



PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Alaras, Hazel Ann, Landicho Date of Rating: Date Hired: OCTOBER 21, 2024
 Position: Operations Analyst Department: LOGISTICS
 Location: SPI CALAGA
 Rating Period: SEPTEMBER 2025 to DECEMBER 2025 - for Operations Analyst position
 Purpose of Rating: 3RD MONTH EVALUATION *AS OPERATIONAL ANALYST*

Instruction: Please review notes on Guide to performance appraisal before accomplishing this form.

FACTORS	RATING				POINTS
	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.	
1. KNOWLEDGE OF WORK	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	8
2. PRODUCTIVITY	Usually exceeds standards. 36 to 40 pts.	Meets standards. 30 to 35 pts.	Seldom meets standards. 20 to 29 pts.	Never meets standards. 1 to 19 pts.	33
3. INITIATIVE	Always 9 to 10 pts.	Usually 7 to 8 pts.	Sometimes 5 to 6 pts.	Rarely 1 to 4 pts.	8
4. DEDICATION TO DUTY	Always dedicated to duty. 9 to 10 pts.	Usually dedicated to duty. 8 pts.	Sometimes dedicated to duty. 5 to 7 pts.	Rarely responds to company needs. 1 to 4 pts.	9
5. COOPERATION	Always cooperative 9 to 10 pts.	Usually cooperative 8 pts.	Sometimes cooperative 5 to 7 pts.	Rarely cooperative 1 to 4 pts.	9
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/n the allowable no. or less. 9 to 10 pts.	With written warning/s (1st Offense) 7 to 8 pts.	With one (1) day suspension (2nd Offense) 5 to 6 pts.	With 3 days suspension (3rd Offense) 1 to 4 pts.	9
7. SAFETY AND / OR HOUSEKEEPING	No record of t/infracton against our safety/ housekeeping rules 9 to 10 pts.	No record of accident but w/ 1 infracton against our safety/ housekeeping rules 8 pts.	No record of accident but w/ 2 infracton against our safety/ housekeeping rules 5 to 7 pts.	Had an accident or had more than 2 infractons against our safety/ housekeeping rules 1 to 4 pts.	9
TOTAL					85%

Previous Challenges and Accomplishments:

Areas of Strength:

Areas of Weaknesses / Development:

Evaluated By:

Jessica O. Horcuel
Printed Name & Signature

Date:

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

Acknowledged By:

Employee Name:

HAZEL DINA ALARAS
Printed Name & Signature

Date:

12/12/2025
(mm / dd / yy)

RECOMMENDATIONS:

Approved by:

Alvin
ALVIN JHON B. FORMAL
LOGISTICS MANAGER

Date Signed

mm / dd / yy

Approved by:

MARICRIS ARIOLA
OIC HR AND ADMIN HEAD

Date Signed

mm / dd / yy

President's Signature:

Date Signed

mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: 10/21/24
mm / dd / yy

Present Rate: CONFI

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:

12/12/2025
[Signature]
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