

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

## PERFORMANCE EVALUATION REPORT FORM

Name of Employee: *Antonette Balagosa* Date of Rating: *9/6/2025* Date Hired: *5/7/2025*  
Position: *HR ASSOCIATE*  
Location: *SUNCREST* Department: *HR DEPARTMENT*  
Rating Period: *5TH OF THE MONTH*  
Purpose of Rating:

Instruction: Please review notes on Guide to performance appraisal before accomplishing this form.

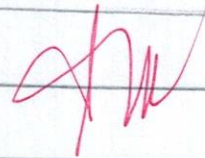
| FACTORS                                                                                | RATING                                                          |                                                                                 |                                                                                 |                                                                                      | 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.                                                               | 26     |
|                                                                                        | 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                                                                   | 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.                                                                          |        |
| 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                                                                                  |                                                                 |                                                                                 |                                                                                 | 78                                                                                   |        |
| Previous Challenges and Accomplishments:                                               |                                                                 |                                                                                 |                                                                                 |                                                                                      |        |
| Areas of Strengths:                                                                    |                                                                 |                                                                                 |                                                                                 |                                                                                      |        |
| Areas of Weaknesses / Development:                                                     |                                                                 |                                                                                 |                                                                                 |                                                                                      |        |
| STILL FORGETFUL                                                                        |                                                                 |                                                                                 |                                                                                 |                                                                                      |        |
| THERE ARE STILL ERRORS, PARTICULARLY WHEN IT COMES TO THE ENCODING OF PAYROLL PAYMENTS |                                                                 |                                                                                 |                                                                                 |                                                                                      |        |

|                                                                                                                                                                                                                 |                                                                                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Rated By : <u></u><br/>         Printed Name &amp; Signature</p> <p>Date : <u>10/09/25</u><br/>         ( mm / dd / yy )</p> | <p>Acknowledged By: _____</p> <p>Employee Name : <u>ANTONETTE BALAGOSA</u><br/>         Printed Name &amp; Signature</p> <p>Date : <u>10/10/25</u><br/>         ( mm / dd / yy )</p> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

RECOMMENDATIONS:

With a slight improvement following the initial assessment. She has some duties that she doesn't finish right away. Additionally, she still needs to focus on improving her time management abilities in order to meet the deadline.

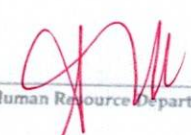
**FOR REGULARIZATION**

|                       |                                                                                          |             |              |
|-----------------------|------------------------------------------------------------------------------------------|-------------|--------------|
| Approved by           | <u>ADDITIONAL 1,500</u>                                                                  | Date Signed |              |
| Approved by           | <u></u> | Date Signed | mm / dd / yy |
| President's Signature |                                                                                          | Date Signed | mm / dd / yy |

EMPLOYEE DETAILS:

|                                               |                     |                                              |
|-----------------------------------------------|---------------------|----------------------------------------------|
| Date Hired: <u>05/07/2025</u><br>mm / dd / yy | Present Rate: _____ | Amount of Increase: _____                    |
| Date Appointed to Present Position: _____     |                     | Date of Last Increase: _____<br>mm / dd / yy |
|                                               |                     | New Rate: _____                              |

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

|                                          |                                                                                                                           |
|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| Nature of Recommendation : _____         | Reviewed by: <u></u> <u>10/10/25</u> |
| Approved Recommended Rate : _____        | Human Resource Department                                                                                                 |
| Approved Recommended Position : _____    |                                                                                                                           |
| Effectivity Date : _____<br>mm / dd / yy |                                                                                                                           |

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