



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

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: **Garry Anthony Abrera** Date of Rating: **04/14/25** Date Hired: **October 16, 2024**
Position: **Inventory Controller**
Location: **Dasma Plant** Department:
Rating Period: **10/16/2024 - 04/14/2025**
Purpose of Rating: **6 months (For regularization)**

Instruction: Please review notes on Guide to performance appraisal before accomplishing this form.

FACTORS	RATING				POINTS
	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.	
1. KNOWLEDGE OF WORK	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	8
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.	35
3. INITIATIVE	Always 9 to 10 pts.	Usually 7 to 8 pts.	Sometimes 5 to 6 pts.	Rarely 1 to 4 pts.	7
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.	7
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
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/n the allowable no. or less. 9 to 10 pts.	With written warning/s (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.	9
7. SAFETY AND / OR HOUSEKEEPING	No record of t/infracton against our safety/ housekeeping rules 9 to 10 pts.	No record of accident but w/ 1 infracton against our safety/ housekeeping rules 8 pts.	No record of accident but w/ 2 infracton against our safety/ housekeeping rules 5 to 7 pts.	Had an accident or had more than 2 infractons against our safety/ housekeeping rules 1 to 4 pts.	9
TOTAL					83
Previous Challenges and Accomplishments:					
Areas of Strengths:					
1. Mga findings at observation sa planta narereport naman at nagagawa ng ayos ang trabaho kahit hindi na sabihan o hantayan.					
2. Actual counting at counter checking sa truck ng crr, gp vs actual nagagawa ng tama.					
3. Hindi pala absent at bihira lang ang pag pasok ng late sa trabaho.					

0439 9136301

Areas of Weaknesses / Development:

1. Need lang improve ang pag check ng sales invoice vs actual ni customer bago lumabas ng planta. (Minimal Incident)

Rated By : Keemur Mallorca
Printed Name & Signature

Date : 04/14/25
(mm / dd / yy)

Acknowledged By:

Employee Name : _____
Printed Name & Signature

Date : _____
(mm / dd / yy)

RECOMMENDATIONS:

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: 10/16/24 Present Rate: 16.00
mm / dd / yy

Amount of Increase: 1.000

Date of Last Increase: _____
mm / dd / yy

Date Appointed to Present Position: 10/16/24

New Rate: 17.000

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation : _____

Reviewed by:

Approved Recommended Rate : _____

6/11/25
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