



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: 12/2/2025 Date Hired: October 16, 2024
Position: PA2 Date PA2 Start: July 01, 2025
Location: Molino Plant Department:
Rating Period: 7/1/2025 - 12/2/2025
Purpose of Rating: 2nd performance 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.	5
	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.	25
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks:				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	6
	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.	6
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks: Sometime need to remind to send daily and weekly reports. Forgot to conduct once a month 100% buffer stock checking.				
5. COOPERATION	Always cooperative	Usually cooperative	Sometimes cooperative	Rarely cooperative	5
	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.	5
		(1st Offense)	(2nd Offense)	(3rd Offense)	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
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
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks:				
				TOTAL	61

Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:

1. Reporting - Hirap padin sa mga reporting tulad ng (CLA, BIR-AR monitoring, Commercial monitoring) kahit ilan beses na ito tinuruan ng hand on, Hindi po kasi nag take notes. After ilan days mag tatanong ulit kung pano dahil nakalimutan na ulit nya.
2. Showroom audit - Observation ko po sa kanya hirap padin po sya mag audit lalo po sa mga cash sales ni showroom. Nalilito padin sya mag balanse ng cash at report. Nakailan turo na din hands on at naka ilan showroom audit na din pero nalilito padin
3. Using mobile phone during working hour - With Incident report from HO
4. Tardiness - With 1 Day suspension.
5. Nag send ng reports (Weekly/Mondy) na hindi updated mga report at karamihan dito ay kulang kulang
6. Aged AR 2 month end hindi ng bibigay ng report kahit nakailan remind at follow up.
7. Cylinder recon - hindi padin gaano gamay, every recon lagi po ako may correction sa report nya.
8. Stock monitoring - hirap padin lalo pag may mga error at mga unposted po sa sales/transfer.

Rated By : KENED MALLOCA
Printed Name & Signature
Date : 12/02/25
(mm/dd/yy)

Acknowledged By: [Signature]
Employee Name : GABRIELLA B. PEÑA
Printed Name & Signature
Date : 12/2/25
(mm/dd/yy)

RECOMMENDATIONS:

FOR FURTHER EVALUATION

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 : _____

Approved Recommended Rate : _____

Approved Recommended Position : _____

Effectivity Date : _____
mm/dd/yy

Reviewed by:

[Signature]
Human Resource Department

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

Passing Rate