

**SUPPORT - KASAGANA-KA PERFORMANCE EVALUATION FORM (KPE)**

Name		Eval Period		Job Title		Employment Status:	a. Trainee b. Probee c. Regular
Unit/Department	<b>Accounts Officer</b>	Date of assignment/reassignment:		Previous Unit/Department:			

**KASAGANA-KA MBA PERFORMANCE (15 points)**

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**INDIVIDUAL PERFORMANCE (30 points)**

TARGET OUTPUT <i>(use the back if necessary)</i>	MAX POINTS	SELF RATING	SUPERIOR'S RATING	FINAL RATE	Comments/Suggestions
1. Claims validation & Settlement	9				
2. Members Record Management	7				
3. Product orientation/Area Visits	7				
4. Coaching & Mentoring of MBA Coordinators	6				
KABUJUAN>>>	30				

**BEHAVIOR/ ETHICS/ATTITUDE (10 points) – to be filled up by the immediate superior**

KCODE (10 points)	Bilang	Bawas (demerits)	LEADERSHIP (10 points)	Merits
No. of Verbal Warning (deduction of 0.50 point per VW)			1. Has the quality of a leader	0.5 1 1.5 2
No. of Written Warning (deduction of 1 point per VM)			2. Has the ability to decide on her own within the scope of his/her role	0.5 1 1.5 2
Warning of Suspension (deduction of 3 points)			3. Dependable on the task assigned to him	0.5 1 1.5 2
Suspension (deduction of 6 points)			4. Teaches and passes knowledge on to colleagues or subordinates (or CBs)	0.5 1 1.5 2
Punctuality/Attendance (deduction of 1-5 points)			5. Has the ability to make suggestions and recommendations	0.5 1 1.5 2
TOTAL		10 pts - ____ =	TOTAL	

**SUPPORT AND COMPLIANCE (30 points)**

RATER>>>		FM (20 points):	KMBA Admin & Finance (10 points):	TOTAL
RATE				
FEEDBACK/COMMENT				

**INNOVATION/OTHER ACCOMPLISHMENT (5 points)**

	Rate

**SUPPORT - KASAGANA-KA PERFORMANCE EVALUATION FORM (KPE)**

**SUMMARY**

Performance:	B/E/A KCODE:	LEADERSHIP:	S and C:	Innovation/OA:	Total:	Grade Equivalent:
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**THINGS TO:**

STOP	START	CONTINUE

**Support given by the Immediate Superior:**

Signature of the Employee:: \_\_\_\_\_

Signature of the immediate Superior: \_\_\_\_\_

Signature of HR Manager: \_\_\_\_\_

**Reminders:**

- The placement of weight (%) on Employees Performance should be adopted by the next superior (1-up)
- If the demerits on Behaviour, Ethics and Attitude (BEA) is more than 10 points, the excess points will be deducted to his/her merit points of LEADERSHIP.
- Always indicate the date of transfer during the transition period especially if the re-assignment of post is within 6months.

**Grade Equivalent:**

Range	Grade Equivalent	Incentive
96-100	1 or A+	
91-95	1.5 or A	
86-90	2 or B+	
81-85	2.5 or B	
76-80	3 or C	
71-75	3.5 or D	
70 pababa	4 or E	

**SUPPORT - KASAGANA-KA PERFORMANCE EVALUATION FORM (KPE)**

Name		Eval Period		Job Title		Employment Status:	a. Trainee   b. Probee <b>c. Regular</b>
Unit/Department	<b>Finance Manager</b>	Date of assignment/reassignment:		Previous Unit/Department:			

**KASAGANA-KA MBA PERFORMANCE (15 points)**

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**INDIVIDUAL PERFORMANCE (30 points)**

TARGET OUTPUT <i>(use the back page if necessary)</i>	MAX POINTS	SELF RATING	SUPERIOR'S RATING	FINAL RATE	Comments/Suggestions
1. Provides financial information & formulates financial projection & budget	9				
2. Manages financial accounting system, monitoring & reporting	7				
3. Manages collection, remittance & disbursement	5				
4. Conducts field audit regularly	3				
5. Establishes good working relationship with external auditors, banks, IC, etc.	3				
6. Attends to meetings/trainings related to finance	4				
KABUUAN>>>	30				

