



# ASIA PACIFIC MEDICAL CENTER

(APMC) – AKLAN, INC.

(Formerly: Allied Care Experts (ACE) Medical Center – Aklan, Inc.)

## PERFORMANCE APPRAISAL FORM

Name of Employee:	Immediate Supervisor:
Position:	Period Covered:

### Procedure:

1. The employee (ratee) and immediate superior (rater) accomplish the Performance Appraisal Form (PAF) separately and indicate the rating as specified in each section using the rating scale below.

5	98%-100%	OUTSTANDING	Achieved Beyond the Expected Performance
4	88%-97%	EXCEEDS EXPECTATION	Did More Than What is Expected
3	75%-87%	MEETS TARGET LEVEL	Achieves Standards
2	69%-74%	NEEDS IMPROVEMENT	Does Not Meet Standards in Some Essential Areas
1	68% & below	UNSATISFACTORY	Failed to meet goals

2. Use the description and corresponding rating for each Performance Factor in pages 4 - 10.
3. The ratee shall rate first before the rater.
4. The ratee and rater shall write their rating for each performance factor on the Summary of Performance Appraisal Table in page 2 on the corresponding column.
5. The rater shall write his/her development plan for the employee on page 3.
6. The rater shall discuss with the ratee his/her performance in an evaluative interview. This serves two purposes:
  - a. It serves as a feedback mechanism which will help the ratee know how he/she is progressing in the job.
  - b. It provides an opportunity for the superior to counsel the employee on how to improve performance.
7. The rater after the discussion shall finalize the performance appraisal by computing the average and total rating.
8. The rater forwards the signed form to the President for approval. Should there be changes in the rating, the rater shall immediately inform the employee concerned.



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## SUMMARY OF PERFORMANCE APPRAISAL

FACTORS	PERFORMANCE RATING		
	Ratee	Rater	Average
<b>A. WORK PERFORMANCE</b>			
1. Quality of Work			
2. Quantity of Work			
3. Time Efficiency			
4. Supervision Required			
<b>OVERALL WORK PERFORMANCE</b>	<b>Total Score</b>		
	<b>Average Score</b>		
<b>B. JOB QUALIFICATION</b>			
1. Job Knowledge and Skills			
2. Judgment			
3. Comprehension/Reliability			
4. Physical Health			
<b>OVERALL JOB QUALIFICATION</b>	<b>Total Score</b>		
	<b>Average Score</b>		
<b>C. EMPLOYEE BEHAVIOR/ MOTIVATION</b>			
1. Job Interest/Commitment			
2. Initiative			
3. Attendance/Punctuality			
4. Interpersonal Relations			
5. Conduct			
6. Honesty and Integrity			
<b>OVERALL EMPLOYEE BEHAVIOR/MOTIVATION</b>	<b>Total Score</b>		
	<b>Average Score</b>		
<b>FINAL RATE</b>			



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## Development Plan:

<b>Strengths:</b>	
<b>Weaknesses:</b>	
<b>Development Areas and Recommended Intervention/(s):</b>	
<b>Ratee's Remarks:</b>	
<b>Rater:</b>  _____	<b>Ratee:</b>  _____
<b>Immediate Supervisor</b>	<b>Employee</b>
<b>Approved By:</b>  _____	
<b>Division/Group Head</b>	



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## PERFORMANCE FACTORS

### A. WORK PERFORMANCE

1. **Quality of Work** – Assess the caliber of work accomplished according to prescribed or expected standards.

Rating	Description
1	Work generally falls below standard. Accomplished according to prescribed or expected standards.
2	Work sometimes falls below standards or expectations. At times commits error and work has to be checked carefully.
3	Work results meet standards or expectations. Submits complete and accurate work.
4	Work results are sometimes above standards or expectations, often thorough, neat and accurate in his job.
5	Work generally exceeds standards and expectations. Constantly neat, thorough and accurate in his job.

2. **Quantity of Work** – Refers to the volume of completed work assignments as against requirements.

Rating	Description
1	Work output is generally insufficient.
2	Work output is sometimes below standards.
3	Performs average amount of work within a given time.
4	Sometimes turn out more work than average.
5	Volume of work is generally higher than expected.



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3. **Timeliness** – Refers to employee’s promptness in submitting his work against deadlines

Rating	Description
1	His work pace is very unsatisfactory. Generally behind schedule.
2	Work is sometimes behind schedule.
3	Regularly completes work within schedule.
4	Work is sometimes ahead of schedule.
5	Generally completes work ahead of schedule.

4. **Supervision required** – Refers to the extent of supervision required by the employee in performing his job.

Rating	Description
1	Employee has to be closely supervised in most aspects of his job.
2	Employee has to be closely supervised in some aspects of his job.
3	Employee requires average amount of supervision in most aspects of his job.
4	Employee requires minimum supervision in some aspects of his job.
5	Employee required minimum supervision in most aspects of his job.



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## B. JOB QUALIFICATION

1. **Job Knowledge and Skills** – Refers to the extent of the employee’s knowledge and skills in his present job.

