



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

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Clarence Mallgaya Date of Rating: 2/12/2026 Date Hired: 12/3/2025
Position: Roving PA 2
Location: Calamba Department: Audit
Rating Period: Jan. 3 to Feb 3, 2026
Purpose of Rating: 2nd 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.	7
	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	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.	7
	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.	10
		(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 1/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				75	

Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:

1. Need more Improvements in Reconciliation in Inventory
2. Need more Improvements in PA Tasks.

Rated By:

Michael Angelo Bolo
Printed Name & Signature

Date:

0-13-26
(mm / dd / yy)

Acknowledged By:

Employee Name:

LAURENCE R. MARIBANG
Printed Name & Signature

Date:

02/13/2025
(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: 12/09/15
mm / dd / yy

Present Rate: _____

Amount of Increase: _____

Date of Last Increase: _____

mm / dd / yy

Date Appointed to Present Position: 12/09/2025

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

PERCENTAGE	DESCRIPTION
90-100	Outstanding
75-90	Above Average
50-75	Average
49 below	Below Average

Existing Rate