



27th Floor Suite 102, 8 Orangethorpe Road, San Antonio, Pinar del Rio
0818-06-00 ext 102

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: **Parkley Telson** Date of Rating: **November 04, 2025** Date Hired: **August 11, 2025**
Position: **Inventory Controller**
Location: **Gerona Plant** Department: **Audit**
Rating Period: **August 11, 2025 - November 2025**
Purpose of Rating: **3 Months Assessment**

Instructions: 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.	5
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks : Katang ng mga pirma at hindi updated ang katilang monitoring katulad ng sa backload monitoring nila.				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	30
	34 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks :				
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 :				
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. of times.	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.	
Remarks :					
7. SAFETY AND / OR HOUSEKEEPING	No record of 1/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 2 infractions against our safety/ housekeeping rules	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
TOTAL				74	

Previous Challenges and Accomplishments:

Areas of Strength:

*Mareport, Hindi siya takot o nagdadalewang isip magreport o gawin ang kanyang trabaho.

Areas of Weaknesses / Development:

*Tardiness

*Hindi 100% pag binilang ng aktwal ng tamga at sa LPG Infiller

Rated By:

Romel Pamoceno

Printed Name & Signature

Date:

11/04/2025

(mm / dd / yy)

Acknowledged By:

Employee Name:

PARKLEY TELSON

Printed Name & Signature

Date:

12/03/25

(mm / dd / yy)

RECEIVED

03 JAN 2026

RECOMMENDATIONS:

*Double check lahat ng reports/documents palagi, wag maging kampante na maraming kasama na nagchecheck. Magbilang ng sarili, wag umasa sa bilang sa documents. mag actual count.

*Agahan palagi pumasok sa trabaho para malwasan ang late

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: _____
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 : _____
Approved Recommended Rate : _____
Approved Recommended Position : _____
Effectivity Date : _____ mm / dd / yy
Reviewed by: _____
Human Resource Department