



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

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: CHENIE ANN T. CORSELES Date of Rating: 08/11/2025 Date Hired: 05/14/2025
Position: HR ASSOCIATE
Location: REGASCO CALACA Department: HR DEPARTMENT
Rating Period: 3RD OF THE MONTH
Purpose of Rating: FOR 3RD MONTH PROBATIONARY

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.	36	
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.		
	Remarks :					
3. INITIATIVE	Always	Usually	Sometimes	Rarely	8	
	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.	9	
	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	9	
	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.	10	
		(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 2Infractons against our safety/ housekeeping rules	8	
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.		
	Remarks :					
TOTAL					80	

Previous Challenges and Accomplishments:

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Can work minimal supervision, can handle employee relation incident.

Areas of Strengths:
with knowledge to work, comben, labor relation, recruitment, payroll and time keeping, has a good communication skills.

Areas of Weaknesses / Development:
Need to closer attention to following instructions and standard procedures to prevent errors, delays or miscommunication.
Need to improve decision making.
Improve documentation skills, particularly in investigating administrative cases.

RECEIVED

23 SEP 2025

Rated By : 8/11/25
MARRAH MAMM GIL
Printed Name & Signature
Date : 8/11/2025
(mm / dd / yy)

Acknowledged By:
Employee Name : CHENIE ANN T. CORSELES
Printed Name & Signature
Date : 8/14/25
(mm / dd / yy)

RECOMMENDATIONS:

Needs to be very careful with important documents.
Always exercise caution when submitting documents to head office. Ensure that all submissions are complete, accurate and include necessary details.
Always be attentive and always be mindful in reading necessary instructions given.

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: 5/14/2025 Present Rate: _____ Amount of Increase: _____
mm / dd / yy
Date of Last Increase: _____
mm / dd / yy
Date Appointed to Present Position: _____
New Rate: _____

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation : _____ Reviewed by: 9/2/25
Approved Recommended Rate : _____
Approved Recommended Position : _____
Effectivity Date : _____
mm / dd / yy
Human Resource Department

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