



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

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: **Angelo Mendoza Cabacungan** Date of Rating: **January 07, 2026** Date Hired: **September 06, 2025**
Position: **Inventory Controller**
Location: **San Isidro Plant** Department: **Audit Department**
Rating Period: **Dec 7, 2025 - Jan 7, 2026**
Purpose of Rating: **2nd Performance 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 :				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	28
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks :				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	6
	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 :				
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 :				
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 : occasional lateness but does not affect performance					
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	7
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
TOTAL				73	

RECEIVED

22 JAN 2026

Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:

*Strengthen reporting

*Be Observant

Rated By :

Mary Is Gandingan
Printed Name & Signature

Date :

January 7, 2026
(mm / dd / yy)

Acknowledged By:

Employee Name :

ANGELO CARACULAN
Printed Name & Signature

Date :

1 / 21 / 26
(mm / dd / yy)

RECOMMENDATIONS:

*Avoid staying in the swapping area, whether there are customers on the platform or not

*Do not be distracted by what others are saying; simply focus on performing your work correctly

*Inform immediately, especially if there are findings that need urgent resolution or findings that may affect the inventory

→ for further evaluation after 1 month (Before Feb 3, 2026) OK
TAVG

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:

Human Resource Department

Approved Recommended Rate :

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