



PERFORMANCE EVALUATION REPORT FORM

Name of Employee:	RAGOJO, FLORIE MAE HAO	Date of Rating:	Date Hired:	17 February 2025
Position:	ACCOUNTING STAFF	Department:	ACCOUNTING	
Location:	RGC MRC - Head Office			
Rating Period:	JUNE - JULY 2025			
Purpose of Rating:	5TH 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.	8
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks: knows and accept assigned duties & responsibilities as accounting staff				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	36
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks: Performs works with minimum supervision but need to improve the accuracy.				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	8
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks: Have a positive attitude towards the works assignment which gave a positive vibes with her colleagues.				
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: motivated to finish tasks and assignments on time.				
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: Cooperative and usually obeys verbal/written instructions				
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: Report in the office on time and if there's occasion of missing work, she gave ample notice and made arrangements to ensure the urgent things are covered.					
7. SAFETY AND / OR HOUSEKEEPING	No record of t/infracton 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	10
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks: okay				
23 SEP 2025 TOTAL					88

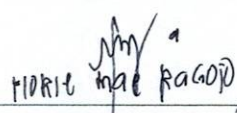
Previous Challenges and Accomplishments:

Areas of Strengths:

Ready to get the job done no matter how much work is involved.

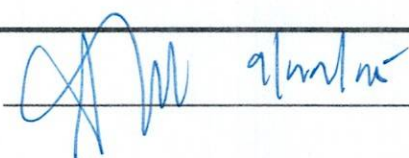
Areas of Weaknesses / Development:

Need to improve work consistency to minimize the needs to review the work output.

Rated By :  Printed Name & Signature Date : _____ (mm / dd / yy)	Acknowledged By: Employee Name :  Printed Name & Signature Date : <u>9/11/2027</u> (mm / dd / yy)
---	--

RECOMMENDATIONS:

For regularization. Further assessment will be made on or before the one (1) year tenure of service on the company.
Recommended for a P1,000 salary adjustment effective September 1, 2026

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: _____	Amount of Increase: _____
mm / dd / yy		Date of Last Increase: _____
		mm / dd / yy
Date Appointed to Present Position: _____		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