\_\_\_\_\_ 2. Cooperates only when asked.

\_\_\_\_\_ 1. Uncooperative.

#### **G. CONSISTENCY/DEPENDABILITY**

Is he/she consistent in doing his job? Does he/she demonstrate dependability in accomplishing his work?

\_\_\_\_\_ 5. Carries out his/her job with outmost consistency resulting to excellent productivity.

☒ 4. Constantly shows consistency in performing his/her job with very good end result.

\_\_\_\_\_ 3. Normally Consistent in doing his/her job with accepted work output.

\_\_\_\_\_ 2. Performs his/her work inconsistently with inaccurate outcome.

\_\_\_\_\_ 1. Always inconsistent in doing his/her job with poor end result.

## II. Performance output or accomplishment of work

### A. JOB KNOWLEDGE

Does he know and understand the nature and details of his job? Is his knowledge sufficient for him to perform his job well?

- ☒ 5. Has exceptional mastery an understanding of all phases of his/her job.
- ☐ 4. Has thorough knowledge and understanding of almost all phases of his/her job.
- ☐ 3. Knowledge and understanding of the job are adequate.
- ☐ 2. Knowledge and understanding of the job are insufficient. Needs a lot of coaching from his/her immediate supervisor.
- ☐ 1. Lacks knowledge and understanding of the job.

### B. QUANTITY OF WORK

How much does the employee produce in a given time? How rapidly does the employee work?

- ☐ 5. Completes exceptionally large amount of work and can handle more than one assignment at his/her present level.
- ☒ 4. Completes more than average amount of work.
- ☐ 3. Completes regular work well within a reasonable given time.
- ☐ 2. Slow and works unsatisfactorily.
- ☐ 1. Poorly meet the expected quantity of work.

### C. QUALITY OF WORK

Is he/she accurate, thorough and neat in his/her work? Can he/she accomplish his/her work without error?

- ☐ 5. Work is exceptionally accurate, neat and complete in all details, no errors committed.
- ☒ 4. Does very good work and seldom commits errors.
- ☐ 3. Does a fairly good work, makes few errors, and seldom makes the same mistakes twice.
- ☐ 2. Very careless and commits frequent mistakes of the same kind.
- ☐ 1. Always commits mistake despite clear instruction.



### III. Potential

#### A. APTITUDE AND ADAPTABILITY

Can he/she learn easily new methods and details of work related to his position? Is he suited to the job?

\_\_\_\_\_ 5. Exceptional and unusual keenness of perception, grasps new work quickly and easily anticipates new development.

✓\_\_\_\_\_ 4. Readily adjustable to new work with brief instructions; welcomes changes.

\_\_\_\_\_ 3. Normally able to adjust to new work after careful instructions.

\_\_\_\_\_ 2. Somewhat slow to learn, requires frequent instructions, finds some difficulty in adjusting himself/herself to a new job.

\_\_\_\_\_ 1. Very Slow and hardly adapt to changing tasks.

#### B. INITIATIVE/CREATIVENESS

Is he/she alert and resourceful? Does he/she originate constructive ideas? Does he/she adopt new methods to improve his own work?

\_\_\_\_\_ 5. A self-starter with exceptional initiative. Makes suggestions and can set up new job required.

✓\_\_\_\_\_ 4. Does work without waiting for instructions. Often alert to opportunities for improvement of work

\_\_\_\_\_ 3. Does regular work normally without waiting to be told; seldom makes suggestions.

\_\_\_\_\_ 2. Usually awaits to be told what to do. Does only what is required of him/her.

\_\_\_\_\_ 1. Does other assignment only when repeatedly asked

### IV. Punctuality, Attendance and Physical Presence

#### A. Presence within the unit

\_\_\_\_\_ 5. Always actually present in his/her work area while on duty.

\_\_\_\_\_ 4. Most of the time actually present in his/her work area while on duty.

✓\_\_\_\_\_ 3. Leaves his/her post only when needed to attend to other tasks.

\_\_\_\_\_ 2. Although officially present but often times out of post while on duty.

\_\_\_\_\_ 1. Loitering/loafing in some areas while on duty.

**B. Punctuality**

- ☒ 5. Has accumulated 0-7 times tardiness within the six (6) month period.
- ☐ 4. 7-10 times tardiness within the six (6) month period.
- ☐ 3. 11-14 times tardiness within the six (6) month period.
- ☐ 2. 15-18 times tardiness within six (6) month period.
- ☐ 1. More than 19 times tardiness within six (6) month period.

**C. Abandonment of Employment**

- ☒ 5. 0-4 consecutive workdays unauthorized absences within six (6) month period.
- ☐ 4. 5-7 consecutive workdays unauthorized absences within six (6) month period.
- ☐ 3. 8-10 consecutive workdays unauthorized absences within six (6) month period.
- ☐ 2. 11-13 consecutive workdays unauthorized absences within six (6) month period.
- ☐ 1. More than 14 consecutive workdays unauthorized absences within six (6) month period.

**Comments/Remarks:**

**Achievements/Contributions:**

Excellent performance, he managed the schedule very well even in unexpected changes or absent of other personnel. Attend tasks promptly.

**Other findings:**

**Recommendation:**

Rated By:

EDSEL A. JARIAL

Immediate Supervisor

Residence Hall Manager

Position and Date

Conforme (Ratee):

Signature over Printed Name

Position and Date



**Numerical Rating Range**

4.5- 5.0  
3.5- 4.4  
2.5 -3.4  
1.5- 2.4  
1.4 and Below

**Adjectival Rating**

Outstanding  
Very Satisfactory  
Satisfactory  
Unsatisfactory  
Poor

**How to get the numerical rating:** add all the ratings the divide them by the number of items rated.

Example: Total checked numbers  
Number of items answered  
Numerical rating

69  
/15  
4.60

Adjective Rating  
  
= Outstanding