



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

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: **PABIANO, DANICO**

Date of Rating: **7/5/24**

Date Hired: **4/17/24**

Position: **Inventory Controller**

Department: **Audit / Inventory**

Location: **TERESA PLANT**

Rating Period: **7/12/24 - 7/5/24**

Purpose of Rating: **3 month Assessment**

Instruction: Please review notes on Guide to performance appraisal before accomplishing this form.

FACTORS	RATING				POINTS
	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.	
1. KNOWLEDGE OF WORK	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	7
	Remarks: need more improvement.				
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: need more improvement.				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	9
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks: keep it up.				
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: dedicated.				
5. COOPERATION	Always cooperative	Usually cooperative	Sometimes cooperative	Rarely cooperative	8
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks: usually cooperative				
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.	
Remarks: with warning from senior Roving PA J					
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: no record against our safety house keeping rules				

79

TOTAL

Previous Challenges and Accomplishments:

Areas of Strengths:

Good in Reporting - keep it up.

Areas of Weaknesses / Development:

Improve checking / writing of minutes.

Rated By : Michael Angelo Solor
 Printed Name & Signature

Date : 02/05/24
 (mm / dd / yy)

Acknowledged By:

Employee Name : Daniel D. Dabiano
 Printed Name & Signature

Date : 07/05/24
 (mm / dd / yy)

RECOMMENDATIONS:

Approved by : [Signature] 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 : _____

Approved Recommended Rate : _____

Approved Recommended Position : _____

Effectivity Date : _____

mm / dd / yy

Reviewed by:

Human Resource Department

PER RATING

DESCRIPTION

TOTAL

Previous Challenges and Accomplishments:

Areas of Strengths:

Good in Reporting - keep it up.

Areas of Weaknesses / Development:

improve checking / writing of emails.

Rated By : Michael Angelo Schor
Printed Name & SignatureDate : 07/05/24
(mm / dd / yy)

Acknowledged By:

Employee Name : DANIEL SABIANO
Printed Name & SignatureDate : 07/05/24
(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

Date Appointed to Present Position: _____

Amount of Increase: _____

Date of Last Increase: _____
mm / dd / yy

New Rate: _____