

Explanatory Notes:

Determination of Overall Performance

1. Tick the individual raw scores under Quality and Management.

Assigned Raw Score for each performance

Performance	Raw Score
Excellent	5
Very Good	4
Good	3
Satisfactory	2
Poor	1

2. Total up the Raw Score for each performance and determine the Average Raw Score by dividing the total Raw Score by five (5).

For example,

Total Raw Score: $5 + 4 + 3 + 4 + 2 = 18$

Average Raw Score: $18 \div 5 = 3.6$

Based on the Average Score of 3.6, the Overall Performance according to the Conversion Table is "Very Good"

Conversion Table

Average Raw Score	Overall Performance
> 4.5	Excellent
3.6 to 4.5	Very Good
2.6 to 3.5	Good
1.6 to 2.5	Satisfactory
< 1.6	Poor