



PERFORMANCE EVALUATION REPORT FORM

Name of Employee: CAJANDAB, BRYAN CAPOS **Date of Rating:** **Date Hired:** 03 September 2024
Position: COMPLIANCE COORDINATOR
Location: SPI - HEAD OFFICE **Department:**
Rating Period: NOVEMBER 2024 - SEPTEMBER 2025
Purpose of Rating: REGULARIZATION / 1 YEAR OF EMPLOYMENT

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.	9
	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.	38
	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.	10
		(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/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	10
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
TOTAL				94	

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Previous Challenges and Accomplishments:

Areas of Strengths:

Bryan is a collaborative team player.

Areas of Weaknesses / Development:

Targeted training or mentorship could deepen his expertise. A planning on accounting database system, elementary management systems, data analysis or workload information is highly suggested.

Rated By : <u>Maria Theresa Tolosa</u> Printed Name & Signature Date : <u>9/24/2025</u> (mm / dd / yy)	Acknowledged By: <u>[Signature]</u> Employee Name : <u>Bryan Capandias</u> Printed Name & Signature Date : _____ (mm / dd / yy)
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RECOMMENDATIONS:

Recommendation with PIP 3,000.00 increase

[Signature]

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: _____	Amount of Increase: _____
mm / dd / yy		
Date Appointed to Present Position: _____		Date of Last Increase: _____
		mm / dd / yy
		New Rate: _____

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation : _____	Reviewed by: <u>[Signature]</u> <u>10/2/25</u>
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