



2270 River Street 100 F. Oranges CA 92667
658-66-66100

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: **Aaron Labata** Date of Rating: **10/20/2025** Date Hired: **June 2, 2025**
Position: **Inventory Controller**
Location: **Caloocan Whse** Department: **Audit**
Rating Period: **SEPTEMBER 3 - OCTOBER 30, 2024**
Purpose of Rating: **5TH 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.	4	
	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.	28	
	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 cooperative	Usually cooperative	Sometimes cooperative	Rarely cooperative	7	
	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 2 infractons against our safety/ housekeeping rules	4	
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.		
	Remarks :					
				TOTAL	67	

Previous Challenges and Accomplishments:

Areas of Strengths:

*mareport & ma IR, hindi siya takot sa paligid niya at ginagawa niya yung trabaho niya.

Areas of Weaknesses / Development:

1. Madalas siyang mareport na walang ginagawa sa oras ng trabaho.

2. Nagasilipon ng mali sa kapwa katarbaho

3. kamaputi sa sarili hindi nagtatatong kung tama ba yung ginagawa niya

Rated by: **REGIE MARTINEZ**
Printed Name & Signature

10/20/25
(mm / dd / yy)

Acknowledged By:

Employee Name: **Aaron D. Labata**

Date:

11. 7. 25
(mm / dd / yy)

RECEIVED

12 NOV 2025

RECOMMENDATIONS:

- *Iwasan ang pag istambay, lalo na sa oras ng trabaho, maghanap ng maaring gawin para hindi maslip sa ibang katarbaho at ma captured sa cctv
- *Wag pansinin lahat ng sinasabi ng mga tao sa paligid, gawin lamang ng tama ang trabaho.
- *Paghindi sigurado sa ginagawa magtanong sa mga superior para ma bigyan ng advice kung anong tamang gagawin
- *Iwasan yung makipagbantayan sa kapwa katarbaho para maka focus sa trabaho

Approved by : Kenji C. Koila Date Signed 10/20/25
mm / dd / yy

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

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

EMPLOYEE DETAILS:

Date Hired: _____ Present Rate: _____ 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

Nature of Recommendation : _____ Reviewed by: g/h/r
u/c/h/r

Approved Recommended Rate : _____
Human Resource Department

Approved Recommended Position : _____

Effectivity Date : _____
mm / dd / yy

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

Passing Rate

In end of contract. Last day November 7, 2025. g/h/r u/c/h/r