

5th Month



22nd Floor Strata 100, F. Ortigas Jr. Road, San Antonio, Pasig City
638-06-60 loc 106

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: **CARLOS B. ESTRADA** Date of Rating: **9/22/2025** Date Hired: **4/23/25**
 Position: **PLANT ACCOUNTANT 2**
 Location: **LAOAG PLANT** Department: **Audit**
 Rating Period: **AUGUST - SEPTEMBER 23, 2025**
 Purpose of Rating: **5TH 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.	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.	30
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks :				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	7
	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.	7
	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	8
	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 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	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
				TOTAL	78

RECEIVED

02 OCT 2025

Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:

Pag pasok ng late

Rated By : Angela Garcia
Printed Name & Signature
Date : 9/22/25
(mm / dd / yy)

Acknowledged By:

Employee Name : CARLOS ESTABLA
Printed Name & Signature
Date : 09/27/2025
(mm / dd / yy)

RECOMMENDATIONS:

*Iwasan ang masyadong pakikipag close sa mga employee

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 : _____
Approved Recommended Rate : _____
Approved Recommended Position : _____
Effectivity Date : _____ mm / dd / yy

Reviewed by:

Human Resource Department

PER RATING	DESCRIPTION
90-100	Outstanding
75-89	Above Average
50-74	Average
49 below	Below Average

Passing Rate

For regularization, no salary approval.
Kenji C. Kaiku 9/26/25