



PERFORMANCE EVALUATION REPORT FORM

Name of Employee: **MENDOZA, ALYSSA MARIE S.** Date of Rating: **3rd Month**
 Position: **REAL TIME GPS TRACKER** Date Hired: **APRIL 8, 2025**
 Location: **SPI CALACA** Department: **LOGISTICS**
 Rating Period: **APRIL 2025 TO JULY 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. 9 to 10 pts.	Has required knowledge of own & related work. 7 to 8 pts.	Has required knowledge of own work only. 5 to 6 pts.	Needs additional instruction and guidance. 1 to 4 pts.	8
2. PRODUCTIVITY	Usually exceeds standards. 36 to 40 pts.	Meets standards. 30 to 35 pts.	Seldom meets standards. 20 to 29 pts.	Never meets standards. 1 to 19 pts.	32
3. INITIATIVE	Always 9 to 10 pts.	Usually 7 to 8 pts.	Sometimes 5 to 6 pts.	Rarely 1 to 4 pts.	8
4. DEDICATION TO DUTY	Always dedicated to duty. 9 to 10 pts.	Usually dedicated to duty. 8 pts.	Sometimes dedicated to duty. 5 to 7 pts.	Rarely responds to company needs. 1 to 4 pts.	8
5. COOPERATION	Always cooperative 9 to 10 pts.	Usually cooperative 8 pts.	Sometimes cooperative 5 to 7 pts.	Rarely cooperative 1 to 4 pts.	8
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/n the allowable no. or less. 9 to 10 pts.	With written warning/s (1st Offense) 7 to 8 pts.	With one (1) day suspension (2nd Offense) 5 to 6 pts.	With 3 days suspension. (3rd Offense) 1 to 4 pts.	9
7. SAFETY AND / OR HOUSEKEEPING	No record of t/infracton against our safety/ housekeeping rules 9 to 10 pts.	No record of accident but w/ 1 infracton against our safety/ housekeeping rules 8 pts.	No record of accident but w/ 2 infracton against our safety/ housekeeping rules 5 to 7 pts.	Had an accident or had more than 2 infractons against our safety/ housekeeping rules 1 to 4 pts.	9
TOTAL					82

Previous Challenges and Accomplishments:

Areas of Strengths:

- Team player
- Good asking question to learn & clarify
- Give comments / suggestions about work

Areas of Weaknesses / Development:

Rated By

Jessica O. Morua

Printed Name & Signature

7-10-25

Date

(mm / dd / yy)

Acknowledged By:

Employee Name

MENDOZA, AYLISA MARIE S.

Printed Name & Signature

Date

7 / 14 / 25

(mm / dd / yy)

RECOMMENDATIONS:

Approved by

ALVIN JHON B. FORMAL
LOGISTICS MANAGER

Date Signed

Approved by

Date Signed

mm / dd / yy

President's Signature

Date Signed

mm / dd / yy

mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: 04/08/25

mm / dd / yy

Present Rate: 14,500 / Monthly

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

Reviewed by:

Human Resource Department

mm / dd / yy

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

Passing Rate