

22nd Floor Strata 100, F. O-Ligas Jr. Road, San Antonio, Pang City
638 06 60 lot 106

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: ANGELO CABACUNGAN Date of Rating: 12/19/2025 Date Hired: Sep. 5, 2025
Position: Inventory Controller
Location: San Ildefonso plant Department: Audit
Rating Period: From Sep. 5-Dec. 5, 2025
Purpose of Rating: 3 months 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.	4
	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.	29
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks :				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	7
	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	7
	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.	
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	4
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
TOTAL					68

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Previous Challenges and Accomplishments:

Areas of Strengths:

*Nagagawa niya yung trabaho bilang IC

Areas of Weaknesses / Development:

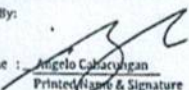
1. Madalas siyang narereport na walang ginagawa sa oras ng trabaho.

2. Nagsisulap ng mali sa kapwa katarbaho

3. kampani sa sarili hindi nagtatanong kung tama ba yung ginagawa niya.

Rated by: 
 Printed Name & Signature
 REGIE MARTINEZ
 11/28/25
 (mm / dd / yy)

Acknowledged By:

Employee Name : 
 Printed Name & Signature

Date : 12/19/2025
 (mm / dd / yy)

RECOMMENDATIONS:

*Iwasan ang pag istambay, lalo na sa oras ng trabaho, maghanap ng maaring gawin para hindi maslip sa ibang katarbaho at ma captured sa CCTV

*Iwasan yung pakipagkwentohan sa katarbaho at wag maging kampani

*hindi ma report at since first day walang ginawang IR

*Iwasan ang pagtulong sa oras ng trabaho.

* wag matakot mag report at mag IR kung sa tingin mo is nasa tama yung ginawa

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: _____
 mm / dd / yy

Amount of Increase: _____

Date of Last Increase: _____
 mm / dd / yy

Date Appointed to Present Position: _____

New Rate: _____

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

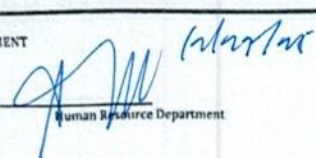
Nature of Recommendation : _____

Reviewed by:

Approved Recommended Rate : _____

Approved Recommended Position : _____

Effectivity Date : _____
 mm / dd / yy


 Human Resource Department

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

Passing Rate