



22nd Floor Strata 100-1 Orizaba Pl. Road, San Antonio, Pasig City
678 06 40 1st-106

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: **ALVIN JERICK RAMAN** Date of Rating: **1/4/24** Date Hired: **7/10/23**
Position: **PLANT ACCOUNTANT 2**
Location: **LOBRONA** Department: **ACCOUNTING DEPT.**
Rating Period: **7/10/23 to 1/10/24**
Purpose of Rating: **FOR RECOMMITMENT**

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: IN COMUS - STILL HE NEEDS GUIDANCE IN HIS REPORT				
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: PRODUCTIVE IN CA VISIT NO NEED TO INSTRUCT REVISIT				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	7
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks: WIKING TO LEARN BUT STILL HE CAN'T FOLLOW STEPS/HOW TO DO IT EVEN HE HAS NOTE Bk. NOW				
4. DEDICATION TO DUTY	Always dedicated to duty.	Usually dedicated to duty.	Sometimes dedicated to duty.	Rarely responds to company needs.	5
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks: SOMETIMES LATE PASS WEEKLY REPORT, NO PRINT OUT STOCK MONITORING OUT w/ manual report				
5. COOPERATION	Always cooperative	Usually cooperative	Sometimes cooperative	Rarely cooperative	8
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks: COOPERATIVE BUT SOMETIMES NOT FOLLOWING INSTRUCTIONS				
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: NO RECORD				
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	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks: NO RECORD				
TOTAL					71

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Previous Challenges and Accomplishments:

N/A

Areas of Strengths:

SHOWROOM VISIT

Areas of Weaknesses / Development:

RECORDING REPORTS SOMETIMES MISPLACED & INCONSISTENT IN THE REPORTS esp. WEEKLY. ENSURE BECOME STRONGER WHEN ENCOUNTER PROBLEM IN REPORTS THAT RESULT HE CANNOT FOCUS ON THE REPORT / ERROR

Rated By

WANGZHI PHUPOS

Date

01/04/24

(mm / dd / yy)

Acknowledged By

Employer Name

ALWIN JENICK LOBAN

Printed Name & Signature

Date

01/04/24

(mm / dd / yy)

RECOMMENDATIONS:

Approved by

Date Signed

mm / dd / yy

Approved by

Date Signed

mm / dd / yy

President's Signature

Date Signed

mm / dd / yy

EMPLOYEE DETAILS:

Date Hired:

mm / dd / yy

Present Rate:

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

Reviewed by:

Approved Recommended Rate

Human Resource Department

Approved Recommended Position

Effectivity Date

mm / dd / yy

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

Passing Rate

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