



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

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: GIAN FRANCO L. VALDERAMA **Date of Rating:** **Date Hired:** 2/7/2024
Position: Multimedia Specialist
Location: RGC Head Office **Department:** Social Media
Rating Period: March 2024 to May 2024
Purpose of Rating: 3rd Month 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.	8	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.		
	Remarks : NEED PA NG DEEP KNOWLEDGE ABOUT PRODUCT & RA 11592					
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	30	
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.		
	Remarks : Active naman sya sa lahat ng discussions & meetings					
3. INITIATIVE	Always	Usually	Sometimes	Rarely	6	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.		
	Remarks : Need lang ng sense of urgency					
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 : dedicated At tutok sya sa pinagagawa sa kanya					
5. COOPERATION	Always	Usually	Sometimes	Rarely	8	
	cooperative	cooperative	cooperative	cooperative		
	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.	10	
		(1st Offense)	(2nd Offense)	(3rd Offense)		
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.		
Remarks : Masipag naman pumasok / never na late						
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 2infractons against our safety/ housekeeping rules	10	
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.		
	Remarks : No record at Maayos naman sa table nra					
				TOTAL	81	

Previous Challenges and Accomplishments:

Areas of Strengths:

video editing, photo editing and nakikita ko nanan
malaki ang pagiging improvement nya from start.

Areas of Weaknesses / Development:

sense of urgency ang need improve / video shoot need
more improvement.

Rated By :

Printed Name & Signature

Date :

(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: _____
mm / dd / yy

Present Rate: _____

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 : _____

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