



PERFORMANCE EVALUATION REPORT FORM

Name of Employee: ABBIG, GEFFEN VANNCE **Date of Rating:** **Date Hired:** 02 September 2025
Position: MARKETING ASSISTANT
Location: RGC - HEAD OFFICE **Department:** MARKETING
Rating Period: SEPTEMBER 2- DECEMBER 2, 2025
Purpose of Rating: 3RD MONTH 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.	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.	30	
	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.	8	
	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	9	
	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.	9	
		(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 2infractons against our safety/ housekeeping rules	9	
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.		
	Remarks :					
RECEIVED 06 JAN 2026					TOTAL	74

Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:

Rated By : 
Printed Name & Signature
Date : 12/22/2024
(mm / dd / yy)

Acknowledged By:

Employee Name : 
Printed Name & Signature
Date : 11/2/2024
(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: _____
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

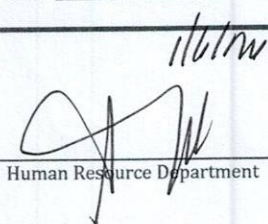
Nature of Recommendation : _____

Approved Recommended Rate : _____

Approved Recommended Position : _____

Effectivity Date : _____
mm / dd / yy

Reviewed by:


Human Resource Department

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

Passing Rate