



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: January 16, 2026 Date Hired: SEPT. 15, 2025
Position: HR ASSOCIATE
Location: DAET WAREHOUSE Department: HR DEPARTMENT
Rating Period: December 16, 2025 to January 15, 2026
Purpose of Rating: 4TH 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.	7
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks: <i>Has required knowledge of own and related work; occasionally needs guidance.</i>				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	31
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks: <i>Occasionally delayed in submitting monthly reports and inconsistent in daily recruitment monitoring.</i>				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	7
	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: <i>Shows initiative occasionally; requires frequent reminders to submit reports and complete daily tasks.</i>				
5. COOPERATION	Always cooperative	Usually cooperative	Sometimes cooperative	Rarely cooperative	6
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks: <i>Requires to attend monthly HR coordination meetings and respond promptly to urgent tasks.</i>				
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: <i>Requires constant follow-up for DTR submission and often bypasses immediate supervisor.</i>					
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	7
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks: <i>Has two (2) infractions including authorized cash handling and delayed payroll submissions.</i>				
TOTAL				75	
Previous Challenges and Accomplishments:					
<i>Meets knowledge and productivity standards.</i>					
<i>Sometimes requires reminders for tasks, reports, attendance, and meetings. Minor safety and housekeeping infractions noted.</i>					
Areas of Strengths:					

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22 JAN 2026

Areas of Weaknesses / Development:

Requires improvement in task follow-through, attendance, initiative, cooperation and adherence to safety/ housekeeping rules.

Rated By : MARLO M. MANIBO / ALAINE CUEVAS
Printed Name & Signature

Date : JANUARY 16, 2026
(mm / dd / yy)

Acknowledged By:

Employee Name : ABEGAIL ADDONA
Printed Name & Signature

Date : 01 16 2026
(mm / dd / yy)

RECOMMENDATIONS:

*Recommend strict compliance with company policies and documentation of repeated infractions;
management to review employment status due to continued underperformance.*

Approved by : _____ Date Signed _____

Approved by : _____ Date Signed _____ mm / dd / yy

President's Signature : _____ Date Signed _____ mm / dd / yy

_____ mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: _____
mm / dd / yy

Present Rate: _____

Amount of Increase: _____

Date Appointed to Present Position: _____

Date of Last Increase: _____
mm / dd / yy

New Rate: _____

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation : _____

Reviewed by:

Approved Recommended Rate : _____

Approved Recommended Position : _____

Human Resource Department

Effectivity Date : _____
mm / dd / yy

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

PASSING RATE