



PERFORMANCE EVALUATION REPORT FORM

Name of Employee: **ESCABARTE, EDGARDO R.**
 Position: **BULLET HUSTLING DRIVER**
 Location: **SPI CALAGA**
 Rating Period: **AUGUST - SEPTEMBER 2025**
 Purpose of Rating: **5TH MONTH EVALUATION**

Date of Rating: **9/15/25**
 Department: **LOGISTICS**

Date Hired: **April 16, 2025**

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

POINTS

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.	9
Remarks:					
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	36
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
Remarks:					
3. INITIATIVE	Always	Usually	Sometimes	Rarely	9
	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.	9
	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	9
	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.	
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	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
Remarks:					
TOTAL					90

RECEIVED

06 JAN 2026

Previous Challenges and Accomplishments:

WITH OUTSTANDING RECORD, ALWAYS OBEY & FOLLOW ORDERS

Areas of Strengths:

N/O COMPLAINTING FROM THE SUPERIORS

Areas of Weaknesses / Development:

Rated By

Robert Soliver
Printed Name & Signature

Date

SEPT. 15, 2025
(mm / dd / yy)

Acknowledged By

Employee Name

ESCALANTE, EDUARDO

Printed Name & Signature

Date

12-02-2025
(mm / dd / yy)

RECOMMENDATIONS:

Approved by

ALVIN JHON B. FORMAL
LOGISTICS MANAGER

Date Signed

mm / dd / yy

Approved by

MARICRIS ARIOLA
OIC HR AND ADMIN HEAD

Date Signed

mm / dd / yy

President's Signature

Date Signed

mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: 04/16/25
mm / dd / yy

Present Rate: 200/PER DAY

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

