

EMPLOYEE'S SELF-EVALUATION OF PERFORMANCE

Name: MART NATHANIEL FLORES

Date: December 28, 2022

Position: KMI – SUPERVISOR

1. Brief summary of job responsibilities:

Supervise and oversee KMI transaction and process
Preparation & Filling of KMI BIR returns and Annual Income Tax
Preparation and process of Check and Voucher of KMI Monthly Government Remittances
Monitoring of AR, KMI collection, Receivables and Service receivables
Preparation of KMI Monthly Sales and Purchases
KMI QNE monitoring
KMI FS and others

**2. How do you feel about your performance as an employee over the last year?
(eg. Attitude, motivation, initiative, quality of work, timeliness, productivity, supervisory requirements)**

My performance over the last year is still very challenging, that all of us need to recover and excel physically and mentally due to pandemic. For me I experienced a lot of problems that test my ability on to handle the situation and solve the problem. Those experienced help me to be more productive and test my ability in making decision to be more effective and efficient to the company and to my subordinates.

3. What kind of skills have you needed to fulfill your responsibilities over this past year? (eg. Organizational, interpersonal, written and verbal communication, problem-solving skills)

I think the skills that I have to fulfill are to be more vigilant, responsible and be more committed to my work. These skills will help me a lot to improve my work and fulfill my duties and responsibilities in easiest way and it will help to the company in achieving its goal.

4. What have you accomplished over the last year?

I was able to execute all my duties and responsibilities despite of many challenging experience and adjustment in our work place because of the pandemic.

**5. What would you like to accomplish over the coming year?
(eg. Performance improvements, tasks, goals, new skills)**

I am aiming to be more productive and effective to my work, aiming more responsibility to challenge my knowledge and ability that will help me to grow more personally and mentally.

6. What are other skills or experiences do you have that you would like to use / to put into practice?

The other skill that I want to share is my commitment and passion to my work that will help to the company for continues success and achieving its goals.

7. What are the things that would help you to better carry out your work responsibilities? (eg. Relationship skills, continuing education, particular tools)

Training and Seminar related to my work. It would help to improve me better and perform my daily duties and responsibility effectively.

8. How would you evaluate your overall performance over the last year?
(eg. Unsatisfactory, consistently superior, perfectly adequate but with room for improvement)

My performance over the last year is perfectly adequate but with room for improvements.

9. Additional comments:

Employee's signature: _____

Date: _____