



22nd Floor Suite 100, F. Ortega Jr. Road, San Antonio, Pang City
618 06 60 10x 106

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Chessa Eguilan Date of Rating: November 12, 2024 Date Hired: 1/22/2025
Position: Labor & Relations Associate
Location: RGC Malabon Department: Human Resource
Rating Period: January 22-April 22, 2025
Purpose of Rating: 3rd month-Probationary Period

Instructions: 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.	7
	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.	34
	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.	9
		(1st Offense)	(2nd Offense)	(3rd Offense)	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
Remarks: Always arrive early than scheduled time / No absent					
7. SAFETY AND / OR HOUSEKEEPING	No record of t/infraction against our safety/ housekeeping rules	No record of accident but w/ 1 infraction against our safety/ housekeeping rules	No record of accident but w/ 2 infraction against our safety/ housekeeping rules	Had an accident or had more than 2infractio against our safety/ housekeeping rules	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks: Follow safety rules & implement also to employees				
TOTAL				85	
Previous Challenges and Accomplishments: There are numerous pending IIRs, NTEs, and NODs, but she still manages to complete all of them. As of now, all the admin cases are already updated except for the old cases, which still don't have an approved sanction.					
Areas of Strengths: She works diligently, is patient, and takes the initiative to ask questions and learn.					
Areas of Weaknesses / Development: She still needs more experience and knowledge when it comes to handling incidents and situations in the plant.					

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

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