

**END OF PROBATIONARY CONTRACT NOTICE**

September 27, 2022

**Kathy Ardiza Boquia**

Sitio Immaculada, Tungasan Jagobiao Mandaue City, Cebu 6014

Dear **Ms. Boquia**,

Your probationary employment as a **Customer Service Representative** has been subject to evaluation from the date you were hired up to present. Thus, it is expected that continuing good work performance, attendance and work attitude are to be maintained. You were given expectation to adhere to the department's set standards of your job, as well as company policies and practices, which has been made known to you from the day you were hired.

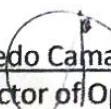
In view of this, we find that you were not able to meet the standards for you to become a regular employee of iPloy Inc. Thus, we regret to inform you that we are ending your probationary contract effective immediately.

Thank you for the services you have rendered to the company and we hope for your success in your future endeavors.

Very truly yours,

  
Niegel Arganza  
Human Resources

Noted by:

  
Alfredo Camarillo Jr.  
Director of Operations

Acknowledged by:

  
Kathy Ardiza Boquia  
Name Signature Over Printed

cc:Human Resources/file

## EMPLOYEE PERFORMANCE EVALUATION

Employee Name: Kathy Boquia	Date Accomplished: September 13, 2022
Employee Number: 2882	Role: CSR Phones Scheduling
Employment Status: <b>Probationary</b>	Supervisor: Eddie Mae Sungahid-Compra
Evaluation Period: 5 <sup>th</sup> month (April 4-September 4, 2022)	Operations Manager: Angelo Niño Manal

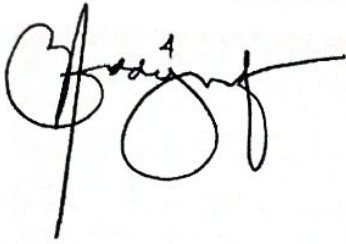
**Instructions to Supervisor:** Supervisors should refer to the employee's job description when completing this form; the evaluation should focus on the employee's ability to perform the job duties listed in the job description. Indicate the evaluation of the employee's job performance by writing a number between 1 and 3 on the blank line to the right of each attribute, in the appropriate column. Use the following scale:

1 = Unacceptable;      2 = Needs Improvement;      3 = Satisfactory

Attribute	Score
<b>QUANTITY OF WORK</b> The extent to which the employee accomplishes assigned work of a specified quality within a specified time period	2
<b>QUALITY OF WORK</b> The extent to which the employee's work is well executed, thorough, effective, accurate	3
<b>KNOWLEDGE OF JOB</b> The extent to which the employee knows and demonstrates how and why to do all phases of assigned work, given the employee's length of time in his/her current position	2
<b>RELATIONS WITH SUPERVISOR</b> The manner in which the employee responds to supervisory directions and comments. The extent to which the employee seeks counsel from supervisor on ways to improve performance and follows same	3
<b>COOPERATION WITH OTHERS</b> The extent to which the employee gets along with other individuals. Consider the employee's tact, courtesy, and effectiveness in dealing with co-workers, subordinates, supervisors, and customers	2
<b>ATTENDANCE AND RELIABILITY</b> The extent to which employee arrives on time and demonstrates consistent attendance; the extent to which the employee contacts supervisor on a timely basis when employee will be late or absent	2
<b>INITIATIVE AND CREATIVITY</b> The extent to which the employee is self-directed, resourceful and creative in meeting job objectives; consider how well the employee follows through on assignments and modifies or develops new ideas, methods, or procedures to effectively meet changing circumstances	3
<b>CAPACITY TO DEVELOP</b> The extent to which the employee demonstrates the ability and willingness to accept new/more complex duties/responsibilities	2
<b>PRODUCTIVITY</b> Average daily calls made by the employee indicate productivity and efficiency in performing the tasks at hand	3
<b>TOTAL SCORE</b>	22/9

AVERAGE

2.4



**Comments to Supervisor and Employee:** Supervisors should discuss the evaluation results with the employee. At a minimum, employees must be given a copy of the evaluation for their own records. Both the supervisor and the employee should sign the evaluation form. The employee signature indicates only that the employee received a copy of the evaluation. It does not necessarily signify employee concurrence. Both employees and supervisors are strongly encouraged to include written comments.

EVALUATION EDDIE MAE SUNGAHID-COMPRA 9/13/22

\_\_\_\_\_  
(Supervisor Signature and Date)

Date)



(Employee Signature and Date)

Employee Comments (please include date; attach additional paper if necessary):

Supervisor Comments (please include date; attach additional paper if necessary):

Here's how Kate did for the past months.

ATTRIBUTES	2022				
	Apr	May	Jun	Jul	Aug
<b>QUANTITY OF WORK</b> - the extent to which the employee accomplishes assigned work of a specified quality within a specified time period.	N/A	2	3	2	1
<b>QUALITY OF WORK</b> - the extent to which the employee's work is well executed, thorough, effective, accurate	N/A	3	3	3	3
<b>KNOWLEDGE OF JOB</b> - the extent to which the employee knows and demonstrates how and why to do all phases of assigned work, given the employee's length of time in his/her current position	N/A	2	3	3	3
<b>RELATIONS WITH SUPERVISOR</b> - the manner in which the employee responds to supervisory directions and comments. The extent to which the employee seeks counsel from supervisor on ways to improve performance and follows same	3	3	3	3	3
<b>COOPERATION WITH OTHERS</b> - the extent to which the employee gets along with other individuals. Consider the employee's tact, courtesy, and effectiveness in dealing with co-workers, subordinates, supervisors, and customers	3	3	3	2	2
<b>ATTENDANCE AND RELIABILITY</b> - the extent to which employee arrives on time and demonstrates consistent attendance; the extent to which the employee contacts supervisor on a timely basis when employee will be late or absent	2	3	3	1	1
<b>INITIATIVE AND CREATIVITY</b> - the extent to which the employee is self-directed, resourceful and creative in meeting job objectives; consider how well the employee follows through on assignments and modifies or develops new ideas, methods, or procedures to effectively meet changing circumstances	3	3	3	3	3
<b>CAPACITY TO DEVELOP</b> - the extent to which the employee demonstrates the ability and willingness to accept new/more complex duties/responsibilities	3	3	3	3	3
<b>PRODUCTIVITY</b> - Average daily calls made by the employee indicate productivity and efficiency in performing the tasks at hand	N/A	3	3	3	3
<b>AVERAGE EVALUATION</b>	2.8	2.777778	3	2.555556	2.444444

Kate does a good job with her role. She has been very dependable and could work with less supervision.

However, she has some serious problem with her attendance and reliability which totally affected her overall performance, especially during this probationary period. She has been constantly advised about her tardiness and attendance all throughout. She was coached and was given chances to redeem herself.

Unfortunately, after 5 months, she was still unable to prove herself despite the constant reminder. Therefore, she failed her probationary rating.

Please see attached forms.

**TO BE COMPLETED ONLY AT LAST EVALUATION BEFORE END OF EVALUATION PERIOD:**

**For 6<sup>th</sup> Month Evaluation**

I recommend this probationary employee become permanent and continuous.

I recommend this probationary employee be dismissed before the end of the probationary period and will submit the appropriate forms.

**For Annual Evaluation**

