



PERFORMANCE EVALUATION REPORT FORM

Name of Employee:	GADON, ERNELYN	Date of Rating:	Date Hired:	16 January 2026
Position:	FIELD MONITORING ASSISTANT	Department:	IT	
Location:	RGC - HEAD OFFICE			
Rating Period:	JANUARY 16, MARCH 27, 2026			
Purpose of Rating:	2ND 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.	9
	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	9
	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.	9
	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	9
	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.	8
		(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 2 infractons against our safety/ housekeeping rules	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
				TOTAL	73

Previous Challenges and Accomplishments:

Shows poor judgement in identifying significant events/incidents, as reports often focus on minor/less impactful issues

Areas of Strengths:

Demonstrates strong familiarity with user monitoring application, allowing efficient and effective use of the application.

Areas of Weaknesses / Development:

The need to improve in identifying and prioritizing significant incidents, lacks thorough verification of events and details when filing an IE. Needs to demonstrate more humility and more work when approaching seeking support from others.

Rated By

Shari Rount
Printed Name & Signature

Date

03/30/24
(mm/dd/yy)

Acknowledged By:

Employee Name

ERNESTO GADON
Printed Name & Signature

Date

04/01/24
(mm/dd/yy)

RECOMMENDATIONS:

for further evaluation after 1 month. 75% up - passed - 74% below - failed

Approved by

RON A. MALDIA
IT HEAD

Date Signed

4/1/24
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 of Last Increase:

mm/dd/yy

Date Appointed to Present Position:

New Rate:

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation

Reviewed by:

Human Resource Department

Approved Recommended Rate

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

75% - passing rate