



GRIPEN TEAM ONE SECURITY AGENCY, INC.
Main Office: 18th Floor Strata 100 Building F. Ortigas Jr. Road
Ortigas Center, Pasig City Philippines



PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Gershwin Christine Balgoma Date of Rating: 9/30/2024 to 03/31/2025 Date Hired: 09/30/2024
Position: Paralegal
Location: Gripen South - Calaca Department:
Rating Period: 9/30/2024 to 03/31/2025
Purpose of Rating: Regularization

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 : Able to comprehend instructions instantly, and can work with minimal supervision.				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	37
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks : Able to handle multiple tasks, and can handle pressure.				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	9
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks : Able to work independently, and with minimal supervision.				
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 : Very hands-on, and dedicated to completion of tasks.				
5. COOPERATION	Always cooperative	Usually cooperative	Sometimes cooperative	Rarely cooperative	10
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks : Team-player and cooperative				
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/n the allowable no.or less.	With written warning/s	With one (1) day suspension	With 3 days suspension.	9
		(1st Offense)	(2nd Offense)	(3rd Offense)	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
Remarks : Almost always present and punctual					
7. SAFETY AND / OR HOUSEKEEPING	No record of t/infraction 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 2infractions against our safety/ housekeeping rules	10
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks : I have no personal knowledge of any infractions.				
				TOTAL	92

Previous Challenges and Accomplishments:
N/A

Areas of Weaknesses / Development:

N/A

Rated By

: Atty. John Rafael Yumol and Atty. Shmji Alcantara
Printed Name & Signature

Date

: 04/02/2025
(mm / dd / yy)

Acknowledged By:

Employee Name

: GERWIN CRISTINE H BALDOMA
Printed Name & Signature

Date

: 05/03/25
(mm / dd / yy)

RECOMMENDATIONS:

Recommended for Salary Adjustment as shown by her passion and dedication to her work.

Current salary 19k + 4k allowance
= 23,000
Levy Yn

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: September 30,
2024

mm / dd / yy

Present Rate: 22

Amount of Increase:

Date of Last Increase:

mm / dd / yy

Date Appointed to Present Position:

New Rate:

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation

: RECOMMENDATION

Reviewed by:

Approved Recommended Rate

: ADDITIONAL 4k / mo

Human Resource Department

Approved Recommended Position

: SAME

Effectivity Date

:

mm / dd / yy

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

Passing Rate