



KEY RESULTS AREA

NAME OF RATEE:		PURPOSE OF APPRAISAL	
PRESENT POSITION:		<input type="checkbox"/> As an annual performance appraisal	<input checked="" type="checkbox"/> As evaluation for permanency
SECTION/DEPARTMENT:		<input type="checkbox"/> As evaluation for promotion	<input type="checkbox"/> Others, Please specify: <i>4th month</i>
DIVISION/GROUP:			

PART I. ACCOMPLISHMENTS	DATE OF COVERAGE:	FROM: October 10, 2017	TO: February 10, 2018
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Under Column (B): Identify key results areas/targets; Column (A): Assign weights to KRA's in order or priority, total weight of KRA's should equal 100%; Column C: list down the employee's accomplishment (s) for each applicable key result area (KRA); Column (D) list the reasons why employee have not accomplished the assigned tasks/ KRA's or discuss intervening assignments that may have contributed to the overall performance of the unit; Column (E), rate each accomplishment against his/her performance targets/ KRA taking into consideration the factors quantity, quality and time using the scale below. Attach additional sheets if necessary.

RATING	DESCRIPTION
9-10 SUPERIOR	Consistently displays exceptional performance on the job, exceeds targets and standards by 125%.
7-8 ABOVE AVERAGE	Consistently exceeds 100% targets and standards but falls short of what is considered exemplary performance
5-6 AVERAGE	Meets 100% targets and standards of the job
3-4 BELOW AVERAGE	Falls short of targets but shows potential for improvement
1-2 POOR	Falls short of job targets and standards most of the time.

DIVISION/GROUP OBJECTIVES:	
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WEIGHT (A)	KEY RESULT AREA (KRAs) / KEY PERFORMANCE INDICATORS (TARGETS) (B)	ACCOMPLISHMENT (S) (C) (to be accomplished by the Rater)	REMARKS (D)	RATING (E)	HRD USE
20%	Accounting organization and development	<ul style="list-style-type: none"> Review, evaluation and enhancements of existing accounting organization of subject companies. Review and updating of accounting records in the SAP system. 		1.6	

WEIGHT (A)	KEY RESULT AREA (KRAs) / KEY PERFORMANCE INDICATORS (TARGETS) (B)	ACCOMPLISHMENT (S) (C)	REMARKS (D)	RATING (E)	HRD USE
25%	Financial accounting and reporting	<ul style="list-style-type: none"> Review and enhancements of existing schedules for transactions Review daily journal entries and general ledger account reconciliations Review record and maintain fixed asset purchases and applicable depreciation and amortization schedules Ensure that PAS/PFRS and other rules and regulations are being adhered to appropriately Reconcile all corporate banking transactions Preparation of periodic reports on particular transactions 		2.25	
15%	Monthly financial statements and related reports and analysis	<ul style="list-style-type: none"> Analyze monthly/quarterly/annual financial statements and management reports accurately and in a timely manner. 		1.2	
25%	Monthly, quarterly and annual statutory filings	<ul style="list-style-type: none"> Preparation of income tax returns and filing thereto Prepare and reconcile monthly tax entries Assist in meeting Tax Compliance SEC annual filing of financial statements Preparation of SEC annual GFFS 		1.87	
15%	Annual external audit management	<ul style="list-style-type: none"> Coordination with the external auditors in audit planning and preparation activities Monitoring of progress of actual audit completion Disposition of audit findings Preparation of draft audited fs and related disclosures Respond to various queries and requests from external/internal auditors 		0.9	
OVERALL RATING FOR PART I				7.82	

PERFORMANCE CONTRACT

I have been made aware of the Key Result Areas (KRAs) or targets assigned to my position, and I agree to accomplish them for the duration of the rating period.

Noted by:

Employee Name & Signature: _____

Date: _____

Name & Signature of Immediate Superior _____

Date: 8/15/18

PART II. A CRITICAL FACTORS AFFECTING PERFORMANCE

Listed below are critical factors or general competencies relative to job performance. Under each factor are degree definitions. Rate the employee on each factor and encircle the appropriate rating as provided under the definition.

