



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

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: ARIES JOSEPH B. DADIVAS Date of Rating: Date Hired: 5/10/2024
Position: Field Monitoring Assistant (GPS)
Location: REGASCO H.O Department: CSR
Rating Period: May 2024 - July 2024
Purpose of Rating: 2nd Month Assessment

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.	6
		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	9
		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	Usually	Sometimes	Rarely	9
		cooperative	cooperative	cooperative	cooperative	
		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
			(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 infraction against our safety/ housekeeping rules	No record of accident but w/ 2 infraction against our safety/ housekeeping rules	Had an accident or had more than 2infractons against our safety/ housekeeping rules	10
		9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :					
					TOTAL	88

Previous Challenges and Accomplishments:

Areas of Strengths:

INDEPENDENT, able to work w/ less supervision and instruction

Areas of Weaknesses / Development:

Rated By

Printed Name & Signature

Date

8/6/24
(mm / dd / yy)

Acknowledged By:

Employee Name :

ARIES JOSEPH DADIVAS
Printed Name & Signature

Date

08/08/24
(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:

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