



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

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: **ELMOND TABUDLONG** Date of Rating: **1/20/2026** Date Hired: **NOV. 13, 2025**
Position: **PLANT ACCOUNTANT 2/IC**
Location: **DIPOLG** Department: **AUDIT DEPARTMENT**
Rating Period: **DECEMBER 12 - JANUARY 11, 2025**
Purpose of Rating: **2ND MONTH PERFORMANCE 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.	7
	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.	29
	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.	8
	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	8
	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/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 2 infractions against our safety/ housekeeping rules	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks:				
TOTAL					76

RECEIVED

04 FEB 2026

Previous Challenges and Accomplishments:

Area of Strength:

He is able to accomplish the tasks assigned by his superior and also shows initiative in his work

Areas of Weaknesses / Development:

Rated By : ELMONO TABUOLONG
Printed Name & Signature
Date : 01 09 2022
(mm / dd / yy)

Acknowledged By:
Employee Name : ELMONO TABUOLONG
Printed Name & Signature
Date : 1/31/2022
(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: _____
mm / dd / yy
Date Appointed to Present Position: _____

Amount of Increase: _____
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:

[Signature]
Human Resource Department

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

Passing Rate