

[Back to Dashboard](#)

My Appraisal Form

Year:

2021

Section A: Employee Details

Employee ID: 20190815460

Name: Pema Youden

Position Title & Position Level: ECCD Facilitator (S5)

Working Agency: Jurmey Primary School,Schools,Mongar Dzongkhag

Section B: Performance

Output	Activity	Level 4 [3.00-4.00]	Level 3 [2.00-2.99]	Level 2 [1.00-1.99]	Level 1 [<=0.99]	Target Achieved	Justification
Leadership and Management Practices improved	1.1 Attend ECCD center program regularly	Attend at least 90--95% in the ECCD center	Attend at least 85-95% in the ECCD center.	Attend at least 80-85% in the ECCD center.	NA	Attend at least 90- 95% in the ECCD center	-Achieved 100 % atte the ECCD center.
	1.2 All children attend ECCD center program regularly	Attendance of children 80-90%	Attendance of children 70-80%	Attendance of children 60-70%	NA	Attendance of children 80-90%	- Achieved 85% of chil attendance in ECCD c
	1.3 The ECCD Centre environment is free of abusive behavior and physical humiliating punishment.	Actively counsels parents and local community on non-violence and also tell about the impact of fighting.	Actively counsels parents and local community on non-violence.	Talk about non-violence to parents and local community sometimes only .	NA	Actively counsels parents and local community on non-violence and also tell about the impact of fighting.	- we have talked about violence , physical punishment and abus behavior with parents children all the times.
	1.4 Organize classroom for conducive learning	Set up classroom rules with children and display all learning materials appropriately with 6 corners.	Set up classroom rules with children and display few learning materials with 6 corners.	Set up classroom rules with children and organize, arrange and display learning materials appropriately.	NA	Set up classroom rules with children and display all learning materials appropriately with 6 corners.	- Have setup classroo and displayed all the 6 learning materials appr
	1.5 Maintain student information board	Maintain standard student information board by mid of April.	Maintain standard student information board by 31st April 2021.	Maintain standard student information board by 31st May 2021.	NA	Maintain standard student information board by mid of April.	-Maintained standard information board in t week of April.
Green School domain initiated	2.1 Adopt and advocate waste management	Maintain proper waste management policy by displaying waste management information in the class. Apply 3R- Reduce, Reuse and Recycle by waste . Maintain proper dustbin and broom.	Maintain proper waste management policy by displaying waste management information in the class. Apply 2R- Reduce and Recycle by waste . Maintain proper dustbin and broom.	Maintain proper waste management policy by displaying waste management information in the class. Maintain proper dustbin and broom.	NA	Maintain proper waste management policy by displaying waste management information in the class. Apply 3R- Reduce, <div>▲</div> <div>□</div> <div>▼</div>	-Maintained proper wa management policy b displaying waste management informat the class.
	2.2 Centre promotes and practice healthy food habits.	Observed 2 days in a week as a green day. Display nutrition guide poster in Centre and discourage junk food.	Observed 1 days in a week as a green day. Display nutrition guide poster in Centre and discourage junk food.	Display nutrition guide poster in Centre and discourage junk food.	NA	Observed 2 days in a week as a green day. Display nutrition guide poster in Centre and discourage junk food.	-Observed more than in a week as a green d talking with parents. -Displayed nutrition g poster in Centre and
	2.3 The centre has safe and sufficient drinking with water	Ensure students to carry water bottle individual by informing parent and refill water filter daily.	Wash water filter and refill it thrice a week.	Wash water filter and refill it twice a week.	NA	Ensure students to carry water bottle individual by informing parent and refill water filter daily	-Asked parents to sen bottle individually to c and refilled water filter and washed the water once in a week.
Curriculum Practices: Planned and Delivered	3.1 Develop yearly plan, weekly plan with theme, Daily schedule for the center program.	Prepare all the plans in the details as per the theme and mandated of the ECCD guidelines	Prepare the plans in the details as per the mandated of the ECCD guidelines.	Prepare plan as per the ECCD guidelines	NA	Prepare all the plans in the details as per the theme and mandated of the ECCD guidelines	-Prepared all the plans details as per the the mandated of the ECC guidelines.
	3.2 Keep all ECCD document centre.	4 Document	3 document	2 Document	NA	4 Document	- Maintained 4 docum such as -lesson plan -child portfolio -parenting guidelines
	3.3 Prepare daily lesson plan	5 lesson plan in a week with all the component as per the guideline of ECCD.	5 lesson plan in a week with all the component.	5 lesson plan in a week with few component	NA	5 lesson plan in a week with all the component as per the guideline of ECCD.	-Prepared 5 lesson pla week with all the com per the guideline of EC
Holistic Assessment established	4.1 Maintain child portfolio	All the children have maintain portfolio.	Some of the children have maintain portfolio.	Children have maintain portfolio.	NA	All the children have maintain portfolio.	- Maintained portfolio f children individually.
	4.2 Maintain the children's assessment record.	Record are maintain well and assessment information are used for children's improvement and achievements.	Record are maintain well and assessment information are used for children's improvement.	Record are maintain and no action are taken for improvement.	NA	Record are maintain well and assessment information are used for children's improvement and achievements.	-Record are maintaine and assessment infor are used for children's improvement, growth achievements.
Broader Learning Domain strengthened	5.1 Center ensures that every children and facilitator participates in all center	All children and facilitator can participate in all center activities.	children and facilitator can participate in few center activities/program.	Children can participate in center activities/program.	NA	All children and facilitator can participate in all center activities.	-All children and facilitator participated in all cent activities and program

