



22nd Floor Bridge 506, F. Ortigas Jr. Road, San Antonio, Taguig City
☎ 011-06-001 to 106

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: **CARL LOUIE GACAYAN** Date of Rating: **12/2/2025** Date Hired: **8/19/2025**
Position: **PLANT ACCOUNTANT 2**
Location: **BLOOM'S SUR WISE** Department: **Audit**
Rating Period: **August 19, 2025 - December 2, 2025**
Purpose of Rating: **1st Assessment - 4TH MONTH**

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.	6
	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.	25
	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.	4
	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	5
	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.	8
		(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	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
TOTAL				63	

RECEIVED

03 JAN 2026



Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:

- *Observing sa planta hindi masyado na observe mga kailagan ireport
- *may mga times na hindi nag rereport agad at may kusang desisyon

Rated By:

Angelo A. Garcia
Printed Name & Signature

Date:

12/02/25
(mm / dd / yy)

Acknowledged By:

Employee Name:

Carl Louie Gacayan
Printed Name & Signature

Date:

December 9, 2025
(mm / dd / yy)

RECOMMENDATIONS:

- *Maging mapag observe pa para makita ang mga dapat na ireport
- *makipag coordinate agad sa roving, at wag mag desisyon ng kusa.
- *wag pakielaman ang operation kung may maling ginagawa, ireport nalang ito agad sa mga roving or senior, para masabihan kung ano ang gagawin.

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:

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