



PERFORMANCE EVALUATION REPORT FORM

Name of Employee: **CAMILLE MARASIGAN** Date of Rating: August 26, 2025 Date Hired: May 26, 2025
 Position: PLANT ACCOUNTANT 1
 Location: SMC - CALACA Department: ACCOUNTING
 Rating Period: MAY 26 - AUGUST 26, 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.	7
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks : Has acquired the knowledge of her work & scope of her duty as plant accountant.				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	33
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks : Meets the standard with regards to checking of daily reports/billing, and in accomplishing daily and monthly reporting.				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	7
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks : Possess the initiative to ask/concern situations in order to learn and understand the standards.				
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 : Demonstrates dedication to her duties by maintaining consistency in meeting the assigned tasks.				
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 : Maintains positive working relationship and willingly communicates with others to correct/resolves issues that needs improvement in the output.				
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 : Has no record of tardiness. / Only took leave of absence in settling important matters and emergency.				
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 : Has no record of breaking safety and housekeeping rules.				
TOTAL					83

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09 SEP 2025

Previous Challenges and Accomplishments:

Demonstrated the ability to learn from past difficulties/errors in terms of checking expenses and reports, then applying those lessons to improve and make progress with her performance.

Areas of Strengths:

- *Adaptability
- *Work Ethics

Areas of Weaknesses / Development:

- *Confidence
- *Needs more initiative

Rated By :

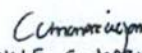

Printed Name & Signature

Date :

08/26/2025
(mm/dd/yy)

Acknowledged By:

Employee Name :


Printed Name & Signature

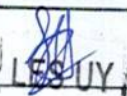
Date :

08/26/2025
(mm/dd/yy)

RECOMMENDATIONS:

Approved by :

:


LES UY

Date Signed

09/08/25
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:


9/9/25

Approved Recommended Rate :

:

Human Resource Department

Approved Recommended Position :

:

Effectivity Date :

mm/dd/yy