I, {employee\_name}, {position}, {division}, commit to deliver and agree to be rated on the attainment of the following targets in

(Name) (Position) (Department/Division)

accordance with the indicated measures for the period of **January 1, 2024,** to **December 31, 2024.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ {submitted\_date}

Signature of Employee Date

|  |  |
| --- | --- |
| RATING SCALE GUIDE | |
| Adjectival Equivalent | Numerical Rating |
| 5- Outstanding | 5.00 |
| 4- Very Satisfactory | 4.00 – 4.99 |
| 3- Satisfactory | 3.00 – 3.99 |
| 2- Unsatisfactory | 2.00 – 2.99 |
| 1- Poor | 1.00 – 1.99 |

Reviewed by: Approved by:

|  |  |
| --- | --- |
| Name: | {evaluator\_name} |
| Position: | Immediate Supervisor |
| Date: | {review\_date} |

|  |  |
| --- | --- |
| Name: | {approver\_name} |
| Position: | Head of the Office |
| Date: | {approved\_date} |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **MAJOR FINAL OUTPUT** | **SUCCESS INDICATORS**  (Targets + Measures) | **PERFORMANCE CLASSIFICATION** | **ACTUAL ACCOMPLISHMENTS** | **RATING** | | | | | **REMARKS** |
| **Q1** | **E2** | **T3** | **A4** | **%** |
| **{#mfos}{#isCore}{title} ({mfo\_percent}%)** | | | | | | | | | |
| {#entries}  MFO {index}: | {success\_q}  {success\_e}  {success\_t} | {description} | {actual\_q}  {actual\_e}  {actual\_t} | {rate\_q} | {rate\_e} | {rate\_t} | {rate\_ave} |  | {remarks}  {/entries} |
|  | | ***CORE FUNCTION AVERAGE RATING: (Total Average Rating x {mfo\_percentage})*** | | {rate\_q\_ave} | {rate\_e\_ave} | {rate\_t\_ave} | {mfo\_average} | {mfo\_overall\_rate} | {/isCore} |
| **{#isSupport}{title} ({mfo\_percent}%)** | | | | | | | | | |
| {#entries}  MFO {index}: | {success\_q}  {success\_e}  {success\_t} | {description} | {actual\_q}  {actual\_e}  {actual\_t} | {rate\_q} | {rate\_e} | {rate\_t} | {rate\_ave} |  | {remarks}  {/entries} |
|  | | ***SUPPORT FUNCTION AVERAGE RATING:***  ***(Total Average Rating x {mfo\_percentage})*** | | {rate\_q\_ave} | {rate\_e\_ave} | {rate\_t\_ave} | {mfo\_average} | {mfo\_overall\_rate} | {/isSupport}  {/mfos} |
| **Supervisor Recommendation / Suggestions / Action Items for Development Purposes:**  **{comments\_and\_recommendations}** | | **FINAL AVERAGE RATING**  **(*Total % of Core and Support Function)*** | | {final\_ave} | | | | |  |
| **ADJECTIVAL RATING** | | {final\_remarks} | | | | |  |
| **Name and Signature of the Ratee: {employee\_name}**  **Position / Designation: {position}**  **DATE: {submitted\_date}** | | ***Note: I certify that I discussed my assessment of the performance with the employee.***  **Name and Signature of the Immediate Supervisor: {evaluator\_name}**  **Position / Designation: {evaluator\_position}**  **DATE: {review\_date}** | | **Name and Signature of the Office Head: {approver\_name}**  **Position and Designation: {approver\_position}**  **DATE: {approved\_date}** | | | | | |