WEIGHT	APPRAISAL FACTORS	DEGREE DEFINITIONS				
10	1. JOB KNOWLEDGE <ul style="list-style-type: none"> ○ Has expert knowledge about work processes and its overall impact on group / department's objectives. ○ Can train new hires regarding group/department processes and procedures. 	<ul style="list-style-type: none"> ○ Has proficient knowledge about work processes ○ Understand the work processes and consistently shows proficient knowledge and skills to fulfill job requirements. 	<ul style="list-style-type: none"> ○ Has thorough knowledge about the work processes ○ Knows job thoroughly and its relation with the different work processes of other group / department. 	<ul style="list-style-type: none"> ○ Has working knowledge about the work processes ○ Satisfactory meets minimum requirement of job. 	<ul style="list-style-type: none"> ○ Has basic knowledge about the work processes ○ Has minimal understanding about the work processes and requires consistent reminders in performance of one's job. 	
		9 10	7 8	5 6	3 4	1 2
15	2. INNOVATIVENESS <ul style="list-style-type: none"> ○ Advocates and practices the paradigm shift to continuously improve work performance towards group / department development. ○ Initiates, suggests and executes process improvement and takes risks to achieve organizational improvements. ○ Demonstrates openness and willingness to learn and apply new processes/ procedures to benefit the group/company. 	<ul style="list-style-type: none"> ○ Takes the initiative to benchmark with best practices and apply them towards work/ company improvement. ○ Looks for and implements creative solutions to improve systems and procedures for optimum results. 	<ul style="list-style-type: none"> ○ Capable of initiating systems and procedures improvement but needs guidance in application. ○ Makes suggestions on how to improve work areas/ instructions. ○ Inclined to seek improvements given the opportunity and venue. 	<ul style="list-style-type: none"> ○ Aware of quality work but needs to be empowered in identifying work problems that need to be resolved/ addressed. ○ Can sometimes work on improvements but demonstrate difficulty in identifying areas for improvement on work. 	<ul style="list-style-type: none"> ○ Capable of doing a routine job but shows little interest and initiative in identifying problem work areas that need to be addressed and improved. ○ Appears slow and resistant to change in work processes. ○ Needs to be reminded to improve on work performance. 	
		9 10	7 8	5 6	3 4	1 2

WEIGHT	APPRAISAL FACTORS	DEGREE DEFINITIONS				
15	3. FLEXIBILITY AND ADAPTABILITY	<ul style="list-style-type: none"> Consistently performs tasks with very minimal supervision; does work independently without waiting for instructions. Exceptional ability to adapt to changes in work assignments. Proactive in approaching job responsibilities and ability to initiate change towards improvement. 	<ul style="list-style-type: none"> Almost always performs tasks with minimum supervision; often does work without waiting for instructions. Has above average ability to adapt to changes in work assignments. 	<ul style="list-style-type: none"> Accomplishes tasks according to instructions. Normally able to adapt to changes in work assignments. 	<ul style="list-style-type: none"> Normally waits for instructions in the performance of tasks; difficulty coping in adapting to changes in work assignments. Observed or perceived to be resistant in adapting to changes. 	<ul style="list-style-type: none"> Requires frequent and repetitive instructions in the performance of tasks. Slow to adapt to changes in work assignments.
		9 10	7 8	5 6	3 4	1 2
10	4. TEAMWORK	<ul style="list-style-type: none"> Always acts jointly with others in accomplishing goals; inherent to go out of his way to assist others without prodding. Manner is highly pleasing, cheerful and diplomatic. Able to generate cooperation with others and demonstrate effective inter and intra networking within the organization in achieving organizational goals. 	<ul style="list-style-type: none"> Generally, works well with others, manner is pleasing, cheerful and diplomatic. Demonstrates work complementation with others more often and able to handle conflict resolution. 	<ul style="list-style-type: none"> Obliging but will work with others only when called upon. Is pleasant, normally puts others at ease and able to maintain good working relationships. 	<ul style="list-style-type: none"> Experiences difficulty working with others and getting along with peers/ co-employees. 	<ul style="list-style-type: none"> Works with others reluctantly. Contact with other people creates a negative impression and arouses some resistance. Tends to be self-engrossed and reluctant to share ideas and/or resources, with others to achieve a common goal.
		9 10	7 8	5 6	3 4	1 2
10	5. COMMUNICATION SKILLS	<ul style="list-style-type: none"> Highly proficient in both oral and written communication. Always able to express his ideas clearly and concisely with ease and facility. 	<ul style="list-style-type: none"> Above average proficiency in both oral and written communication. Is able to express his/her ideas clearly and concisely most of the time. 	<ul style="list-style-type: none"> Average proficiency in both oral and written communication. Exerts effort in expressing his/her ideas clearly and concisely 	<ul style="list-style-type: none"> Is able to make himself /herself understood verbally and in writing. Exerts considerable effort in expressing his ideas clearly and concisely 	<ul style="list-style-type: none"> Limited oral and written communication skills. Unable to convey his thoughts and ideas orally and in writing.
		9 10	7 8	5 6	3 4	1 2

