



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

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Christiana Ellis Ebuon Date of Rating: April 30, 2024 Date Hired: January 10, 2024
Position: HR Associate
Location: Pinnacle Gas Corporation Department: Human Resource
Rating Period: January 10, 2024-April 24, 2024
Purpose of Rating: 3rd month-Probationary Period

Instruction: Please review notes on Guide to performance appraisal before accomplishing this form.

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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 : There is room for improvement. Always meets or exceeds project expectations					
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 : Result-oriented. Carries out duties until tasks are completed					
3. INITIATIVE	Always	Usually	Sometimes	Rarely	9	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.		
	Remarks : Independent, easy to follow instructions & reminders					
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 : Very flexible and always adapts to changes in assignments					
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 : Communicate with co-workers in a respectful manner/offered some ideas & solutions					
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.		
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	9	
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.		
	Remarks : Follow safety rules & implement also to employees					
TOTAL					89	

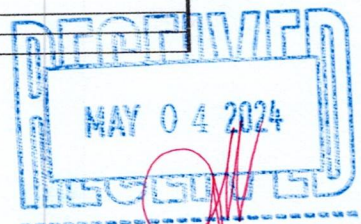
Previous Challenges and Accomplishments:

Areas of Strengths:

Very independent & trustworthy.

Areas of Weaknesses / Development:

In handling the cases, needs more information & evidence to have solid proof for incidents. Expand understanding of situations.



Rated By : <u><i>J. Rosarion</i></u> Printed Name & Signature Date : 04/30/24 (mm / dd / yy)	Acknowledged By: Employee Name : _____ Printed Name & Signature Date : _____ (mm / dd / yy)
RECOMMENDATIONS:	
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: _____ Present Rate: _____ mm / dd / yy Date Appointed to Present Position: _____ Amount of Increase: _____ Date of Last Increase: _____ mm / dd / yy 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

Passing Rate