	program/activities.	All the children can use 6 steps of hand washing techniques.	All the children can use 5 steps of hand washing techniques.	All the children can use 4 steps of hand washing techniques.	NA	All the children can use 6 steps of hand washing techniques.	-All the children are able to use 6 steps of hand washing techniques.
School Community Vitality Relationship established.	6.1 Conduct parenting session.	Conduct more than 9 sessions in a year.	Conduct more than 7 sessions in a year.	Conduct more than 6 sessions in a year.	NA	Conduct more than 9 sessions in a year.	-Conducted till 10 sessions in a year.
	6.2 Conduct home visit.	Visit more than 15 houses in a course.	Visit more than 12 houses in a course.	Visit more than 10 houses in a course.	NA	Visit more than 10 houses in a course	-Visited more than 19 houses in a course.

Adhoc Activities

Section C: Competency Behavior

Potential Assessment Area	Quality & Description	Level 4 [3.00-4.00]	Level 3 [2.00-2.99]	Level 2 [1.00-1.99]	Level 1 [<=0.99]	Final Score
1.Analytical Skills	Demonstrates sense of understanding and appreciation of one's work to meet organizational objectives and results	Makes critical judgment on her/his contribution to organization based on independent thinking by making good use of background knowledge	Makes strong judgements based on the work experiences upon receiving the guidance from supervisor to carry the work activities	Makes judgements by using limited work knowledge and timely supervision required to carry the work activities	Carries out work activities without critical judgement and not putting the work knowledge in use	3.5
2. Planning & Organizing	Demonstrates ability to plan and organize work activities around organization's objectives making optimum use of resources and time	Every day activities are guided by meticulous work plans and demonstrates good time management skills to meet agency's objectives by using available resources optimally to meet work activities without compromising the quality of the work output	Systematic work Planning on the work activities are drawn clearly and needs minimum supervision and resource and maintain quality of the work	Work plan are maintained but are not followed and requires extra resources to carry the activities and quality of work compromised	Does not follow clear work plan and mostly involved in ad hoc activities and work are not up to the expected quality	4
3.Decisiveness	Demonstrates sound judgment to identify and recognise problems and solutions, and escalate them to appropriate authority	Submits problems and recommended solutions before time for supervisory intervention.	Submits problems and recommended solutions on time for supervisory advice	Submits problems without recommendation on time	Waits for supervisory intervention to resolve issues	3.5
4.Leadership & Influencing Skills	Demonstrates urgency and proactively takes lead in assigned work activities and solicits support.	Initiates assigned works proactively, identifies and tries to solve bottlenecks in his/her own area of work	Work assigned are taken with strong responsibility to be completed	Any assigned work are done but requiring a minimum supervision	Initiates assigned work with reminder only	3.5
5.Interpersonal Skill	Demonstrates ability to work in teams and garner supports, built relationship and develop congenial work environment	Achieves individual performance targets while maintaining friendly relationship within and outside agency	Achieves individual performance with good relationship within but limited level of interpersonal skills outside agency	Achieves individual performance with limited relationship within and outside agency	works only to serve self-interest and meet personal goals	4
6.Oral/Written communication	Demonstrates ability to articulate one's ideas, views and opinions clearly and concisely both in oral and in writing	Articulates information to others in language that is clear, concise and easy to understand	Articulates information to other in languages that is understandable	Articulates information to other in limited language limited unto his/her level of understanding	Does not articulate information that is clear and concise	4
					Final Score:	3.75

Section D: Evaluation

Particular	Score Received	% Allocated	Final Score	Supervisor's Comments	Moderation Exercise Cat.	Agency Head's Comment
B. Performance	3.82	70%	2.67	Achieved more than 96% of her target	Not Rated	
C. Competency Behaviors	3.75	30%	1.12	possess very good competency behavior		
		Total Score:	3.79			

Save Achievements & Justification

Download as PDF

