



GRIPEN TEAM ONE SECURITY AGENCY, INC.
Main Office: 18th Floor Strata 100 Building F. Ortigas Jr. Road
Ortigas Center, Pasig City Philippines



PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Charisse L. Soliman Date of Rating: 9/11/2024 to 03/31/2025 Date Hired: 9/11/2024
Position: Paralegal
Location: Gripen North - San Simon Department:
Rating Period: 9/11/2024 to 03/31/2025
Purpose of Rating: Regularization

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.	9
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks : Good comprehension of work/ task.				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	36
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks : Submits work on time.				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	9
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks : She has an ability to work independently and with minimal supervision.				
4. DEDICATION TO DUTY	Always dedicated to duty.	Usually dedicated to duty.	Sometimes dedicated to duty.	Rarely responds to company needs.	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks : She is persistent and dedicaed by ensuring tasks are completed on time.				
5. COOPERATION	Always cooperative	Usually cooperative	Sometimes cooperative	Rarely cooperative	10
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks : She is a team player who collaborates well with colleagues to achieve common goals.				
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.	
7. SAFETY AND / OR HOUSEKEEPING	No record of t/infractioin against our safety/ housekeeping rules	No record of accident but w/ 1 infractioin against our safety/ housekeeping rules	No record of accident but w/ 2 infractioin against our safety/ housekeeping rules	Had an accident or had more than 2infractioins against our safety/ housekeeping rules	10
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks : I have no personal knowledge of any infractioins.				
				TOTAL	92

Previous Challenges and Accomplishments:
N/A

Areas of Strengths:

Areas of Weaknesses / Development:

N/A

Rated By : Atty. Rachelle Lopez and Atty. Shari Alcantara
Printed Name & Signature

Date : 03/31/2025
(mm / dd / yy)

Acknowledged By:

Employee Name :
Printed Name & Signature

Date :
(mm / dd / yy)

RECOMMENDATIONS:

Recommended for Salary Adjustment as shown by her passion and dedication to her work.

23K (4K allowance)

15/7/25
Lestey Yiu

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: September 11,
2024
mm / dd / yy

Present Rate: 22

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 : REGULARIZATION

Reviewed by:

Approved Recommended Rate : ADDITIONAL 4K/mo

Human Resource Department

Approved Recommended Position : SAME

Effectivity Date : _____
mm / dd / yy

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

Passing Rate