WEIGHT	APPRAISAL FACTORS	DEGREE DEFINITIONS				
10	6. PLANNING & ORGANIZING	<ul style="list-style-type: none"> ○ Has outstanding ability in setting goals and monitoring one's performance with optimum use of resources. ○ Schedules/plans one's work and ensures deadlines are consistently met. ○ Able to identify and set correct procedures for maximum productivity. 	<ul style="list-style-type: none"> ○ Above average ability in planning and organizing one's work activities consistent with the group / department's goals and implement them effectively given the existing resources. ○ Recommends ways and means to improve the group / department's productivity. ○ Generally, submits with or prior to deadlines and endeavors ways to improve productivity. 	<ul style="list-style-type: none"> ○ Knows how to generate, implement and monitor one's work plans and align it with the group / department's goals. ○ Meets deadlines regularly. ○ Needs occasional reminders or follow-ups to meet targets. 	<ul style="list-style-type: none"> ○ Average ability to plan and organize work. ○ Takes initiative to occasionally improve work but demonstrates notable difficulty in monitoring work progress against targets and deadlines. 	<ul style="list-style-type: none"> ○ Output oftentimes is not satisfactory. Instructions and guidance are necessary most of the time. ○ Can plan and organize work under close supervision ○ Needs assistance in planning and organizing ○ Generally does not meet deadlines.
10	7. ACCOUNTABILITY	<ul style="list-style-type: none"> ○ Always demonstrates excellent pro-active skills under all circumstances particularly on important and complex matters without compromising the Company. ○ Takes full responsibility for his/her actions and actions are well thought for the good of the Company. 	<ul style="list-style-type: none"> ○ Generally, collaborates with other departments to effectively resolve issues and assumes joint responsibility for end-results. ○ Assumes responsibility for his actions. 	<ul style="list-style-type: none"> ○ Capable of analyzing consequences of one's actions. ○ Acts judiciously without compromising the Company. ○ Shows ability to recommend improvements on his/her job. ○ Needs occasional guidance involving complex matters. 	<ul style="list-style-type: none"> ○ May be depended upon to exercise resourcefulness and acceptable output. ○ Guidance is usually necessary in important and complex matters without compromising the Company. 	<ul style="list-style-type: none"> ○ Minimal demonstration of assuming responsibility to one's work. ○ Tends to blame others for his action. ○ Output always needs guidance from superiors.

