



27- Floor Street 200 F College & Road San Antonio, Pang City
810 08 60 80 808

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: LUISA DIMALA

Date of Rating: MARCH 31, 2016

Date Hired: NOV 15, 2015

Position: PA 2

Location: CAJALO

Department: ADM DEPARTMENT

Rating Period: MARCH 1 - 31, 2016

Purpose of Rating: PROMOTION

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.	4
	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.	29
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks:				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	6
	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.	6
	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	7
	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/infraction against our safety/ housekeeping rules	No record of accident but w/ 1 infraction against our safety/ housekeeping rules	No record of accident but w/ 2 infraction against our safety/ housekeeping rules	Had an accident or had more than 2 infractions against our safety/ housekeeping rules	10
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks:				
TOTAL					69

Previous Challenges and Accomplishments

Areas of Strengths

Areas of Weaknesses / Development:

- unbalanced reports
- lacks reporting in CC
- lacks highlighting
- sometimes decide on the own w/o approval of immediate head.

Rated By: MORIN
Printed Name & Signature

Date: 9/24/20
(mm/dd/yy)

Acknowledged By: CHESLA DIMPLE
Printed Name & Signature

Date: 03/01/20
(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

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:** 4/1

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