



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 TAUDLONG** Date of Rating: **2/7/2026** Date Hired: **13-Nov-26**
 Position: **PLANT ACCOUNTANT 2**
 Location: **DIPOLOG** Department: **AUDIT**
 Rating Period: **JANUARY 7 TO FEBRUARY 7, 2026**
 Purpose of Rating: **3RD PERFORMANCE EVALUATION**

Instruction: Please review notes on Guide to performance appraisal before accomplishing this form.

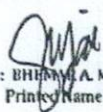
FACTORS	RATING				POINTS
1. KNOWLEDGE OF WORK	Has exceptional knowledge of his own&related work.	Has required knowledge of own & related work.	Has required knowledge of own work only.	Needs additional instruction and guidance.	4
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks :				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	25
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks :				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	7
	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/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 Zinfractons against our safety/ housekeeping rules	8
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
TOTAL				69	

Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:

He performs well at work and shows initiative by asking questions when needed. However, his performance as an Plant Accountant II needs improvement, particularly in weekly cylinder counting. There are instances where he is slow and commits counting errors, and he still requires supervision.

Rated By : 
Printed Name & Signature

Date : FEBRUARY 7, 2026
(mm / dd / yy)

Acknowledged By:

Employee Name : _____
Printed Name & Signature

Date : _____
(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: April 23, 2025
mm / dd / yy

Present Rate: _____

Amount of Increase: _____

Date of Last Increase: _____
mm / dd / yy

Date Appointed to Present Position: Plant Accountant 2

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

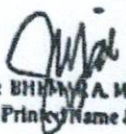
Passing Rate

Previous Challenges and Accomplishments:

Areas of Strengths:

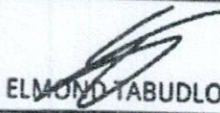
Areas of Weaknesses / Development:

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Rated By : 
Printed Name & Signature

Date : FEBRUARY 7, 2026
(mm / dd / yy)

Acknowledged By:

Employee Name : 
Printed Name & Signature

Date : 02/09/2026
(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: April 23, 2025
mm / dd / yy

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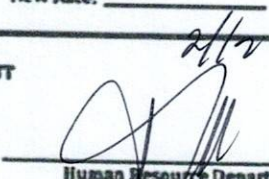
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Passing Rate