



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

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: APPLEJOY SOLIS
Position: HR ASSOCIATE
Location: URDANETA
Rating Period: 09/4/23 - 03/04/24
Purpose of Rating: Qualification Period | Regularization
Date of Rating: 03/21/24
Date Hired: SEPTEMBER 4, 2024
Department: HR

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

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.	7
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks : Able to adapt in HR Environment. With Certain Knowledge in Different HR Facets				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	33
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks : She shows constants Improvements from Day 1 to Present. Able to multi task.				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	7
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks : She knows her task and priorities but has pendings to comply in 201 Files and TK For				
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.	9 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks : Shows willligness to complete assigned task.				
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 : A team player. Able to raise concern to her Immediate superiors for guidance.				
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 : Lates and Absences are rarely happen					
7. SAFETY AND / OR HOUSEKEEPING	No record of t/infracrion against our safety/ housekeeping rules	No record of accident but w/ 1 infracrion against our safety/ housekeeping rules	No record of accident but w/ 2 infracrion against our safety/ housekeeping rules	Had an accident or had more than 2infracrions against our safety/ housekeeping rules	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks : No declared violations/reports				
TOTAL					81

Previous Challenges and Accomplishments:

Knowingly that there are Several Pendings in HR Files due to former HR, but she did not give up and Continue to Function as HR Associate - Urdaneta.

Areas of Strengths:

Ability to adapt in certain situations and Willingness to learn.

Areas of Weaknesses / Development:

Constant improvement in Communication - Follow ups in Pendings (Labor Relations)

Rated By

JOHN PAUL E. T. ADAMOS
Printed Name & Signature

Date

(mm / dd / yy)

Acknowledged By:

Employee Name

APPLE IOY SOLIS
Printed Name & Signature

Date

(mm / dd / yy)

RECOMMENDATIONS:

Retain For Regularization and she shows constant improvements.

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:

Approved Recommended Rate

Human Resource Department

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