



22nd Floor Strata 100, F. Ortigas Jr. Road, San Antonio, Pasig City
638 06 601ec 106

6 MONTHS EVALUATION

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: FELIX JOSHUA SABADO Date of Rating: 4.23.24 Date Hired: 10.25.23
Position: PAE
Location: TUBAO PLANT Department: AUDIT
Rating Period: 6 Months
Purpose of Rating: REGULARIZATION

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 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.

Remarks:

7

2. PRODUCTIVITY

Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.
36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.

Remarks:

32

3. INITIATIVE

Always	Usually	Sometimes	Rarely
9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.

Remarks:

8

4. DEDICATION TO DUTY

Always dedicated to duty.	Usually dedicated to duty.	Sometimes dedicated to duty.	Rarely responds to company needs.
9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.

Remarks:

9

5. COOPERATION

Always cooperative	Usually cooperative	Sometimes cooperative	Rarely cooperative
9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.

Remarks:

9

6. ATTENDANCE & PUNCTUALITY:

Tardiness w/n the allowable no. or less.	With written warning/s	With one (1) day suspension	With 3 days suspension.
	(1st Offense)	(2nd Offense)	(3rd Offense)
9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.

Remarks:

9

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 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.

Remarks:

9

TOTAL

83

Previous Challenges and Accomplishments:

Areas of Strengths:

- It helps down Note - along time na may pangang-into sa kanya
 - It act and Cleanly whenever sa meron kya gusto malasan.

Areas of Weaknesses / Development:

- Sometimes easily distracted sa comment ng mga co-employees nya

Rated By

Arvin Gerald Sagarin
 Printed Name & Signature

Date

4/23/24
 (mm / dd / yy)

Acknowledged By:

Employee Name :

Printed Name & Signature

Date

(mm / dd / yy)

RECOMMENDATIONS:

Approved by

[Signature]
 Eden Pua

Date Signed

4/24/24
 mm / dd / yy

Approved by

Date Signed

mm / dd / yy

President's Signature

Date Signed

mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: 10-25-23
 mm / dd / yy

Present Rate: 17,000

Amount of Increase: 1,000

Date of Last Increase: —
 mm / dd / yy

Date Appointed to Present Position: —

New Rate: 18,000

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

RECEIVED

27 APR 2024