



Performance Evaluation of DCWD to HINEX Janitorial and Allied Services
for the period _____

Name of Hinex Personnel: _____ **Areas/Location:** _____

Instruction: Please check the appropriate rating scale:

5 - Excellent 4 - Very Satisfactory 3 - Satisfactory 2 - Unsatisfactory 1 - Poor

I. PERFORMANCE		RATING				
		5	4	3	2	1
1	Janitors are in their respective areas of assignment or extend support to another area as the need arises.					
2	The area of assignment are maintained, kept clean, tidy and without noticeable/unpleasant smell.					
3	Scooped off sticky substance or dirt on the floor with putty knife.					
4	Removed cobwebs and dusting of ceiling.					
5	Cleaned all interior and exterior glass walls.					
6	Removed stain marks or sticky dirt on walls, doors and building posts					
7	Collection and proper disposal of garbage. Trash bins are cleaned.					
8	Proper wearing of prescribed HINEX uniform and Identification card.					
9	Physical appearance of janitors, proper grooming, cleanliness and neatness when reporting on duty.					
10	Ability to work under minimal supervision.					
11	Ability to work under pressure.					
II. CHARACTER AND PERSONALITY TRAITS		RATING				
		5	4	3	2	1
1	Relationship with Peers.					
2	Relationship with DCWD Employees.					
3	Responsiveness to work instructions.					
4	Acceptance to constructive criticism.					
5	Polite, kind and thoughtful behavior toward peers/DCWD employees/customers in manner of speech and actions.					
6	Punctuality and attendance.					
Overall Performance Assessment:						

Remarks: _____

Name over signature of rater: _____

Date: _____

Department: _____

Legend:		
5	Excellent	90%-100%
4	Very Satisfactory	80%-89%
3	Satisfactory	70%-79%
2	Unsatisfactory	51%-69%
1	Poor	50%