



## PERFORMANCE EVALUATION REPORT FORM

**Name of Employee:** Espinoza, Ace P.      **Date of Rating:** 12/5/25      **Date Hired:** SEPTEMBER 10, 2025  
**Position:** Field Utility  
**Location:** SPI CALACA      **Department:** OPERATIONS  
**Rating Period:** SEPTEMBER 2025 to DECEMBER 2025  
**Purpose of Rating:** 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.                                           | 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.                                                               | 34     |
|                                 | 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 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                                                               | 8      |
|                                 |                                                                 | (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 | 9      |
|                                 | 9 to 10 pts.                                                    | 8 pts.                                                                          | 5 to 7 pts.                                                                     | 1 to 4 pts.                                                                          |        |
|                                 | Remarks :                                                       |                                                                                 |                                                                                 |                                                                                      |        |
| <b>TOTAL</b>                    |                                                                 |                                                                                 |                                                                                 |                                                                                      | 86     |

RECEIVED

06 JAN 2026

Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:

Rated By : [Signature]  
Printed Name & Signature  
Date : 12/05/2025  
( mm / dd / yy )

Acknowledged By:

Employee Name : ACE A. ESPANDOLA  
Printed Name & Signature  
Date : 12/12/25  
( mm / dd / yy )

RECOMMENDATIONS:

Approved by : A Date Signed : mm / dd / yy  
Approved by : MARICRIS ARIOLA Date Signed : mm / dd / yy  
OIC HR AND ADMIN HEAD  
President's Signature : mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: 09/15/25 Present Rate: 600/DAY  
mm / dd / yy

Amount of Increase: mm / dd / yy

Date of Last Increase: mm / dd / yy

Date Appointed to Present Position: mm / dd / yy

New Rate: mm / dd / yy

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation : mm / dd / yy  
Approved Recommended Rate : mm / dd / yy  
Approved Recommended Position : mm / dd / yy  
Effectivity Date : mm / dd / yy

Reviewed by:

[Signature]  
Human Resource Department

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

Passing Rate

