



22nd Floor Strata 100, F. Ortigas Jr. Road, San Antonio, Pasig City
☎ 638-06-60 loc 106

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Aarone Labata Date of Rating: 8/29/2025 Date Hired: June 2, 2025
Position: Inventory Controller
Location: Caloocan Whse Department: Audit
Rating Period: JULY 2 - SEPTEMBER 2, 2025
Purpose of Rating: 3RD MONTH EVALUATION

Instruction: Please review notes on Guide to performance appraisal before accomplishing this form.

FACTORS	RATING				POINTS
1. KNOWLEDGE OF WORK	Has exceptional knowledge of his own&related work.	Has required knowledge of own & related work.	Has required knowledge of own work only.	Needs additional instruction and guidance.	5
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks :				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	29
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks :				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	7
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks :				
4. DEDICATION TO DUTY	Always dedicated to duty.	Usually dedicated to duty.	Sometimes dedicated to duty.	Rarely responds to company needs.	8
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
5. COOPERATION	Always	Usually	Sometimes	Rarely	8
	cooperative	cooperative	cooperative	cooperative	
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
Remarks :					
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/n the allowable no.or less.	With written warning/s	With one (1) day suspension	With 3 days suspension.	9
		(1st Offense)	(2nd Offense)	(3rd Offense)	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
Remarks :					
7. SAFETY AND / OR HOUSEKEEPING	No record of t/infracton against our safety/ housekeeping rules	No record of accident but w/ 1 infracton against our safety/ housekeeping rules	No record of accident but w/ 2 infracton against our safety/ housekeeping rules	Had an accident or had more than 2infractons against our safety/ housekeeping rules	8
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
				TOTAL	74

Previous Challenges and Accomplishments:

Areas of Strengths:

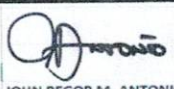
*Mareport, Hindi siya takot o nagdadalang isip magreport o gawin ang kanyang trabaho.

Areas of Weaknesses / Development:

RECEIVED

02 OCT 2025

*Madalas siyang narereport na walang ginagawa sa oras ng trabaho.


Rated By : JOHN REGOR M. ANTONIO
Printed Name & Signature

Acknowledged By:

Employee Name : _____
Printed Name & Signature

Date : _____
(mm / dd / yy)

RECOMMENDATIONS:
*Iwasan ang pag istambay, lalo na sa oras ng trabaho, maghanap ng maaring gawin.
*Wag pansinin lahat ng sinasabi ng mga tao sa paligid, gawin lamang ng tama ang trabaho.
*Double check lahat ng reports/documents palagi, wag maging kampante na maraming kasama na nagchecheck. Magbilang ng sarili, wag umasa sa bilang sa documents. mag actual count.

Approved by : Kunji C. Koila Date Signed 09/26/25
mm / dd / yy

Approved by : _____ Date Signed _____
mm / dd / yy

President's Signature : _____ Date Signed _____
mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: _____ Present Rate: _____
mm / dd / yy

Amount of Increase: _____
Date of Last Increase: _____
mm / dd / yy

Date Appointed to Present Position: _____
New Rate: _____

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

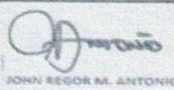
Nature of Recommendation : _____
Approved Recommended Rate : _____
Approved Recommended Position : _____
Effectivity Date : _____
mm / dd / yy

Reviewed by:  10/2/25
Human Resource Department

PER RATING	DESCRIPTION
90-100	Outstanding
75-89	Above Average
50-74	Average
49 below	Below Average

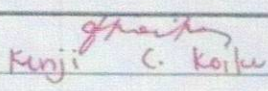
Passing Rate

*Madalas siyang narereport na walang ginagawa sa oras ng trabaho.


Rated By : JOHN RESOR M. ANTONIO
Printed Name & Signature
Date : _____
(mm / dd / yy)

Acknowledged By: 
Employee Name : ARACEL D. LOBATO
Printed Name & Signature
Date : _____
(mm / dd / yy)

RECOMMENDATIONS:
*Iwasan ang pag istambay, lalo na sa oras ng trabaho, maghanap ng maaring gawin.
*Wag pansinin lahat ng sinasabi ng mga tao sa paligid, gawin lamang ng tama ang trabaho.
*Double check lahat ng reports/documents palagi, wag maging kampante na maraming kasama na nagchecheck. Magbilang ng sarili, wag umasa sa bilang sa documents, mag actual count.

Approved by :  Date Signed : 09/24/25
mm / dd / yy
Approved by : _____ Date Signed : _____
mm / dd / yy
*resident's Signature : _____ Date Signed : _____
mm / dd / yy

EMPLOYEE DETAILS:
Date Hired: _____ Present Rate: _____ Amount of Increase: _____
mm / dd / yy Date of Last Increase: _____
mm / dd / yy
Date Appointed to Present Position: _____ New Rate: _____

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT
ature of Recommendation : _____ Reviewed by: _____
Approved Recommended Rate : _____ Human Resource Department
Approved Recommended Position : _____
Effectivity Date : _____
mm / dd / yy

PER RATING	DESCRIPTION
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Passing Rate