



PERFORMANCE EVALUATION REPORT FORM

Name of Employee: GUTIERREZ, ANGELA MAE CABIDA
Position: EMPLOYEE AND LABOR RELATIONS ASSOCIATE
Location: GRIPEN - SAN SIMON
Rating Period: JUNE 21- AUGUST 21, 2025
Purpose of Rating: 3RD MONTH EVALUATION
Date of Rating:
Date Hired: 21 May 2025
Department: HUMAN RESOURCE

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.	35
	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	8
	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.	10
	9 to 10 pts.	(1st Offense) 7 to 8 pts.	(2nd Offense) 5 to 6 pts.	(3rd Offense) 1 to 4 pts.	
Remarks :					
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	10
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
Remarks :					
				TOTAL	87

18 OCT 2025

RECEIVED

Previous Challenges and Accomplishments:

Areas of Strengths:

✓ * Fast learner
able to understand instruction *Amly*

Areas of Weaknesses / Development:

None so far *Amly*

Rated By

Amly
Printed Name & Signature

Date

12-8-25
(mm / dd / yy)

Acknowledged By:

Employee Name

Printed Name & Signature

Date

(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:

Amly 10/12/25
Human Resource Department

Approved Recommended Rate : _____

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

Previous Challenges and Accomplishments:

Areas of Strengths:

able to understand instruction *Angie*

Areas of Weaknesses / Development:

None so far *Angie*

Rated By:

Angie M. Anderson
Printed Name & Signature

Date:

10/5/25
(mm / dd / yy)

Acknowledged By:

Employee Name:

ANGELA MAE C. BUTLER
Printed Name & Signature

Date:

10/5/25
(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:

10/14/25
[Signature]
Human Resource Department

Approved Recommended Rate:

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