



PERFORMANCE EVALUATION REPORT FORM

Name of Employee: **Lagunilla, Dan Echivere** Date of Rating: **OCTOBER 22, 2025**
 Position: **Bullet/Hustling Driver** Date Hired: **OCTOBER 22, 2025**
 Location: **SPI CALACA** Department: **LOGISTICS**
 Rating Period: **OCTOBER 2025 to JANUARY 2026**
 Purpose of Rating: **3RD 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.	9
	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.	30
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks:				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	7
	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.	8
	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	8
	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.	9
		(1st Offense)	(2nd Offense)	(3rd Offense)	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
7. SAFETY AND / OR HOUSEKEEPING	No record of t/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	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks:				
TOTAL					80%

RECEIVED

17 JAN 2026

Previous Challenges and Accomplishments:

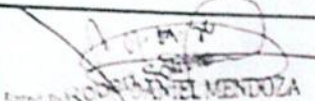
MEETS STANDARD

Areas of Strengths:

MEETS STANDARD

Areas of Weaknesses / Development:

MEETS STANDARD


Reviewed By: ALVIN JHON B. FORNAL
Printed Name & Signature
Date: 01-09-2026
(mm / dd / yy)

Acknowledged By: Lafunilla Dan
Employee Name: Lafunilla Dan
Printed Name & Signature
Date: 01-09-26
(mm / dd / yy)

RECOMMENDATIONS:

Approved by: ALVIN JHON B. FORNAL Date Signed: mm / dd / yy
LOGISTICS MANAGER
Approved by: MARICRIS ARIOLA Date Signed: mm / dd / yy
OIC HR AND ADMIN HEAD
President's Signature: _____ Date Signed: mm / dd / yy

EMPLOYEE DETAILS

Date Hired: 10/22/25 Present Rate: 700/day
mm / dd / yy

Amount of Increase: _____

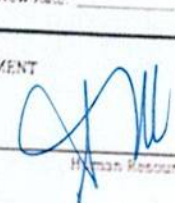
Date of Last Increase: _____
mm / dd / yy

Date Appointed to Present Position: _____

New Rate: _____

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation: _____

Reviewed by: 

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