WEIGHT	APPRAISAL FACTORS	DEGREE DEFINITIONS				
10	8. CUSTOMER SERVICE <ul style="list-style-type: none"> o Ability to analyze internal customer needs and develops strategy and action plans in his/her area that would satisfy the internal customer and is beneficial to the company, which as a result will benefit the image and growth of Cosco Capital, Inc. o Consistently attends to internal customers enthusiastically; is exceptionally keen in anticipating customer's needs and satisfaction without sacrificing the interest of the Company. o Champions customer service & satisfactions. 	<ul style="list-style-type: none"> o Generally warm and friendly and helpful to all internal customers; is very good at anticipating and satisfying internal customer's needs and expectations without sacrificing the interest of the Company. o Demonstrates to be an example of customer service skill. o Trains staff towards customer service skills. 	<ul style="list-style-type: none"> o Helpful and pleasant to internal customers. Does what is required and occasionally goes out of his way to try to enhance relationship with the internal customers without sacrificing the interest of the Company. o Guides subordinates towards proper relationship with internal customers. 	<ul style="list-style-type: none"> o Shows proper and correct dealing with internal customers. o Does only what is required to promote/ maintain internal customer service. o Exerts effort to improve internal customer relations' skill of subordinates and or peers. 	<ul style="list-style-type: none"> o Shows lack of enthusiasm for internal customers. o Displays indifference and even occasional rudeness to internal customers. o Tries to avoid situations where his assistance will be required. o Demonstrates proper behavior when dealing with the internal customer. o Seldom teaches and reminds staff on internal customer needs and satisfaction. 	
10	9. PUNCTUALITY & ATTENDANCE <ul style="list-style-type: none"> o Has perfect attendance. Was exceptionally punctual in observing work hours and break periods. 	<ul style="list-style-type: none"> o Was absent for a maximum of 2 times during the year. May have received a verbal reprimand warning on tardiness. 	<ul style="list-style-type: none"> o Was absent 3 but not more than 5 times during the year. May have received warning or sanction on tardiness. 	<ul style="list-style-type: none"> o Was absent 6 but not more than 8 times during the year. May have been suspended for tardiness. 	<ul style="list-style-type: none"> o Was absent 10 or more times during the year. May have been suspended more than once for tardiness. 	

ABSENCES: defined as the inability to report for work without prior written approval; may be due to sickness, emergency or urgent personal matters

- o Availment of Vacation Leaves (VL) without prior written approval from immediate superior
- o Two (2) half-day's absence considered one (1) day absence regardless of whether written/verbal approval has been secured by the employee

7-9

PART II.B SUMMARY

TO BE ACCOMPLISHED BY THE RATEE

What do you consider to be your most important contribution/ accomplishment since your last performance review?

To be able to prepare financial statements and to broaden knowledge in accounting cycles. To accomplish needed schedules by external audit on time and to learn SAP system.

TO BE ACCOMPLISHED BY THE RATER

COMMENTS/ACTION PLAN

TIME FRAME

Yes. was able to apply her previous knowledge for a wider application and appreciation of accounting through processing company's transactions.

What abilities/skills are needed in your job that you feel you should improve on? How do you think COSCO CAPITAL, INC. helped you on this?

Excel skills, and Accounting System skills (SAP). Learned a lot from accty. system skills such as SAP to improve IT skills also in excel by the help of my superiors. AND management skills (time and work balance)

Three areas will further be improved for each and every day since Cosco Capital has various transactions when various skills could be applied and need also to be enhanced.

What do you think the Company can do to further increase the efficiency of your section/department or division?

provide some activities like teambuilding to strengthen the bond and also to provide relaxation to employees. AND provide CPD seminars for the license.

Cosco Capital group yearly organize seminar for member companies. As for the team building, it could be proposed to the management and I believed this is possible.

What other information do you want conveyed to COSCO CAPITAL, INC. Management?

Good management that helps people to grow in their career.

Will be included to the points to be relayed to the Management.

OVER-ALL POTENTIAL

1. Describe the employee's potential for higher responsibilities considering his mental abilities, leadership qualities, judgment and organizing abilities, etc.
With her knowledge and familiarity on the responsibilities given her has the potential for higher responsibilities.
2. What is your own opinion of the individual's capacity for growth?
through continuous learning of the job areas.

