



**SUMMARY OF RATINGS**

I. Occupational Competence (70%)

II. Professional and personal Characteristics (20%)

III. Punctuality/Attendance (10%)

TOTAL

PLUS FACTOR

OVER-ALL RATING

Descriptive Rating

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RATEE:  
\_\_\_\_\_

CONFERRED WITH:  
\_\_\_\_\_

Immediate Supervisor/Rater

CONFORME:  
\_\_\_\_\_  
Signature of Ratee

RECOMMENDING APPROVAL  
\_\_\_\_\_

APPROVED BY:  
\_\_\_\_\_

**KEY TO DESCRIPTIVE RATING**

- 8.60-10 = Outstanding
- 6.60-8.50 = Very Satisfactory
- 4.60-6.50 = Satisfactory
- 2.60-4.50 = unsatisfactory
- 2.50 & below = Poor

PARC ACTION:  
\_\_\_\_\_  
\_\_\_\_\_