



## PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Amah Jane Gemino Date of Rating: 3/11/2026 Date Hired: DECEMBER 1, 2025  
 Position: HR Associate  
 Location: Compostela Department: HUMAN RESOURCE  
 Rating Period: DECEMBER 1, 2025- MARCH 11, 2026  
 Purpose of Rating: THIRD 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.                                                                          |        |
|                                 | Need guidance sa mga process ng labor relations at pati na din sa CompenBen                                                                                                        |                                                                                  |                                                                                  |                                                                                      |        |
| 2. PRODUCTIVITY                 | Usually exceeds standards.                                                                                                                                                         | Meets standards.                                                                 | Seldom meets standards.                                                          | Never meets standards.                                                               | 29     |
|                                 | 36 to 40 pts.                                                                                                                                                                      | 30 to 35 pts.                                                                    | 20 to 29 pts.                                                                    | 1 to 19 pts.                                                                         |        |
|                                 | Natatapos naman ang mga pinapagawa sa kanya minsan nga lang humalagpas sa binibigay na deadline                                                                                    |                                                                                  |                                                                                  |                                                                                      |        |
| 3. INITIATIVE                   | Always                                                                                                                                                                             | Usually                                                                          | Sometimes                                                                        | Rarely                                                                               | 5      |
|                                 | 9 to 10 pts.                                                                                                                                                                       | 7 to 8 pts.                                                                      | 5 to 6 pts.                                                                      | 1 to 4 pts.                                                                          |        |
|                                 | Ginagawa naman ang mga responsibilities nya as HR kahit hindi na siya sabihan, minsan nga lang ay kailangan i-remind na mag time management lalo na sa pag serve ng mga NTE at NOD |                                                                                  |                                                                                  |                                                                                      |        |
| 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.                                                                          |        |
|                                 | Nakikita ko naman na nagsisikap siya na magawa mga pinapagawa nya at willing naman matuto kasi tumatanggap ng corrections                                                          |                                                                                  |                                                                                  |                                                                                      |        |
| 5. COOPERATION                  | Always cooperative                                                                                                                                                                 | Usually cooperative                                                              | Sometimes cooperative                                                            | Rarely cooperative                                                                   | 5      |
|                                 | 9 to 10 pts.                                                                                                                                                                       | 8 pts.                                                                           | 5 to 7 pts.                                                                      | 1 to 4 pts.                                                                          |        |
|                                 | Nakikipag coordinate naman sa roving at sa kapwa HRA niya. Nagtatanong din siya sa amin kung may mga hindi siya maintindihan o di nya alam                                         |                                                                                  |                                                                                  |                                                                                      |        |
| 6. ATTENDANCE & PUNCTUALITY:    | Tardiness w/n the allowable no.or less.                                                                                                                                            | With written warning/s                                                           | With one (1) day suspension                                                      | With 3 days suspension.                                                              | 7      |
|                                 |                                                                                                                                                                                    | (1st Offense)                                                                    | (2nd Offense)                                                                    | (3rd Offense)                                                                        |        |
|                                 | 9 to 10 pts.                                                                                                                                                                       | 7 to 8 pts.                                                                      | 5 to 6 pts.                                                                      | 1 to 4 pts.                                                                          |        |
| 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 | 10     |
|                                 | 9 to 10 pts.                                                                                                                                                                       | 8 pts.                                                                           | 5 to 7 pts.                                                                      | 1 to 4 pts.                                                                          |        |
|                                 | Sumusunod naman sa safety at housekeeping rules lalo na dito sa SPL. Nakikita ko din na sinisiguro nya na ang mga tao nya ay sumusunod din dito.                                   |                                                                                  |                                                                                  |                                                                                      |        |
| TOTAL                           |                                                                                                                                                                                    |                                                                                  |                                                                                  |                                                                                      | 71     |

**Previous Challenges and Accomplishments:**

Nahirapan lang ako nung una sa pag turo sa kanya sa labor relations. Di nya masyado alam ano ilagay sa provisions at ano ang paraan ng pag count ng number of offense.

Pero, di kalaunan ay natuto din siya kasi nakikinig siya sa instructions at guidance namin ni Mam Regean at ngayon ay nakakahabol na ang Compostela sa uploading.

Ang challenge lang siguro sa kanya is ang pag serve kasi malayo ang mga warehouse at siya lang mag-isa na HRA sa ngayon. Kung aalis siya ma pendingan siya.

**Areas of Strengths:**

Marunong makinig ng instruction at sumusunod sa kung ano ang iutos.

Hindi madali sumama ang loob pag may mga reklamo ang mga employee at kahit minsan napagsasabihan namin siya kasi may mga mali.

**Areas of Weaknesses / Development:**

Labor Relations - kailangan mas mabilis na sana siya mag draft ng NTE at NOD para makahabol siya sa binibigay ng timeline ni Ms. Regean

CompenBen - filing sa pc nya kasi napansin ko magulo at kung saan-saan lang naka save

Rated By : Myco Marie Bernabe  
Printed Name & Signature

Date : 03/11/2026  
( mm / dd / yy )

Acknowledged By:

Employee Name : Amah Jane GEMIND  
Printed Name & Signature

Date : 03/28/26  
( 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: \_\_\_\_\_ Present Rate: \_\_\_\_\_  
mm / dd / yy

Date Appointed to Present Position: \_\_\_\_\_

Amount of Increase: \_\_\_\_\_

Date of Last Increase: \_\_\_\_\_  
mm / dd / yy

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