

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Perez, Gennelle C. **Date of Rating:** **Date Hired:** JULY 07, 2025
Position: HR Associate
Location: SPI CALACA **Department:** IIR
Rating Period: JULY 2025 to DECEMBER 2025
Purpose of Rating: 5th 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.	9
	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.	37
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks :				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	8
	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.	9
	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.	
Remarks :					
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 :				
TOTAL				91 fms	

RECEIVED

06 JAN 2026

Previous Challenges and Accomplishments:

She handles challenges & accomplishment professionally with dedication & hardwork.

Areas of Strengths:

Can handle/ well executed work continue growing professionally.

Areas of Weaknesses / Development:

Rated By

Rhynelyn Castro
Printed Name & Signature

Date

12-4-25
(mm / dd / yy)

Acknowledged By:

Employee Name :

Gennelle Perez
Printed Name & Signature

Date

12-04-25
(mm / dd / yy)

RECOMMENDATIONS:

Recommended for promotion & salary increase since she perform her duties & responsibilities very well.

Approved by

MARILYN ARIOLA
OIC HR AND ADMIN HEAD
ADDITIONAL 1,500

Date Signed

mm / dd / yy

Approved by

[Signature]

Date Signed

mm / dd / yy

President's Signature

[Signature]

Date Signed

mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: 07/07/25
mm / dd / yy

Present Rate: CONFIDENTIAL

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



[Signature]