



PERFORMANCE EVALUATION REPORT FORM

Name of Employee:	NAVARRO, EDEN ECLEO	Date of Rating:	Date Hired:	08 September 2025
Position:	LIAISON OFFICER			
Location:	RGC - HEAD OFFICE	Department:		
Rating Period:	SEPTEMBER 8-DECEMBER 8, 2025			
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.	6
	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.	32
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks :				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	6
	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	7
	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.	16
		(1st Offense)	(2nd Offense)	(3rd Offense)	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
Remarks :					
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	10
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
RECEIVED 06 DEC 2025					79

Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:

Rated By : <u>Mark [Signature]</u> Printed Name & Signature	Acknowledged By: <u>[Signature]</u> Employee Name : <u>Eden Navarro</u> Printed Name & Signature
Date : <u>12/2/25</u> (mm / dd / yy)	Date : <u>Dec 4, 2025</u> (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 Appointed to Present Position: _____		Date of Last Increase: _____ mm / dd / yy
		New Rate: _____

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation : _____	Reviewed by: <u>[Signature]</u> 12/5/25
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