



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

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Chess Eguilan Date of Rating: June 28, 2025 Date Hired: January 22, 2025
Position: Labor & Relations Associate
Location: RGC Malabon Department: Human Resource
Rating Period: April 22-June 22 2025
Purpose of Rating: 5th month-Probationary Period

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	9
	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 : Always arrive early than scheduled time / No absent					
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 2infractious against our safety/ housekeeping rules	10
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks : Follow safety rules & implement also to employees				
TOTAL				91	
Previous Challenges and Accomplishments: Effectively addressed and completed outstanding tasks that were left unfinished by the former worker, showing reliability and accountability.					
Areas of Strengths: Independent and reliable when needed.					
Areas of Weaknesses / Development:					

Rated By: <u>Ana Lorraine Calubayan</u> Printed Name & Signature Date: <u>06/28/2025</u> (mm / dd / yy)	Acknowledged By: Employee Name: <u>Christa Regalacion</u> Printed Name & Signature Date: <u>06/30/2025</u> (mm / dd / yy)
RECOMMENDATIONS: The employee has shown strong work ethic, dependability, and initiative in addressing past backlogs. Therefore, regularization is strongly recommended.	
<i>ADDITIONAL 2,000 - 7/1/25</i>	
Approved by: <u>[Signature]</u> <i>CRIC</i>	Date Signed: _____ mm / dd / yy
Approved by: _____	Date Signed: _____ mm / dd / yy
President's Signature: _____	Date Signed: _____ mm / dd / yy
EMPLOYEE DETAILS: Date Hired: _____ Present Rate: _____ Amount of Increase: <u>2,000</u> mm / dd / yy Date Appointed to Present Position: _____ Date of Last Increase: _____ mm / dd / yy New Rate: _____	
FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT	
Nature of Recommendation: <u>REGULARIZATION</u>	Reviewed by: <u>[Signature]</u>
Approved Recommended Rate: <u>ADDITIONAL 2K</u>	Human Resource Department
Approved Recommended Position: <u>NAME</u>	
Effectivity Date: <u>07-21-25</u> mm / dd / yy	

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

Passing Rate