**BEHAVIOR/ ETHICS/ATTITUDE (10 points) – to be filled up by the immediate superior**

KCODE (10 points)	Number	Deduction (demerits)	LEADERSHIP (10 points)	Merits
No. of Verbal Warning (deduction of 0.50 point per VW)			6. Has the quality of a leader	0.5 1 1.5 2
No. of Written Warning (deduction of 1 point per VM)			7. Has the ability to decide on her own within the scope of his/her role	0.5 1 1.5 2
Warning of Suspension (deduction of 3 points)			8. Dependable on the task assigned to him	0.5 1 1.5 2
Suspension (deduction of 6 points)			9. Teaches and passes knowledge on to colleagues or subordinates (or CBs)	0.5 1 1.5 2
Punctuality/Attendance (deduction of 1-5 points)			10. Has the ability to make suggestions and recommendations	0.5 1 1.5 2
TOTAL		10 pts - ___ =	TOTAL	

**SUPPORT AND COMPLIANCE (25 points)**

RATER>>>	AO (10 points)	Admin (15 points)	TOTAL
RATE			
FEEDBACK/COMMENTS			

**INNOVATION/OTHER ACCOMPLISHMENT (10 points)**

**SUPPORT - KASAGANA-KA PERFORMANCE EVALUATION FORM (KPE)**

	Rate
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**SUMMARY**

Performance:	B/E/A KCODE:	LEADERSHIP:	S and C:	Innovation/OA:	Kabuan:	Grade Eq:
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**THINGS TO:**

STOP	START	CONTINUE

**Support given by the Immediate Superior:**

Signature of the Employee:: \_\_\_\_\_

Signature of the immediate Superior: \_\_\_\_\_

Signature of HR Manager: \_\_\_\_\_

**Reminders:**

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**Grade Equivalent:**

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91-95	1.5 or A	
86-90	2 or B+	
81-85	2.5 or B	
76-80	3 or C	
71-75	3.5 or D	
70 below	4 or E	

**SUPPORT - KASAGANA-KA PERFORMANCE EVALUATION FORM (KPE)**

Name	Eval Period	Job Title	Employment Status:	a.Trainee b. Probee c. Regular
Unit/Department	Date of assignment/reassignment:		Previous Unit/Department:	
<b>Accounts Executive</b>				

**KASAGANA-KA MBA PERFORMANCE (15 points)**

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**INDIVIDUAL PERFORMANCE (30 points)**

TARGET OUTPUT <i>(use the back page if necessary)</i>	MAX POINTS	SELF RATING	SUPERIOR'S RATING	FINAL RATE	COMMENTS/SUGGESTION
1. Monitors strict compliance of government regulatory & other requirement	8				
2. Bookkeeping Function: Preparation of Payroll, bank reconciliation, monitoring of associate members, billing and payment	9				
3. Administrative Function: Procurement of supplies & equipment, Monitoring of Payables and Receivables, gas & transportation reimbursement, updating of KMBA's website	5				
4. Preparation of staff & board meeting materials, food and meeting expense	3				
5. Performing other task assigned by the General Manager	5				
<b>TOTAL&gt;&gt;&gt;</b>	<b>30</b>				

**BEHAVIOR/ ETHICS/ATTITUDE (10 points) – to be filled up by the immediate superior**

KCODE (10 points)	Number	Deduction (demerits)	LEADERSHIP (10 points)	Merits
No. of Verbal Warning (deduction of 0.50 point per VW)			11. Has the quality of a leader	0.5 1 1.5 2
No. of Written Warning (deduction of 1 point per VM)			12. Has the ability to decide on her own within the scope of his/her role	0.5 1 1.5 2
Warning of Suspension (deduction of 3 points)			13. Dependable on the task assigned to him	0.5 1 1.5 2
Suspension (deduction of 6 points)			14. Teaches and passes knowledge on to colleagues or subordinates (or CBs)	0.5 1 1.5 2
Punctuality/Attendance (deduction of 1-5 points)			15. Has the ability to make suggestions and recommendations	0.5 1 1.5 2
<b>TOTAL</b>		10 pts - ____ =	<b>TOTAL</b>	

**SUPPORT AND COMPLIANCE (30 points)**

RATER>>>	AO (10 points)	Finance Manager (20 points)	TOTAL
RATE			
FEEDBACK/COMMENTS			

**SUPPORT - KASAGANA-KA PERFORMANCE EVALUATION FORM (KPE)**

**INNOVATION/OTHER ACCOMPLISHMENT (5 points)**

	Rate
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**SUMMARY**

Performance:	B/E/A KCODE:	LEADERSHIP:	S and C:	Innovation/OA:	Kaburuan:	Grade Eq:
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**THINGS TO:**

STOP	START	CONTINUE

**Supports by the Immediate Superior:**

Signature of the Employee:: \_\_\_\_\_

Signature of the immediate Superior: \_\_\_\_\_

Signature of HR Manager: \_\_\_\_\_

**Reminders:**

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