



22<sup>nd</sup> Floor Strata 100, F. Ortigas Jr. Road, San Antonio, Parig City  
638-06-60 loc 106

## PERFORMANCE EVALUATION REPORT FORM

Name of Employee: CHENIE ANN T. CORSELES Date of Rating: 10/22/2025 Date Hired: 05/14/2025  
Position: HR ASSOCIATE  
Location: REGASCO CALACA Department: HR DEPARTMENT  
Rating Period: 5TH OF THE MONTH  
Purpose of Rating: FOR 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.                                           | 8      |
|                                                                                                                                                                                                                                                | 9 to 10 pts.                                                                                     | 7 to 8 pts.                                                                     | 5 to 6 pts.                                                                     | 1 to 4 pts.                                                                          |        |
|                                                                                                                                                                                                                                                | Remarks : Knows her work and asks if necessary.                                                  |                                                                                 |                                                                                 |                                                                                      |        |
| 2. PRODUCTIVITY                                                                                                                                                                                                                                | Usually exceeds standards.                                                                       | Meets standards.                                                                | Seldom meets standards.                                                         | Never meets standards.                                                               | 35     |
|                                                                                                                                                                                                                                                | 36 to 40 pts.                                                                                    | 30 to 35 pts.                                                                   | 20 to 29 pts.                                                                   | 1 to 19 pts.                                                                         |        |
|                                                                                                                                                                                                                                                | Remarks : Already adjusts to her work loads but still needs to improve.                          |                                                                                 |                                                                                 |                                                                                      |        |
| 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 finds solutions before it gets worse and always reports to her roving HR.          |                                                                                 |                                                                                 |                                                                                      |        |
| 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's dedicated to her work as HR, committed to her work and very dependable employee. |                                                                                 |                                                                                 |                                                                                      |        |
| 5. COOPERATION                                                                                                                                                                                                                                 | Always                                                                                           | Usually                                                                         | Sometimes                                                                       | Rarely                                                                               | 9      |
|                                                                                                                                                                                                                                                | cooperative                                                                                      | cooperative                                                                     | cooperative                                                                     | cooperative                                                                          |        |
|                                                                                                                                                                                                                                                | 9 to 10 pts.                                                                                     | 8 pts.                                                                          | 5 to 7 pts.                                                                     | 1 to 4 pts.                                                                          |        |
| Remarks : She has good cooperation with her colleagues and Manager and maintain cooperative attitude and works harmoniously with others.                                                                                                       |                                                                                                  |                                                                                 |                                                                                 |                                                                                      |        |
| 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 : Always on time and never been absent (unless due to inclement weather situation).                                                                                                                                                    |                                                                                                  |                                                                                 |                                                                                 |                                                                                      |        |
| 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 : Needs to improve her filing and documentations.                                        |                                                                                 |                                                                                 |                                                                                      |        |
| <div style="display: flex; justify-content: space-between; align-items: center;"> <span>ABOVE AVERAGE</span> <div style="border: 1px solid black; padding: 5px; font-weight: bold; font-size: 1.2em;">RECEIVED</div> <span>TOTAL</span> </div> |                                                                                                  |                                                                                 |                                                                                 |                                                                                      | 80     |

25 OCT 2025

**Previous Challenges and Accomplishments:**

Can work minimal supervision, can handle employee relation incident.

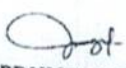
**Areas of Strengths:**

with knowledge to work, 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.  
Improve documentation skills, particularly in investigating administrative cases and filing documents.

Rated By

  
: MARRAH MAY M. GIL  
Printed Name & Signature

Date

: 10/18/2025  
(mm / dd / yy)

Acknowledged By:

Employee Name : CHENE ANN T. CORSELES  
Printed Name & Signature

Date

: Oct. 25, 2025  
(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.

Approved by

: MARLOU M. MANIBO, OHRP Date Signed

10-23-2025  
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  
mm / dd / yy

Present Rate: \_\_\_\_\_

Amount of Increase: \_\_\_\_\_

Date of Last Increase: \_\_\_\_\_  
mm / dd / yy

Date Appointed to Present Position: \_\_\_\_\_

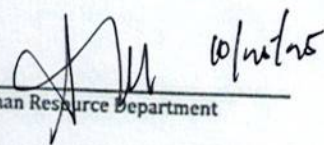
New Rate: \_\_\_\_\_

**FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT**

Nature of Recommendation : \_\_\_\_\_

Reviewed by:

Approved Recommended Rate : \_\_\_\_\_

  
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 |