



27th Floor, Suite 100, J. Ortega Jr. Road, San Antonio, Pang City
638 06 60 loc. 106

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: GENESIS DIAMSE Date of Rating: 06/12/2024 Date Hired: 06/05/2024
Position: INVENTORY CONTROLLER
Location: CALAMBA PLANT Department:
Rating Period: 06/05/24 - 06/12/24
Purpose of Rating: 1 WEEK ASSESSMENT

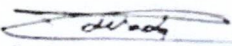
Instruction: Please review notes on Guide to performance appraisal before accomplishing this form.

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.	25
	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.	7
	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	6
	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	8
		(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	8
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
TOTAL					68

Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:

Rated By	 M. E. EASON T. CHURCH	Acknowledged By	
	Printed Name & Signature	Employee Name	Printed Name & Signature
Date	06/12/24 (mm / dd / yy)	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	_____	Present Rate	_____	Amount of Increase	_____
	mm / dd / yy				
Date Appointed to Present Position	_____			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
50-74	Average
49 below	Below Average

Passing Rate