



PERFORMANCE EVALUATION REPORT FORM

Name of Employee:	NESUS, ANFERNY RANIEL GREGORIO	Date of Rating:		Date Hired:	22-Oct-2025
Position:	RECRUITMENT ASSOCIATE				
Location:	MRC HEAD OFFICE	Department:	HUMAN RESOURCE		
Rating Period:	OCTOBER 22 - JANUARY 22, 2026				
Purpose of Rating:	1st Assesment/3rd MONTH PERFORMANCE 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.	9
	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.	37
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks :				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	9
	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.	9
	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 2infractons against our safety/ housekeeping rules	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
				TOTAL	91

Previous Challenges and Accomplishments:

sometimes she felt uncomfortable when making decisions due to limited source of policies and process but she always open to ask and check for answer.

Areas of Strengths:

good screening of applicants, competitive in sourcing, knowledgeable for the position.

Areas of Weaknesses / Development:

Time management, taking responsibilities to the given tasks.

Rated By : Jenelyn B. Madritan
Printed Name & Signature
Date : 2/20/20
(mm / dd / yy)

Acknowledged By:

Employee Name : ANFERNY G. NESUS
Printed Name & Signature
Date : _____
(mm / dd / yy)

RECOMMENDATIONS:

time management program , reviewing policies and process to recruitment.

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: _____ 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 : _____
Approved Recommended Rate : _____
Approved Recommended Position : _____
Effectivity Date : _____
mm / dd / yy

Reviewed by:

4/14
Human Resource Department

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

Passing Rate