



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

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Ginalyn Joy Domondon Date of Rating: February 07, 2026 Date Hired: 12/09/25
Position: Plant Accountant II
Location: Gerona Plant Department: Audit
Rating Period: January 10 - February 7, 2026
Purpose of Rating: 2 MONTHS (2nd 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 : Still needs guidance in doing tasks & still unknown some duties like monthend, AR, etc but shows willingness to learn esp.				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	33
	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	8
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks : She 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.	7
	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	7
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks : cooperative in superior esp. in terms of task.				
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/n the allowable no.or less.	With written warning/s	With one (1) day suspension	With 3 days suspension.	7
		(1st Offense)	(2nd Offense)	(3rd Offense)	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
Remarks : no IR or suspension but w/ lates & long absent during monthend					
7. SAFETY AND / OR HOUSEKEEPING	No record of t/infracrion against our safety/ housekeeping rules	No record of accident but w/ 1 infracrion against our safety/ housekeeping rules	No record of accident but w/ 2 infracrion against our safety/ housekeeping rules	Had an accident or had more than 2infracrions against our safety/ housekeeping rules	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks : N/A				
TOTAL				79	

Previous Challenges and Accomplishments:
absent due to searching rent house near at plant

Areas of Strengths:
N/A

Areas of Weaknesses / Development:

easily get stress/tense/panic when encounter unbalanced transaction/inventory which result that she cannot think the solution faster.

Rated By: Maricel Palanos
Printed Name & Signature
Date: 02/07/26
(mm / dd / yy)

Acknowledged By:

Employee Name: CRISTALYN B. DOMONDO
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: _____ Present Rate: _____
mm / dd / yy

Amount of Increase: _____

Date Appointed to Present Position: _____

Date of Last Increase: _____
mm / dd / yy

New Rate: _____

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation: _____

Reviewed by:

2/12
Human Resource Department

Approved Recommended Rate: _____

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