



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

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Daisy Joy Barasan Date of Rating: July 15, 2024 Date Hired: March 20, 2024
Position: HR Associate
Location: Extraordinaire Gas Corporation Department: Human Resource
Rating Period: March 20, 2024 June 18, 2024
Purpose of Rating: 3rd month Probationary Period

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
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks: Sometimes she gets confused with instructions and needs guidance.				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	30
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks: She is trying to catch up with her pending tasks.				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	8
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks: She is trying to learn her tasks quickly, even though sometimes she doesn't immediately grasp what is being explained to her.				
4. DEDICATION TO DUTY	Always dedicated to duty.	Usually dedicated to duty.	Sometimes dedicated to duty.	Rarely responds to company needs.	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks: I can see that she is serious about her work and really wants to do it well.				
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: Communicate with co-workers in a respectful manner.				
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: Always arrive early than scheduled time / Sometimes she is absent due to illness.					
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: Follow safety rules & implement also to employees				
TOTAL				80	
Previous Challenges and Accomplishments: She is gradually catching up with the pending items in Sucat, particularly the IRs, NTEs, and NODs.					
Areas of Strengths: Industrious and diligent.					
Areas of Weaknesses / Development: In handling the cases, needs more information & evidence to have solid proof for incidents. Expand understanding of situations.					

Rated By : Ana Loraine Caluhayan
Printed Name & Signature

Date : 04/30/24
(mm / dd / yy)

Acknowledged By:

Employee Name : BHARAN, DANCY JOY
Printed Name & Signature

Date : 7/29/24
(mm / dd / yy)

RECOMMENDATIONS:

Approved by : _____ Date Signed _____

Approved by : _____ Date Signed _____

President's Signature : _____ Date Signed _____

mm / dd / yy

mm / dd / yy

mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: _____ Present Rate: _____
mm / dd / yy

Amount of Increase: _____

Date Appointed to Present Position: _____

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