- Outstanding potential; shows great promise; capable of advancing several job levels within the next two or three years. Only moderate capacity for growth; can enlarge scope of present duties. No change in job level.
- Very promising material; capable of advancing more than one job level within the next two years. Has reached limits of his capacity.
- Average potential; capable of advancing at least one job level within the next two years.

PART III DEVELOPMENTAL AREAS & CAREER PLANNING:

Assess the employee's strengths and weaknesses in terms of knowledge; skills and attitude and suggest steps for improvement

TO BE ACCOMPLISHED BY THE RATER

AREAS OF STRENGTH	AREAS OF DEVELOPMENT	ACTION PLAN	TIME FRAME
Knowledge/familiarity of the applicable accounting standards on the responsibilities	Needs to be updated on other rules/regulations affecting the job responsibilities.	Continuous learning through participations in the seminars that the group organized each year.	Within the year
Able to adapt to the environment easily	Some other technical skills that are applicable to her work levels	Continuous learning and if would be allowed, to attend seminars related.	Within the year
Can work with minimal instructions under circumstances			

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PART IV. SUMMARY: FOR HRD USE ONLY

PART I. ACCOMPLISHMENTS

Overall Rating:

70%
7.82
 Percentage Score 5.47

PART II. CRITICAL FACTORS

Overall Rating:

30%
7.9
 Percentage Score 2.37

5.47
 2.37

 7.84
 Above Ave.

HRD Authorized Personnel: _____ Date: March 08, 2018

PART V. RECOMMENDED COURSE OF ACTION

<input type="checkbox"/>	Terminate employment effective:	_____
<input type="checkbox"/>	Extend probationary period to:	_____ Effective: _____
<input checked="" type="checkbox"/>	Confirm permanency to the position of:	_____ Effective: _____
<input type="checkbox"/>	For promotion to:	_____ Effective: _____
<input type="checkbox"/>	Merit increase of:	_____
<input type="checkbox"/>	Status Quo	

Rated by: _____
 Name & Signature of Immediate Superior
 Date: 3/15/18

Reviewed by: _____
 Name & Signature of Next Immediate Superior
 Date: 3/7/2018

Endorsed by: _____
 Name & Signature of Division / Group Head
 Date: _____

V. REVIEW/COMMENTS

Name of Employee
EMPLOYEE'S SIGNATURE

Name of Immediate Superior / Manager
IMMEDIATE SUPERIOR/ MANAGER

Name of Group Head
GROUP HEAD

NOTE: RATEE'S SIGNATURE DOES NOT NECESSARILY MEAN AGREEMENT WITH THE APPRAISAL, IT SIMPLY MEANS THAT APPRAISAL HAS BEEN DISCUSSED WITH THE RATER.

HRD - 040
Rev 01
March 2014

Employee Name :
 Date Hired :
 Position :
 Company : Cosco Capital, Inc.
 Department :

PART 1. EMPLOYEE ATTENDANCE PROFILE

Year: October 2017 - February 10, 2018

Month	Tardiness		Undertime		Authorized Absence	Unauthorized Absence	Total Frequency
	Mins.	Frequency	Mins.	Frequency			
October-17	22	1					
November-17							
December-17							
January-18							
February-18							

PART II. VIOLATION RECORD

Disciplinary Actions received from November 2014 to October 2015							
Month	Nature of Offense	AIR/ Sanction Received					Remarks
		VW	WW	Suspension	Preventive Suspension	Stem Warning	
November. 2014							
December. 2014							
January. 2015							
February							
March							
April							
May							
June							
July							
August							
September							
October							

PART III. Recognition(s)/ Award(s)/ Commendation(s) received (if any)

Month	Type of Recognition (Details)
November. 2014	
December. 2014	
January. 2015	
February	
March	
April	
May	
June	
July	
August	
September	
October	

Prepared by:

HR Assistant

Date