



22nd Floor, Suite 100, 1. Bridges Jr. Road, San Antonio, Pang City
610 06 60 100 109

PERFORMANCE EVALUATION REPORT FORM

23-Apr-25

Name of Employee: **CARLOS ESTRADA**
Position: **PLANT ACCOUNTANT I**
Location: **LAOAG PLANT**
Rating Period:
Purpose of Rating: **2nd Month Assessment**

Date of Rating: **6/23/2025** Date Hired:
Department: **AUDIT**

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.	3
	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.	15
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
Remarks:					
3. INITIATIVE	Always	Usually	Sometimes	Rarely	3
	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	6
	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
	9 to 10 pts.	(1st Offense) 7 to 8 pts.	(2nd Offense) 5 to 6 pts.	(3rd Offense) 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 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:					
TOTAL					48

Scanned with CamScanner

Previous Challenges and Accomplishments:

Wala pang nalapitang accomplishment at malinaw na challenge sa ngayon, kaya mas madali pa lamang na bigyang pansin at mas tutukan ang kanyang mga gawain

Areas of Strengths:

Ang Strength niya sa trabaho ay kagayimbusan, agad niya siyang ginagawa pero, hindi siya nagkukusa o gumagawa nang walang utos

Areas of Weaknesses / Development:

Kulang sa pagkukusa. Kailangan pang diktahan para kumilos.

Rated By : 
Printed Name & Signature

Date : JUNE 23, 2025
(mm / dd / yy)

Acknowledged By:

Employee Name : 
Printed Name & Signature

Date : 07/01/25
(mm / dd / yy)

RECOMMENDATIONS:

Ang recommendation ko dito na gabayan at i-motivate siya upang mas mahasa ang kanyang initiative at pagiging produktibo sa trabaho.

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: April 23, 2025
mm / dd / yy

Present Rate: _____

Amount of Increase: _____

Date of Last Increase: _____
mm / dd / yy

Date Appointed to Present Position: First Accountant 2

New Rate: _____

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation : _____

Reviewed by: _____

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

Previous Challenges and Accomplishments:

Wala pang nalipakitang accomplishment at malinaw na challenge sa ngayon, kaya mas mahuli pa lamang na bigyang pansin at mas tutukan ang kanyang mga gawain

Areas of Strengths:

Ang Strength niya sa trabaho ay kapag inutusan, agad niya itong ginagawa pero, hindi siya nagkukusa o gumagalaw nang walang utos

Areas of Weaknesses / Development:

Kulang sa pagkukusa. Kailangan pang diktahan para kumilos.

Rated By : BHEENAL MUJAR
Printed Name & Signature

Date : JUNE 23, 2025
(mm / dd / yy)

Acknowledged By:

Employee Name : _____
Printed Name & Signature

Date : _____
(mm / dd / yy)

RECOMMENDATIONS:

Ang recommendation ko dito na gabayan at i-motivate siya upang mas mahasa ang kanyang initiative at pagiging proaktibo sa trabaho.

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: April 23, 2025
mm / dd / yy

Present Rate: _____

Amount of Increase: _____

Date Appointed to Present Position: Plant Accountant 2

Date of Last Increase: _____
mm / dd / yy

New Rate: _____

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation : _____

Reviewed by: _____

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
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Passing Rate