



## PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Mendoza, Alyssa Marie S. Date of Rating: Date Hired: April 0, 2025  
Position: Real Time GPS Tracker Department: LOGISTICS  
Location: SPT CALAGA  
Rating Period: APRIL 2025 TO OCTOBER 2025  
Purpose of Rating: SIX 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.                                            | 8      |
|                                 | 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.                                                                | 33     |
|                                 | 36 to 40 pts.                                                    | 30 to 35 pts.                                                                    | 20 to 29 pts.                                                                    | 1 to 19 pts.                                                                          |        |
|                                 | Remarks:                                                         |                                                                                  |                                                                                  |                                                                                       |        |
| 3. INITIATIVE                   | Always                                                           | Usually                                                                          | Sometimes                                                                        | Rarely                                                                                | 8      |
|                                 | 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                                                                    | 9      |
|                                 | 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.                                                                           |        |
| 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:                                                         |                                                                                  |                                                                                  |                                                                                       |        |
| TOTAL                           |                                                                  |                                                                                  |                                                                                  |                                                                                       | 84     |

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06 JAN 2026

Previous Challenges and Accomplishments:

Areas of Strengths:

*Dedication to work*

Areas of Weaknesses / Development:

Rated By:

*Jessica D. Marcial*  
Printed Name & Signature

Date:

*11-15-28*  
( mm / dd / yy )

Acknowledged By:

Employee Name:

*MENYIA D. MARCIAL*  
Printed Name & Signature

Date:

*11/01/25*  
( mm / dd / yy )

RECOMMENDATIONS:

Approved by:

*ALVIN JHON D. FORMAL*  
LOGISTICS MANAGER

Date Signed:

mm / dd / yy

Approved by:

*MARICRIS AMOLA*  
DIR. HR AND ADMIN HEAD

Date Signed:

mm / dd / yy

President's Signature:

Date Signed:

mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: *01/08/25*  
mm / dd / yy

Present Rate: *15,976.70 / MONTHLY*

Date Appointed to Present Position:

Amount of Increase:

Date of Last Increase:

mm / dd / yy

New Rate:

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation:

Reviewed by:

Approved Recommended Rate:

*11/01/26*  
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

