



## PERFORMANCE EVALUATION REPORT FORM

**Name of Employee:** Palicpic, Elizalde      **Date of Rating:**      **Date Hired:** MAY 27, 2025  
**Position:** Trailer Truck Driver  
**Location:** SPI CALACA      **Department:** LOGISTICS  
**Rating Period:** MAY 2025 TO AUGUST 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.                                          | 5      |
|                                 | 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.                                                              | 20     |
|                                 | 36 to 40 pts.                                                   | 30 to 35 pts.                                                                   | 20 to 29 pts.                                                                   | 1 to 19 pts.                                                                        |        |
|                                 | Remarks :                                                       |                                                                                 |                                                                                 |                                                                                     |        |
| 3. INITIATIVE                   | Always                                                          | Usually                                                                         | Sometimes                                                                       | Rarely                                                                              | 5      |
|                                 | 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.                                                   | 4      |
|                                 | 9 to 10 pts.                                                    | 8 pts.                                                                          | 5 to 7 pts.                                                                     | 1 to 4 pts.                                                                         |        |
|                                 | Remarks :                                                       |                                                                                 |                                                                                 |                                                                                     |        |
| 5. COOPERATION                  | Always                                                          | Usually                                                                         | Sometimes                                                                       | Rarely                                                                              | 5      |
|                                 | cooperative                                                     | cooperative                                                                     | cooperative                                                                     | cooperative                                                                         |        |
|                                 | 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 2infractons against our safety/ housekeeping rules | 9      |
|                                 | 9 to 10 pts.                                                    | 8 pts.                                                                          | 5 to 7 pts.                                                                     | 1 to 4 pts.                                                                         |        |
|                                 | Remarks :                                                       |                                                                                 |                                                                                 |                                                                                     |        |
|                                 |                                                                 |                                                                                 |                                                                                 | TOTAL                                                                               | 57 90  |

RECEIVED

06 JAN 2026

Previous Challenges and Accomplishments:

SUBPARA

Areas of Strengths:

AVERAGE

Areas of Weaknesses / Development:

SOMETIMES INITIATIVE

Rated By

DANIEL MENDOZA  
Printed Name & Signature

Date

08-24-2025  
(mm / dd / yy)

Acknowledged By

afy

Employee Name

ELIZALDE PALICPIC

Printed Name & Signature

Date

12-2-25  
(mm / dd / yy)

RECOMMENDATIONS

Approved by

ALVIN J. JORNAL  
LEGISLATIVE MANAGER

Date Signed

mm / dd / yy

Approved by

MAMORIS ARIOLA  
CHIEF HR AND ADMIN HEAD

Date Signed

mm / dd / yy

President's Signature

Date Signed

mm / dd / yy

EMPLOYEE DETAILS

Date Hired: 05/27/25  
mm / dd / yy

Present Rate: Per Trip

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

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

05 JAN 2026