

Sept. 16, 2025



## PERFORMANCE EVALUATION REPORT FORM

Name of Employee: MATURAN, ANDREA NICOLE SORIANO Date of Rating: Date Hired: 16 June 2025  
 Position: MULTIMEDIA SPECIALIST  
 Location: RGC - Head Office Department: MARKETING  
 Rating Period: AUGUST - SEPTEMBER 16, 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.<br>9 to 10 pts.            | Has required knowledge of own & related work.<br>7 to 8 pts.                              | Has required knowledge of own work only.<br>5 to 6 pts.                                        | Needs additional instruction and guidance.<br>1 to 4 pts.                                           | 7      |
| Remarks: Need pa ng improvement sa knowledge sa company & PRODUCE |                                                                                 |                                                                                           |                                                                                                |                                                                                                     |        |
| 2. PRODUCTIVITY                                                   | Usually exceeds standards.<br>36 to 40 pts.                                     | Meets standards.<br>30 to 35 pts.                                                         | Seldom meets standards.<br>20 to 29 pts.                                                       | Never meets standards.<br>1 to 19 pts.                                                              | 30     |
| Remarks: focus sa work at sa INVENTOS.                            |                                                                                 |                                                                                           |                                                                                                |                                                                                                     |        |
| 3. INITIATIVE                                                     | Always<br>9 to 10 pts.                                                          | Usually<br>7 to 8 pts.                                                                    | Sometimes<br>5 to 6 pts.                                                                       | Rarely<br>1 to 4 pts.                                                                               | 8      |
| Remarks: sipagan pa lalo                                          |                                                                                 |                                                                                           |                                                                                                |                                                                                                     |        |
| 4. DEDICATION TO DUTY                                             | Always dedicated to duty.<br>9 to 10 pts.                                       | Usually dedicated to duty.<br>8 pts.                                                      | Sometimes dedicated to duty.<br>5 to 7 pts.                                                    | Rarely responds to company needs.<br>1 to 4 pts.                                                    | 8      |
| Remarks: urgency at puso pa sa gingawa                            |                                                                                 |                                                                                           |                                                                                                |                                                                                                     |        |
| 5. COOPERATION                                                    | Always cooperative<br>9 to 10 pts.                                              | Usually cooperative<br>8 pts.                                                             | Sometimes cooperative<br>5 to 7 pts.                                                           | Rarely cooperative<br>1 to 4 pts.                                                                   | 9      |
| Remarks: always naman                                             |                                                                                 |                                                                                           |                                                                                                |                                                                                                     |        |
| 6. ATTENDANCE & PUNCTUALITY:                                      | Tardiness w/n the allowable no. or less.<br>9 to 10 pts.                        | With written warning/s<br>(1st Offense)<br>7 to 8 pts.                                    | With one (1) day suspension<br>(2nd Offense)<br>5 to 6 pts.                                    | With 3 days suspension.<br>(3rd Offense)<br>1 to 4 pts.                                             | 9      |
| Remarks: pumasok pa ng mal maaga kung alam ng ngalelate           |                                                                                 |                                                                                           |                                                                                                |                                                                                                     |        |
| 7. SAFETY AND / OR HOUSEKEEPING                                   | No record of t/infracton against our safety/ housekeeping rules<br>9 to 10 pts. | No record of accident but w/ 1 infracton against our safety/ housekeeping rules<br>8 pts. | No record of accident but w/ 2 infracton against our safety/ housekeeping rules<br>5 to 7 pts. | Had an accident or had more than 2 infractons against our safety/ housekeeping rules<br>1 to 4 pts. | 9      |
| Remarks: proper filing ng soft copy the rest no records           |                                                                                 |                                                                                           |                                                                                                |                                                                                                     |        |
| TOTAL                                                             |                                                                                 |                                                                                           |                                                                                                |                                                                                                     | 80     |

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23 SEP 2025

Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:

- \* wasang gawing laro ang trabaho
- \* focus sa maturity at sa mood
- \* sipagan pa at wasang makipag-usap ng hindi related sa trabaho.

Rated By : Adrian Dulos Santa,  
Printed Name & Signature

Date : \_\_\_\_\_  
( mm / dd / yy )

Acknowledged By:

Employee Name : ANDREA MATURAN  
Printed Name & Signature

Date : 09-15-2025  
( 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 Appointed to Present Position: \_\_\_\_\_

Date of Last Increase: \_\_\_\_\_  
mm / dd / yy

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