



22nd Floor Strata 100, F. Ortigas Jr. Road, San Antonio, Pasig City
1106 06 60 loc 106

PERFORMANCE EVALUATION REPORT FORM

Name of Employee NUGUID, FLORENCE ARVIE M. Date of Rating 02/04/2024
Family Name First Name MI
Location (Kindly check) Head Office Plant
Rating Period From 11/21/23 To 02/01/2024 Department QA/QC
mm/dd/yy mm/dd/yy Plant SAN CRISTOBAL
Purpose of Rating (Kindly check)
☐ Regular Rating ☐ Completion of Probationary / Qualification Period ☐ Promotion ☐ Others

Instructions: 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. 9 to 10 pts.	Has required knowledge of own & related work. 7 to 8 pts.	Has required knowledge of own work only. 5 to 6 pts.	Needs additional instruction and guidance. 1 to 4 pts.	7
	Remarks :				
2. PRODUCTIVITY:	Usually exceeds standards. 36 to 40 pts.	Meets standards. 30 to 35 pts.	Seldom meets standards. 20 to 29 pts.	Never meets standards. 1 to 19 pts.	30
	Remarks :				
3. INITIATIVE:	Always 9 to 10 pts.	Usually 7 to 8 pts.	Sometimes 5 to 6 pts.	Rarely 1 to 4 pts.	7
	Remarks :				
4. DEDICATION TO DUTY:	Always dedicated to duty. 9 to 10 pts.	Usually dedicated to duty. 8 pts.	Sometimes dedicated to duty. 5 to 7 pts.	Rarely responds to company needs. 1 to 4 pts.	8
	Remarks :				
5. COOPERATION:	Always cooperative 9 to 10 pts.	Usually cooperative 8 pts.	Sometimes cooperative 5 to 7 pts.	Rarely cooperative 1 to 4 pts.	8
	Remarks :				
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/in the allowable no. or less. 9 to 10 pts.	With written warnings (1st Offense) 7 to 8 pts.	With one (1) day suspension (2nd Offense) 5 to 6 pts.	With 3 days suspension (3rd Offense) 1 to 4 pts.	7
	Remarks :				
7. SAFETY AND / OR HOUSEKEEPING:	No record of accident/infraction against our safety/ housekeeping rules. 9 to 10 pts.	No record of accident but w/ 1 infraction against our safety/ housekeeping rules. 8 pts.	No record of accident but w/ 2 infraction against our safety/ housekeeping rules. 5 to 7 pts.	Had an accident or had more than 2 infractions against our safety/ housekeeping rules. 1 to 4 pts.	9
	Remarks :				
TOTAL					76

Previous Challenges and Accomplishments:

Areas of Strengths:

Area of Weaknesses / Development:

Rated By: MA. THERESA [Signature]
Printed Name & Signature

Employee: _____
Printed Name & Signature

Date: 02/06/2024
(mm / dd / yy)
of PER discussion with
Employee by Rater

Date: _____
(mm / dd / yy)
of PER submitted by Ratee

COMPUTATIONS

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: _____
mm / dd / yy

Date Appointed
to Present Position: _____

Amount of
Increase: _____
Date of Last
Increase: _____
mm / dd / yy

New Rate: _____

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation : _____ Reviewed by: [Signature] 2/11
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

Date Received	Date Completed	Remarks Signature

Area of Weakness / Development

Rated By Mr. Thomas [Signature] Employee Blaise [Signature]
 (mm / dd / yy) (mm / dd / yy)
 Date of PER discussion with Date of PER submitted by Rater
02/06/2024 02/10/24
 (mm / dd / yy) (mm / dd / yy)

COMMENTS

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 11/21/15 Present Rate 02/10/24
 (mm / dd / yy)

Date Appointed
 to Present Position: _____

Amount of Increase _____
 Date of Last Increase _____
 (mm / dd / yy)

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
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Date Received	Date Completed	Remarks Signature