



22nd Floor Strata 100, F. Ortigas Jr. Road, San Antonio, Pasig City
638-06-60 loc 106

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: ANTHONY FLORES Date of Rating: 10/2/2024 Date Hired: 1-Apr-24
Position: INVENTORY CONTROLLER
Location: COMPOSTELA PLANT Department:
Rating Period:
Purpose of Rating: REGULARIZATION

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.	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.	8
		(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				86	

Previous Challenges and Accomplishments:

POH HINDI SIYA PAKA SITA SA MGA EMPLOYEE SA PLATFORM NAG MALI NGHITA NG MALI
NGAMUN MARUNONG NA SIYA AT HINGSA NA PAKASUNOD NA DIN NIYA MGA TAG SA P.F
SA PAKKA STRIKTO NIYA.

Areas of Strengths:

STRUCTU SIYA AT MAG ALAM NIYA NA MALI NIREBENT NA NIYA TO

Areas of Weaknesses / Development:

may mga times nang na may mga pasaway at hindi nakasabit paon na kaya
ako tinatwag kase may mga tao din sa campo matapon.

Rated By

Printed Name & Signature

Date _____

09 02 20
(mm / dd / yy)

Acknowledged By:

Employee Name :

Printed Name & Signature

Date _____

: _____
(mm / dd / yy)

RECOMMENDATIONS:

Approved by

Date Signed _____

~~08~~ 10/24/2020
mm / dd / yy

Approved by

Date Signed _____

mm / dd / yy

President's Signature

Date Signed _____

mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: 04/01/2024
mm / dd / yy

Present Rate: 16,000

Amount of Increase:

1,000 -

Date of Last Increase:

mm / dd / yy

Date Appointed to Present Position:

04/01/2024

New Rate: 17.00

17.00

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation

REGULARIZATION

Reviewed by:

Approved Recommended Rate

ADDITIONAL (600)

Human Resource Department

Approved Recommended Position :

n: SAME

Effectivity Date

: SEP 28, 2024
mm / dd / yy

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

Passing Rate