



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

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: **ESPIE MACARIO** Date of Rating: Date Hired: **03 April 2025**
Position: **PAYROLL ASSISTANT**
Location: **HEAD OFFICE** Department: **HUMAN RESOURCE**
Rating Period: **APRIL 2025 TO MAY 31, 2025**
Purpose of Rating: **1ST MONTH ASSESSMENT**

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.	4
	Remarks: need ng guidance dahil walang experience sa payroll and napapansin ang madalas na pagrely sa kontrabaho				
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.	20
	Remarks: sometime meet the deadline & extend time more than time to finish task				
3. INITIATIVE	Always 9 to 10 pts.	Usually 7 to 8 pts.	Sometimes 5 to 6 pts.	Rarely 1 to 4 pts.	6
	Remarks: sometime can see initiative but most of the time not like kung wala silang ginagawa hindi sila ng ark sa akin if may nga ipapagawad				
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.	8
	Remarks: can see the willingness to learn & dedication to work but cant work alone always need companion to do assign task.				
5. COOPERATION	Always cooperative 9 to 10 pts.	Usually cooperative 8 pts.	Sometimes cooperative 5 to 7 pts.	Rarely cooperative 1 to 4 pts.	5
	Remarks: sometime cooperative, sometime not, not following instruction like before edit the errors corrected by ACST6 check first				
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.	9
	Remarks: not exceed to the allowable number of late				
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.	9
	Remarks: wearing appropriate clothes				
TOTAL					61

Previous Challenges and Accomplishments:

heavy workloads - sometime meet the deadline with the help of co worker
large number of error - no accomplishment madani padin error

Areas of Strengths:

Areas of Weaknesses / Development:

Focus on work - volume of error
Initiative - follow instruction

Cooperation

Rated By : 
Printed Name & Signature : Mary Ann C. Blas
Date : 6/16/25
(mm / dd / yy)

Acknowledged By:

Employee Name : 
Printed Name & Signature : Espic Macario
Date : 06 10 2025
(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: _____ 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 : _____
Approved Recommended Rate : _____
Approved Recommended Position : _____
Effectivity Date : _____
mm / dd / yy

Reviewed by:


Human Resource Department

PER RATING	DESCRIPTION
90-100	Outstanding
75-89	Above Average
50-74	Average
49 below	Below Average

Passing Rate