



22nd Floor Strata 100, F. Ortigas Jr. Road, San Antonio, Pasig City
1906 DG 60 loc 106

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Ginalyn Joy Domondon Date of Rating: January 12, 2026 Date Hired: December 09, 2025
Position: Plant Accountant II
Location: Gerona Plant Department: Audit
Rating Period: December 9, 2025- January 9, 2026
Purpose of Rating: 1 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.	6
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks : Still needs some instruction and guidance in doing tasks but shows willingness to learn.				
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 : She is willing to learn and open to gaining new knowledge and skills				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	7
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks : He shows initiative by asking for help when working on tasks, especially when she is not sure if it is correct.				
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 : N/A				
5. COOPERATION	Always cooperative	Usually cooperative	Sometimes cooperative	Rarely cooperative	8
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks : N/A				
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 : N/A					
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 2lnfractions against our safety/ housekeeping rules	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks : N/A				
				TOTAL	77

Previous Challenges and Accomplishments:
N/A

Areas of Strengths:
N/A

Areas of Weaknesses / Development:

She can be hesitant when unsure and may rely on guidance instead of independently exploring solutions first.

Rated By :

Luis Genver A. Pagdilao

Printed Name & Signature

Date :

01/12/25

(mm / dd / yy)

Acknowledged By:

Employee Name :

CHRISTINE L. DOMONDON

Printed Name & Signature

Date :

02/12/26

(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