



22<sup>nd</sup> Floor Strata 100, F. Ortigas Jr. Road, San Antonio, Pasig City  
88-06-60 loc 106

### PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Barkley Tecson Date of Rating: January 02, 2026 Date Hired: August 11, 2025  
Position: Inventory Controller  
Location: Gerona Plant Department: Audit  
Rating Period: Nov. 6, 2025 to Jan. 2, 2026  
Purpose of Rating: 2nd Assessment

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: he did not excel in work (focus on what he know), w/ IR reg. uncount cylinder of outlet truck which result short in pieces & confirm it through CCTV only.        |                                                                                 |                                                                                 |                                                                                      |        |
| 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: N/A                                                                                                                                                               |                                                                                 |                                                                                 |                                                                                      |        |
| 3. INITIATIVE                                                   | Always                                                                                                                                                                     | Usually                                                                         | Sometimes                                                                       | Rarely                                                                               | 5      |
|                                                                 | 9 to 10 pts.                                                                                                                                                               | 7 to 8 pts.                                                                     | 5 to 6 pts.                                                                     | 1 to 4 pts.                                                                          |        |
|                                                                 | Remarks: need to remind regarding his duties & responsibilities.                                                                                                           |                                                                                 |                                                                                 |                                                                                      |        |
| 4. DEDICATION TO DUTY                                           | Always dedicated to duty.                                                                                                                                                  | Usually dedicated to duty.                                                      | Sometimes dedicated to duty.                                                    | Rarely responds to company needs.                                                    | 6      |
|                                                                 | 9 to 10 pts.                                                                                                                                                               | 8 pts.                                                                          | 5 to 7 pts.                                                                     | 1 to 4 pts.                                                                          |        |
|                                                                 | Remarks: not reporting findings like big losses in truck backload w/ undertime cases.                                                                                      |                                                                                 |                                                                                 |                                                                                      |        |
| 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.                                                                          |        |
|                                                                 | Remarks: sometimes not endorse unfinished work to his replacement at work & need to follow up to him (status), not cooperative to his superior/subordinate esp. in report. |                                                                                 |                                                                                 |                                                                                      |        |
| 6. ATTENDANCE & PUNCTUALITY:                                    | Tardiness w/n the allowable no. or less.                                                                                                                                   | With written warning/s                                                          | With one (1) day suspension                                                     | With 3 days suspension.                                                              | 1      |
|                                                                 |                                                                                                                                                                            | (1st Offense)                                                                   | (2nd Offense)                                                                   | (3rd Offense)                                                                        |        |
|                                                                 | 9 to 10 pts.                                                                                                                                                               | 7 to 8 pts.                                                                     | 5 to 6 pts.                                                                     | 1 to 4 pts.                                                                          |        |
| Remarks: almost late everyday w/ IR in tardiness every cut off. |                                                                                                                                                                            |                                                                                 |                                                                                 |                                                                                      |        |
| 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 2 infractons against our safety/ housekeeping rules | 8      |
|                                                                 | 9 to 10 pts.                                                                                                                                                               | 8 pts.                                                                          | 5 to 7 pts.                                                                     | 1 to 4 pts.                                                                          |        |
|                                                                 | Remarks: N/A                                                                                                                                                               |                                                                                 |                                                                                 |                                                                                      |        |
| TOTAL                                                           |                                                                                                                                                                            |                                                                                 |                                                                                 | 60                                                                                   |        |
| Previous Challenges and Accomplishments:                        |                                                                                                                                                                            |                                                                                 |                                                                                 |                                                                                      |        |
|                                                                 |                                                                                                                                                                            |                                                                                 |                                                                                 |                                                                                      |        |
| Areas of Strengths:                                             |                                                                                                                                                                            |                                                                                 |                                                                                 |                                                                                      |        |
|                                                                 |                                                                                                                                                                            |                                                                                 |                                                                                 |                                                                                      |        |
|                                                                 |                                                                                                                                                                            |                                                                                 |                                                                                 |                                                                                      |        |
| Areas of Weaknesses / Development:                              |                                                                                                                                                                            |                                                                                 |                                                                                 |                                                                                      |        |
|                                                                 |                                                                                                                                                                            |                                                                                 |                                                                                 |                                                                                      |        |
|                                                                 |                                                                                                                                                                            |                                                                                 |                                                                                 |                                                                                      |        |
|                                                                 |                                                                                                                                                                            |                                                                                 |                                                                                 |                                                                                      |        |

RECEIVED

06 JAN 2026

|                                                                                                                                                                                     |                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p style="text-align: center;"><i>Maricel</i></p> <p>Rated By: <u>Maricel Palippos</u></p> <p>Printed Name &amp; Signature</p> <p>Date: <u>01/05/2026</u></p> <p>(mm / dd / yy)</p> | <p>Acknowledged By: <i>Maricel</i></p> <p>Employee Name: <u>Maricel Palippos</u></p> <p>Printed Name &amp; Signature</p> <p>Date: <u>01/05/2026</u></p> <p>(mm / dd / yy)</p> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

RECOMMENDATIONS:

**FOR END OF CONTRACT.**

**LAST DAY OF EMPLOYMENT IS ON JANUARY 6, 2026.**

|                              |                    |              |
|------------------------------|--------------------|--------------|
| 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: _____           |              |

|                                      |                    |                                                                                                            |
|--------------------------------------|--------------------|------------------------------------------------------------------------------------------------------------|
| Nature of Recommendation: _____      | Reviewed by: _____ | <p>FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT</p> <p><i>[Signature]</i></p> <p>Human Resource Department</p> |
| 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