

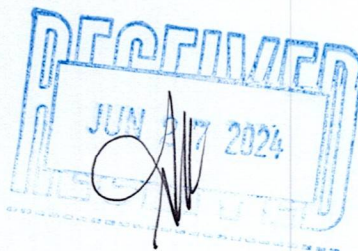
22nd Floor Strata 100, F. Ortigas Jr. Road, San Antonio, Pasig City
638-06-60 loc 106

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: EDMAR AJIAS Date of Rating: Date Hired: 26/02/2024
Position: HR ASSOCIATE
Location: RGC COMPOSTELA Department: HR
Rating Period: FEBRUARY 26 TO MAY 26, 2024
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.	8
	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.	35
	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	10
	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.	10
	9 to 10 pts.	(1st Offense) 7 to 8 pts.	(2nd Offense) 5 to 6 pts.	(3rd Offense) 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



Previous Challenges and Accomplishments:

Able to provide 13th month of 17 employees in one day with the approval of PA1 with minimal errors during computation.

Areas of Strengths:

- Has adequate knowledge in timekeeping and payroll, recruitment, compensation and benefits and employee relations.
- Fast and precise on computations such as payroll, last pay, 13th month pay, and separation pay.
- Willing to communicate his challenges with the HR Operations in Compostela, open for suggestions, seeks advice whenever needed.
- Follows instructions, has initiative to do the job, works with minimal supervision, has time management and able to prioritize urgent matters.

Areas of Weaknesses / Development:

Rated By : Donna Rose G. Magno
Printed Name & Signature

Date : June 27, 2024
(mm / dd / yy)

Acknowledged By:

Employee Name : Edmar Ajjas
Printed Name & Signature

Date : _____
(mm / dd / yy)

RECOMMENDATIONS:

- Continue to perform in accordance to the job description and work instruction as an HR Associate.
- Continue to have open communication with other HRs as already shown.
- Continue to provide assistance to HRs in Visayas whenever needed.

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: _____ Present Rate: _____ Amount of Increase: _____

mm / dd / yy

Date Appointed to Present Position: _____ Date of Last Increase: _____ mm / dd / yy

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

Previous Challenges and Accomplishments:

Able to provide 13th month of 17 employees in one day with the approval of PA1 with minimal errors during computation.

Areas of Strengths:

- Has adequate knowledge in timekeeping and payroll, recruitment, compensation and benefits and employee relations.
- Fast and precise on computations such as payroll, last pay, 13th month pay, and separation pay.
- Willing to communicate his challenges with the HR Operations in Compostela, open for suggestions, seeks advice whenever needed.
- Follows instructions, has initiative to do the job, works with minimal supervision, has time management and able to prioritize urgent matters.

Areas of Weaknesses / Development:

Rated By : Donna Rose G. Magno
Printed Name & Signature
Date : June 27, 2024
(mm / dd / yy)

Acknowledged By: [Signature]
Employee Name : Edmar Bias
Printed Name & Signature
Date : 06/27/24
(mm / dd / yy)

RECOMMENDATIONS:

- Continue to perform in accordance to the job description and work instruction as an HR Associate.
- Continue to have open communication with other HRs as already shown.
- Continue to provide assistance to HRs in Visayas whenever needed.

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: _____ Present Rate: _____ Amount of Increase: _____
mm / dd / yy
Date Appointed to Present Position: _____ Date of Last Increase: _____
mm / dd / yy
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
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19 below	Below Average

Passing Rate