



PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Mendoza Claire Anne D. Date of Rating: 04/11/26
 Location (Kindly check): Head Office ☒ Plant M. I.
 Rating Period: From 03/11/2026 To 04/11/2026 mm / dd / yy
 Purpose of Rating: (Kindly check) ☐ Regular Rating ☒ Completion of Probationary / Qualification Period
 Department: HR
 Plant: RGC Ilocos Sur

Instructions: 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. 9 to 10 pts.	Has required knowledge of own&related work. 7 to 8 pts.	Has required knowledge of own work only. 5 to 6 pts.	Needs additional instruction and guidance. 1 to 4 pts.	8
	Remarks : need effort to improve her knowledge from different facets of Hr.				
2. PRODUCTIVITY:	Usually exceeds standards. 36 to 40 pts	Meets standards. 30 to 35 pts.	Seldom meets standards. 20 to 29 pts	Never meets standards. 1 to 19 pts.	30
	Remarks : She was able to cope with the assigned task. And finish it				
3. INITIATIVE:	Always 9 to 10 pts	Usually 7 to 8 pts	Sometimes 5 to 6 pts.	Rarely 1 to 4 pts	8
	Remarks : she know her task and priorities. Initiate to ask other task if she is vacant				
4. DEDICATION TO DUTY:	Always dedicated to duty. 9 to 10 pts.	Usually dedicated to duty. 8 pts.	Sometimes dedicated to duty. 5 to 7 pts.	Rarely responds to company needs. 1 to 4 pts.	8
	Remarks : she show willingness & commitment to any task assigned to her.				
5. COOPERATION:	Always cooperative 9 to 10 pts.	Usually cooperative 8 pts.	Sometimes cooperative 5 to 7 pts.	Rarely cooperative 1 to 4 pts.	8
	Remarks : Can engage on effective communication. Always ask her head in different situation.				
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/n the allowable no or less. 9 to 10 pts.	With written warning/s (1st Offense) 7 to 8 pts	With one (1) day suspension (2nd Offense) 5 to 6 pts.	With 3 days suspension (3rd Offense) 1 to 4 pts	8
	Remarks : have record of minimal tardiness				
7. SAFETY AND / OR HOUSEKEEPING:	No record of accident/infracton against our safety/ housekeeping rules. 9 to 10 pts.	No record of accident but w/ 1 infracton against our safety/ housekeeping rules 8 pts.	No record of accident but w/ 2 infracton against our safety/ housekeeping rules 5 to 7 pts.	Had an accident or had more than 2infractons against our safety/ housekeeping rules 1 to 4 pts.	9
	Remarks : no records of any safety violation				
TOTAL					79

Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:

Rated By: Sheena Jor Guzman
Printed Name & Signature

Date: 4/11/2026
(mm / dd / yy)

of PER discussion with
Employee by Rater

Employee

C. ANN MENDOZA
Printed Name & Signature

Date

04 / 11 / 26
(mm / dd / yy)

of PER submitted by Ratee

COMPUTATIONS:

Keep up the good start

Approved by

Mary Ann Blas

Date Signed

4/11/26

mm / dd / yy

Approved by

Date Signed

mm / dd / yy

President's Signature

Date Signed

mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: 07/17/2025
mm / dd / yy

Present Rate:

Amount of

Increase:

Date Appointed

Date of Last

to Present Position: HR-Associate

Increase:

mm / dd / yy

New Rate:

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation

Reviewed by:

Human Resource Department

Approved Recommended Rate

Approved Recommended Position

Effectivity Date

mm / dd / yy

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

Date Received	Date Completed	Remarks Signature