



PERFORMANCE EVALUATION REPORT FORM

Name of Employee:	EJADA, ERWEN JHAMES GUPA	Date of Rating:	Date Hired: 28 July 2025
Position:	FIELD MONITORING ASSISTANT	Department:	AUDIT
Location:	RGC - HEAD OFFICE		
Rating Period:	AUGUST - OCTOBER 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.	28
	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.	7
	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.	10
		(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 2infractions against our safety/ housekeeping rules	10
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
TOTAL				74	

Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:

Rated By : <u>MARVIN C. BAY</u> Printed Name & Signature Date : <u>10/14/25</u> (mm / dd / yy)	Acknowledged By: Employee Name : <u>ERVEN JHAMEL ELADA</u> Printed Name & Signature Date : <u>10-18-25</u> (mm / dd / yy)
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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: _____	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	:	_____		_____
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