



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

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: ELYSSA MAE BIGCAS
Position: Accounting Staff
Location: MRC H.O
Rating Period: August 2024 to October 2024
Purpose of Rating: 3rd Month Assessment
Date of Rating:
Date Hired: July 15, 2024
Department: Accounting

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. 9 to 10 pts.	Has required knowledge of own & related work. 7 to 8 pts.	Has required knowledge of own work only. 5 to 6 pts.	Needs additional instruction and guidance. 1 to 4 pts.	7	
	Remarks: started with basic knowledge only but her willingness to learn can be counted on to overcome her shortcomings.					
2. PRODUCTIVITY	Usually exceeds standards. 36 to 40 pts.	Meets standards. 30 to 35 pts.	Seldom meets standards. 20 to 29 pts.	Never meets standards. 1 to 19 pts.	35	
	Remarks: Performance and productivity is affected by trying to meet the deadlines, haste often resulted to error, though such mistakes is just minimal.					
3. INITIATIVE	Always 9 to 10 pts.	Usually 7 to 8 pts.	Sometimes 5 to 6 pts.	Rarely 1 to 4 pts.	8	
	Remarks: Offers assistance if there's a need to do so. Also, seeks help when needed too.					
4. DEDICATION TO DUTY	Always dedicated to duty. 9 to 10 pts.	Usually dedicated to duty. 8 pts.	Sometimes dedicated to duty. 5 to 7 pts.	Rarely responds to company needs. 1 to 4 pts.	9	
	Remarks: can be counted on for overtime to complete the works that needed to be done.					
5. COOPERATION	Always cooperative 9 to 10 pts.	Usually cooperative 8 pts.	Sometimes cooperative 5 to 7 pts.	Rarely cooperative 1 to 4 pts.	9	
	Remarks: The willingness to assist her colleagues is a proof that she is cooperative and considerate to the needs of the team.					
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/n the allowable no. or less. 9 to 10 pts.	With written warning/s (1st Offense) 7 to 8 pts.	With one (1) day suspension (2nd Offense) 5 to 6 pts.	With 3 days suspension. (3rd Offense) 1 to 4 pts.	7	
	Remarks: with warning in tardiness but she's willing to adjust her time for her to start the work day promptly.					
7. SAFETY AND / OR HOUSEKEEPING	No record of t/infracton against our safety/ housekeeping rules 9 to 10 pts.	No record of accident but w/ 1 infracton against our safety/ housekeeping rules 8 pts.	No record of accident but w/ 2 infracton against our safety/ housekeeping rules 5 to 7 pts.	Had an accident or had more than 2 infractons against our safety/ housekeeping rules 1 to 4 pts.	8	
	Remarks: with warning in the housekeeping rules (like wearing sandals during office hour) infracton but she didn't do it again.					
Previous Challenges and Accomplishments:					TOTAL	83

Areas of Strengths:

Areas of Weaknesses / Development:

Can do her daily tasks but with add'l guidance. Try to have deeper knowledge of what's the accounting process as a whole by making elevate skills like in excel. It will helps a lot.

Rated By : <u>Chie E. Salomon</u> Printed Name & Signature	Acknowledged By:
Date : _____ (mm / dd / yy)	Employee Name : <u>ELISA MAE C. BIGCAS</u> Printed Name & Signature
	Date : <u>12/27/2024</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: _____
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