



PERFORMANCE EVALUATION REPORT FORM

Name of Employee:	LORILLA, DANIELLA JOY DOMA	Date of Rating:	Date Hired:	13 May 2025
Position:	MULTIMEDIA SPECIALIST	Department:	MULTIMEDIA	
Location:	RGC MRC - Head Office			
Rating Period:	LORILLA, DANIELLA JOY DOMA			
Purpose of Rating:	4TH 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 : <i>Magam, rating Di alam at kinakalimutan</i>				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	25
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks : <i>lack of urgency</i>				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	6
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks : <i>Sometimes, pero madalas walang pakikisa paligid</i>				
4. DEDICATION TO DUTY	Always dedicated to duty.	Usually dedicated to duty.	Sometimes dedicated to duty.	Rarely responds to company needs.	5
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks : <i>Base sa output wala. laging walang puro ang output</i>				
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 : <i>ayos lang</i>				
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/n the allowable no.or less.	With written warning/s	With one (1) day suspension	With 3 days suspension.	9
		(1st Offense)	(2nd Offense)	(3rd Offense)	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
Remarks : <i>no records</i>					
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 2infractons against our safety/ housekeeping rules	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks : <i>no records</i>				
TOTAL				69	

Previous Challenges and Accomplishments:

Areas of Strengths:

For End of Contract

Areas of Weaknesses / Development:

Rated By

: Adam Delos Santos
Printed Name & Signature

Date

: 09 / 10 / 25
(mm / dd / yy)

Acknowledged By:

Employee Name

: Daniella Jay D. Lariña
Printed Name & Signature

Date

: 9 12 2025
(mm / dd / yy)

RECOMMENDATIONS:

For End of Contract last day Sept. 30

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

:

Approved Recommended Rate

:

Approved Recommended Position

:

Effectivity Date

:

mm / dd / yy

Reviewed by:

Human Resource Department

PER RATING	DESCRIPTION
90-100	Outstanding
75-89	Above Average
50-74	Average
49 below	Below Average

Passing Rate