



## PERFORMANCE EVALUATION REPORT FORM

**Name of Employee:** CAMILLE TURGO **Date of Rating:** **Date Hired:** 14 July 2025  
**Position:** ADMIN/BILLING STAFF **Department:** ADMIN  
**Location:** GRIPEN- SAN SIMON  
**Rating Period:** JULY 14, 2025 - JANUARY 10, 2026  
**Purpose of Rating:** 5TH MONTH EVALUATION/REGULARIZATION

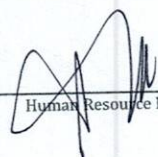
Instruction: Please review notes on Guide to performance appraisal before accomplishing this form.

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| 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.                                          | 8      |
|                                 | 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.                                                              | 35     |
|                                 | 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.                                                   | 8      |
|                                 | 9 to 10 pts.                                                    | 8 pts.                                                                           | 5 to 7 pts.                                                                      | 1 to 4 pts.                                                                         |        |
|                                 | Remarks :                                                       |                                                                                  |                                                                                  |                                                                                     |        |
| 5. COOPERATION                  | Always                                                          | Usually                                                                          | Sometimes                                                                        | Rarely                                                                              | 9      |
|                                 | 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 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 2infractons against our safety/ housekeeping rules | 9      |
|                                 | 9 to 10 pts.                                                    | 8 pts.                                                                           | 5 to 7 pts.                                                                      | 1 to 4 pts.                                                                         |        |
|                                 | Remarks :                                                       |                                                                                  |                                                                                  |                                                                                     |        |
| TOTAL                           |                                                                 |                                                                                  |                                                                                  | 87                                                                                  |        |

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30 JAN 2026

| Previous Challenges and Accomplishments:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                        |            |             |        |             |       |               |       |         |          |               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------|--------|-------------|-------|---------------|-------|---------|----------|---------------|
| Areas of Strengths:<br>can easily adjust to different types of situations. Thinks of alternative solutions to problems                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                        |            |             |        |             |       |               |       |         |          |               |
| Areas of Weaknesses / Development:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                        |            |             |        |             |       |               |       |         |          |               |
| <p>Rated By : <br/>Printed Name &amp; Signature</p> <p>Date : JANUARY 22, 2026<br/>( mm / dd / yy )</p>                                                                                                                                                                                                                                                                                                                                                 | <p>Acknowledged By:</p> <p>Employee Name : <br/>Printed Name &amp; Signature</p> <p>Date : JANUARY 24, 2026<br/>( mm / dd / yy )</p> |            |             |        |             |       |               |       |         |          |               |
| <p>RECOMMENDATIONS: FOR REGULARIZATION.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                        |            |             |        |             |       |               |       |         |          |               |
| <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Approved by : _____</p> <p>Approved by : _____</p> <p>President's Signature : _____</p> </div> <div style="width: 45%;"> <p>Date Signed _____<br/>mm / dd / yy</p> <p>Date Signed _____<br/>mm / dd / yy</p> <p>Date Signed _____<br/>mm / dd / yy</p> </div> </div>                                                                                                                                                                           |                                                                                                                                                                                                                        |            |             |        |             |       |               |       |         |          |               |
| <p>EMPLOYEE DETAILS:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Date Hired: _____<br/>mm / dd / yy</p> <p>Present Rate: _____</p> <p>Date Appointed to Present Position: _____</p> </div> <div style="width: 45%;"> <p>Amount of Increase: _____</p> <p>Date of Last Increase: _____<br/>mm / dd / yy</p> <p>New Rate: _____</p> </div> </div>                                                                                                                                        |                                                                                                                                                                                                                        |            |             |        |             |       |               |       |         |          |               |
| <p style="text-align: center;">FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Nature of Recommendation : _____</p> <p>Approved Recommended Rate : _____</p> <p>Approved Recommended Position : _____</p> <p>Effectivity Date : _____<br/>mm / dd / yy</p> </div> <div style="width: 45%;"> <p>Reviewed by: <br/>Human Resource Department</p> </div> </div> |                                                                                                                                                                                                                        |            |             |        |             |       |               |       |         |          |               |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #FFD700;"> <th style="width: 25%;">PER RATING</th> <th style="width: 75%;">DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>90-100</td> <td>Outstanding</td> </tr> <tr> <td>75-89</td> <td>Above Average</td> </tr> <tr> <td>50-74</td> <td>Average</td> </tr> <tr> <td>49 below</td> <td>Below Average</td> </tr> </tbody> </table> <p style="color: red; text-align: center; margin-top: 5px;">Passing Rate</p>                |                                                                                                                                                                                                                        | PER RATING | DESCRIPTION | 90-100 | Outstanding | 75-89 | Above Average | 50-74 | Average | 49 below | Below Average |
| PER RATING                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | DESCRIPTION                                                                                                                                                                                                            |            |             |        |             |       |               |       |         |          |               |
| 90-100                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Outstanding                                                                                                                                                                                                            |            |             |        |             |       |               |       |         |          |               |
| 75-89                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Above Average                                                                                                                                                                                                          |            |             |        |             |       |               |       |         |          |               |
| 50-74                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Average                                                                                                                                                                                                                |            |             |        |             |       |               |       |         |          |               |
| 49 below                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Below Average                                                                                                                                                                                                          |            |             |        |             |       |               |       |         |          |               |