



PERFORMANCE EVALUATION REPORT FORM

Name of Employee:	BAUTISTA, THELMA BOONGALING	Date of Rating:	Date Hired: 26 May 2025
Position:	OFFICER IN CHARGE	Department:	
Location:	MRC - CALOOCAN TRAINING CENTER		
Rating Period:	JUNE - AUGUST 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.	4
	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.	20
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks :				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	5
	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.	7
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
5. COOPERATION	Always	Usually	Sometimes	Rarely	8
	cooperative	cooperative	cooperative	cooperative	
	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 :				
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 2infractons against our safety/ housekeeping rules	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
				TOTAL	62

Previous Challenges and Accomplishments:

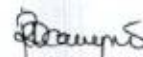
Areas of Strengths:

Good in Communication - by having this, she can ask and provide feedback and raise issues in all concerns immediately that need attention and action.

Areas of Weaknesses / Development:

not
She does not know her priorities even to do what tasks were given to her.
She has lack of experience and knowledge on a technical side of her tasks.

Rated By


RACQUEL OCMPO
Printed Name & Signature

Date

9/25/25
(mm / dd / yy)

Acknowledged By:

Employee Name :

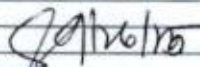
Printed Name & Signature

Date

(mm / dd / yy)

RECOMMENDATIONS:

For improvement for another 30 days.


10/16/25

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:

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

Previous Challenges and Accomplishments

Areas of Strength:

Good in communication by having this, she can ask and provide feedback and raise issues in all concerns immediately that need attention and action.

Areas of Weaknesses / Development:

She does not know her priorities ^{not} even to do what tasks were given to her. She has lack of experience and knowledge on a technical side of her tasks.

Rated By

Reynolds
ROSELYN CRAPPO
Printed Name & Signature

Date

9/29/25
(mm / dd / yy)

Acknowledged By:

Employee Name

Julma B. Bautista
Printed Name & Signature

Date

9/29/2025
(mm / dd / yy)

RECOMMENDATIONS

For improvement for another 30 days

Continued

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:

Approved Recommended Rate

Human Resource Department

Approved Recommended Position:

Effectivity Date

mm / dd / yy

PER RATING	DESCRIPTION
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Pending Rate