NOTICE OF PERFORMANCE RATING

(Job Order)

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

Date

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

Name

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

Office/College

Thru:

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

Immediate Supervisor

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

Designation/Office

Dear Mr./Ms.

This is to inform you of your Satisfactory / Fair/ Unsatisfactory performance for the period of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

You are hereby advised to discuss your performance results and improvement plan with your immediate supervisor and accomplish the attached Coaching and Mentoring Form which shall be submitted to the OHRDM within three (3) working days upon receipt of this notice. Please be reminded that your renewal of contract will be subjected to your performance rating and other applicable rules.

You are hereby given a chance to improve your performance to be evidenced by completion of the tasks specified in the action plan of the attached form.

Hoping for the best results in the next rating period!

Sincerely Yours,

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

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

OHRDM Director