



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

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Fiel Brian T. Mendoza Date of Rating: August 21, 2024 Date Hired: March 04, 2024
Position: Inventory Controller
Location: Dasmariñas Plant Department:
Rating Period: March 4, 2024 to August 21, 2024
Purpose of Rating: 6 month (For 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.	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.	33	
	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	10	
	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.	6	
		(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 2infractions against our safety/ housekeeping rules	8	
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.		
	Remarks :					
				TOTAL	79	

Previous Challenges and Accomplishments:

Weekly cylinder count, Nakakasabay na siya sa pag count.

Areas of Strengths:

Counting and checking sa truck

Willing to do overtime working hour

Areas of Weaknesses / Development:

Late for work

Need to improve reporting kay stockman pag hindi na nag che-check si stockman ng mga footring charges lalo sa mga generic cylinders

Need to improve reporting ng pag wala nag wi-witness na office rep. ng loading ng truck sa platform.

Hindi msyado nakakapag observe sa platform.

Rated By :

Keemer Malvarca

Printed Name & Signature

Date :

August 21, 2024

(mm / dd / yy)

Acknowledged By:

Employee Name :

Printed Name & Signature

Date :

(mm / dd / yy)

RECOMMENDATIONS:

Need to improved observation on platform.

Approved by :

Date Signed

10/24/24
mm / dd / yy

Approved by :

Date Signed

mm / dd / yy

President's Signature :

Date Signed

mm / dd / yy

EMPLOYEE DETAILS:

Date Hired:

02/04/2024
mm / dd / yy

Present Rate:

16.00

Amount of Increase:

1.00

Date of Last Increase:

mm / dd / yy

Date Appointed to Present Position:

02/04/2024

New Rate:

17.00

* refer the change increase

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation :

REGULARIZATION

Reviewed by:

Human Resource Department

Approved Recommended Rate :

ADDITIONAL 1000

Approved Recommended Position :

SAME

Effectivity Date :

AUG 21, 2024
mm / dd / yy

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

Passing Rate