



PERFORMANCE EVALUATION REPORT FORM

Name of Employee: OJO, CLARISSE JANE T. **Date of Rating:** **Date Hired:** March 11, 2025
Position: BRANCH ACCOUNTANT
Location: SPI CALACA **Department:** ASSET MANAGEMENT
Rating Period: MARCH 2025 TO JUNE 2025
Purpose of Rating: 3RD MONTH EVALUATION

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.	35
	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.	8
	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.	8
		(1st Offense)	(2nd Offense)	(3rd Offense)	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
Remarks :					
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	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
TOTAL					85

Previous Challenges and Accomplishments:

Managing multiple task. She learned how to handle and prioritize multiple task.

Areas of Strengths:

Demonstrate excellent adaptability in the face of shifting priorities and unexpected challenges.

Areas of Weaknesses / Development:

Exert more effort in the assigned task that needs attention

Rated By:

MTE. LUISA BACANDE
Printed Name & Signature

Date:

07/05/25
(mm/dd/yy)

Acknowledged By:

Employee Name:

CHARISSE DANILO
Printed Name & Signature

Date:

07-15-25
(mm/dd/yy)

RECOMMENDATIONS:

Enhance communication within the team by providing updates on the progress of assignments and being more mindful on how unfinished tasks are completed may impact others. A quick check in or clarification will help foster better collaboration and ensure task are completed on time.

Approved by:

GERRALD BONGCALES
ASSET AND SUPPLY MANAGER

Date Signed

mm/dd/yy

Approved by:

Date Signed

mm/dd/yy

President's Signature:

Date Signed

mm/dd/yy

EMPLOYEE DETAILS:

Date Hired: 03/11/25
mm/dd/yy

Present Rate: Confidential

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:

Human Resource Department

Approved Recommended Rate:

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