Rating	Description
1	Knows little about the job. Would be classified as a beginner.
2	Job knowledge and skills are inadequate for the job.
3	Knows the job and is familiar with other jobs related to it. Can perform normal activities without difficulty.
4	Employee is experienced and knows enough to be able to handle unusual as well as normal job activities.
5	Is thoroughly experienced in his job, both intellectually and technically.

2. **Judgment** – Refers to the quality and timeliness of judgment or decisions made by the employee in the performance of his job.

Rating	Description
1	Employee is lost when confronted with non-routine situations, or has difficulty in making even routine decisions.
2	Experiences more than usual difficulty in resolving non-routine matters. Decisions often inconsistent.
3	Judgment is considered satisfactory. Can make decisions relevant to normal activities of the job, as well as non-routine matters.
4	Has the ability to handle most of the non-routine problems related to the job. Decisions are well thought out, practical and consistent.
5	Employee can be relied upon to make effective and timely decisions in any phase of his job. Decisions made are generally the best under the circumstances



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3. **Comprehensive and Reliability** – Refers to employee’s ability to grasp new ideas to quickly understand and carry out instructions as required.

Rating	Description
1	Very slow learner. Often fails to follow instructions.
2	Below average learner. Encounters difficulty in understanding instructions.
3	Average learner. Can carry out instructions adequately.
4	Above average learner, Can carry out instructions adequately.
5	Outstanding in the depth and scope of learning ability. Can always be relied upon by his superior to understand and effectively implement instructions.

4. **Physical Health** - Refers to employee’s physical fitness for the present job work environment.

Rating	Description
1	Can barely cope with the physical requirements of the job due to poor health. Frequently absent due to sickness that necessitate overtime for other employees.
2	Frequently goes on sick leave. Absence disrupts work schedule.
3	Has occasionally been sick. Workflow is affected at times by his absence.
4	Rarely gets sick. No significant negative effects of his absence on the work requirements.
5	Physically fit for all types of work environment/conditions. Almost never late or absent due to sickness.



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## C. EMPLOYEE BEHAVIOR/MOTIVATION

1. **Job interest/Commitment** – Refers to employee’s interest in the job and willingness to improve his abilities for the job.

Rating	Description
1	Lacks interest in his job. Is indifferent to instructions and criticisms. Shows no interest to improve.
2	Goes out his work half-heartedly. Takes little pride in his job. Shows marginal willingness to improve.
3	Shows normal interest in his job, all that is ordinarily expected. Has an open mind to instructions and criticisms. Shows average interest to improve.
4	Shows receptiveness to instructions and criticisms and definite desire to improve.
5	Takes pride in all his assignments. Sometimes sacrifices personal needs in favor of the job to be accomplished. Constantly makes effort to improve.

2. **Initiative** – Refers to employee’s drive to initiative actions to improve methods or simplify work.

Rating	Description
1	Very little interest in completing assigned work. Often needs follow-up to complete his work. Shows virtually no initiative.
2	Does somewhat less than expected or required. Shows marginal initiative.
3	Work pace and initiative is satisfactory. Does normal share without urging.
4	Does more than his share voluntarily. Does not usually wait for specific assignments. Generally acts as the situation demands.
5	Work pace is exceptional and rarely waits for assignments. Strong self-motivated. Frequently influences others to move or take action.





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3. **Attendance/Punctuality** – Refers to employee’s attendance and punctuality in reporting for work and his regard to the value to time

Rating	Description
1	Is often late or absent with no valid reason. Has little respect for the value of time.
2	Is occasionally late or absent from work. Has been late or absent from work for reasons which could be avoided.
3	Attendance and punctuality is average, lateness/absences are incurred with valid reasons.
4	Rarely late or absent from work except for very urgent needs. Makes good use of time.
5	Has almost never been late or absent from work. Has a very high regard for the value of time.

4. **Interpersonal Relations** – Refers to how well the employee gets along with Superiors, co-employees and other people.

Rating	Description
1	Is overly sensitive or insensitive in behavior. Not a good team worker.
2	Has some difficulty in maintaining harmonious relationships, but not a major problem.
3	Interpersonal relations are satisfactory.
4	Can adequately deal with people at all levels and is regarded as a good team member.
5	Outstanding in fostering and maintaining good relations. Earns the respect of others.



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5. **Conduct** – Refers to employee’s obeying company rules and policies.

Rating	Description
1	Generally fails to obey company rules and policies.
2	Sometimes fails to obey company rules and policies.
3	Normally obeys company rules and policies.
4	Sometimes exceeds normal standards.
5	Generally exceeds normal standards.

6. **Honesty and Integrity** – Refers to the extent that an employee is truthful, does not steal or cheat and is trustworthy.

Rating	Description
1	Generally is untruthful and untrustworthy.
2	Sometime is untruthful and untrustworthy.
3	About average in being truthful and trustworthy.
4	Usually is truthful and trustworthy.
5	Always is truthful and trustworthy.