



PERFORMANCE EVALUATION REPORT FORM

Name of Employee: ARPILLEDA, CLOWIE DUBLUIS **Date of Rating:** **Date Hired:** 18 June 2025
Position: LEGAL ASSISTANT
Location: MRC - HEAD OFFICE **Department:** LEGAL
Rating Period: SEPTEMBER 23-OCTOBER 21, 2025
Purpose of Rating: 2ND ASSESSMENT/4TH 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.	5 pts	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.		
	Remarks: Needs a lot of instruction lately					
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	28	
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.		
	Remarks: 28 Lately, failing to meet standard					
3. INITIATIVE	Always	Usually	Sometimes	Rarely	5	
	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.	5	
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.		
	Remarks: Questionable for being adamant					
5. COOPERATION	Always cooperative	Usually cooperative	Sometimes cooperative	Rarely cooperative	6	
	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.	7	
		(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 2 infractons against our safety/ housekeeping rules	10	
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.		
	Remarks:					
RECEIVED 25 OCT 2025					TOTAL	60

Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:

A lot of things has to improve. Being in the Legal Dept. requires proactivity, can explain oneself, can be independent and team player simultaneously.

Rated By : [Signature]
Printed Name & Signature
Date : 10/22/20
(mm / dd / yy)

Acknowledged By:
Employee Name : [Signature]
Printed Name & Signature
Date : 10/25/2020
(mm / dd / yy)

RECOMMENDATIONS:

for improvement. Evaluation on 5th month.

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