



- Next assessment will be 30 days
September 19, 2025 - Friday

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Lorilla, Daniella Joy Doma
Position: Multimedia Specialist
Location: MRC H.O. - Regasco
Rating Period: July - August 2025
Purpose of Rating: 3rd month evaluation
Date of Rating:
Date Hired: 13 May 2025
Department:

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

FACTORS	RATING				POINTS
	Has exceptional knowledge of his own & related work. 9 to 10 pts.	Has required knowledge of own & related work. 7 to 8 pts.	Has required knowledge of own work only. 5 to 6 pts.	Needs additional instruction and guidance. 1 to 4 pts.	
1. KNOWLEDGE OF WORK	Remarks: MABACAL ANG PICK-UP SA MGA TINUTURO SA KANYA				6
2. PRODUCTIVITY	Usually exceeds standards. 36 to 40 pts.	Meets standards. 30 to 35 pts.	Seldom meets standards. 20 to 29 pts.	Never meets standards. 1 to 19 pts.	30
3. INITIATIVE	Always 9 to 10 pts.	Usually 7 to 8 pts.	Sometimes 5 to 6 pts.	Rarely 1 to 4 pts.	6
4. DEDICATION TO DUTY	Always dedicated to duty. 9 to 10 pts.	Usually dedicated to duty. 8 pts.	Sometimes dedicated to duty. 5 to 7 pts.	Rarely responds to company needs. 1 to 4 pts.	5
5. COOPERATION	Always cooperative 9 to 10 pts.	Usually cooperative 8 pts.	Sometimes cooperative 5 to 7 pts.	Rarely cooperative 1 to 4 pts.	5
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/n the allowable no. or less. 9 to 10 pts.	With written warning/s (1st Offense) 7 to 8 pts.	With one (1) day suspension (2nd Offense) 5 to 6 pts.	With 3 days suspension. (3rd Offense) 1 to 4 pts.	9
7. SAFETY AND / OR HOUSEKEEPING	No record of t/infracton against our safety/ housekeeping rules 9 to 10 pts.	No record of accident but w/ 1 infracton against our safety/ housekeeping rules 8 pts.	No record of accident but w/ 2 infracton against our safety/ housekeeping rules 5 to 7 pts.	Had an accident or had more than 2 infractons against our safety/ housekeeping rules 1 to 4 pts.	9
TOTAL					70

RECEIVED
20 AUG 2025

Previous Challenges and Accomplishments:

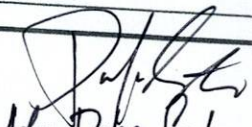
Areas of Strengths:

Attendance

Areas of Weaknesses / Development:

urgency / Ideas sa propuesto & layout / Bilis ng paggawa

Rated By


Printed Name & Signature

Date

8/19/2025
(mm/dd/yy)

Acknowledged By:

Employee Name


Printed Name & Signature

Date

8 20 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: _____
mm/dd/yy

Present Rate: _____

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:


Human Resource Department

Approved Recommended Rate : _____

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