

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

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: ABEGAIL S. ADORNA **Date of Rating:** 9/16/2025 **Date Hired:** SEPTEMBER 15, 2025
Position: HR ASSOCIATE
Location: RGC DAET WAREHOUSE **Department:** HUMAN RESOURCE
Rating Period: SEPTEMBER 15- DECEMBER 15, 2025
Purpose of Rating: 1ST ASSESMENT / 3RD MONTH 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.	6
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks : Demonstrates limited understanding of job responsibilities				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	27
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks : Completes tasks but often misses details; needs improvement.				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	6
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks : Demonstrates some proactiveness but improvement is needed in taking independent action consistently.				
4. DEDICATION TO DUTY	Always dedicated to duty.	Usually dedicated to duty.	Sometimes dedicated to duty.	Rarely responds to company needs.	7
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks : Sometimes shows dedication but needs reminders to finish tasks.				
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 : Generally cooperative but sometimes needs reminders.				
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 : Maintains good attendance and punctuality, rarely exceeding the allowable tardiness.					
7. SAFETY AND / OR HOUSEKEEPING	No record of t/infraction 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 2infractions against our safety/ housekeeping rules	8
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks : Fully complies with safety and housekeeping rules; no infractions recorded.				
TOTAL				65	

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Previous Challenges and Accomplishments:

Consistently completes assigned tasks despite occasional lapses in reports; shows willingness to improve and adapt.

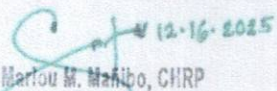
Areas of Strengths:

Productive, cooperative, punctual, and follows safety rules.

Areas of Weaknesses / Development:

Needs improvement in attention to detail, consistency, initiative, and time management.

Rated By


Marlou M. Manibo, CHRP
Asst. HR Head - South Luzon
Printed Name & Signature

Date

: DECEMBER 15, 2025
(mm / dd / yy)

Acknowledged By:

Employee Name :


AREGAL C. ADORNA
Printed Name & Signature

Date

: 12 15 2025
(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