



## PERFORMANCE EVALUATION REPORT FORM

**Name of Employee:** Alaras, Hazel Ann, Landicho **Date of Rating:** **Date Hired:** OCTOBER 21, 2024  
**Position:** Operations Analyst  
**Location:** SPI CALACA **Department:** LOGISTICS  
**Rating Period:** SEPTEMBER 2025 to FEBRUARY 2026 - for Operations Analyst position  
**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.                                           | 8      |
|                                 | 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.                                                               | 34     |
|                                 | 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                                                          | Usually                                                                         | Sometimes                                                                       | Rarely                                                                               | 9      |
|                                 | cooperative                                                     | cooperative                                                                     | cooperative                                                                     | cooperative                                                                          |        |
|                                 | 9 to 10 pts.                                                    | 8 pts.                                                                          | 5 to 7 pts.                                                                     | 1 to 4 pts.                                                                          |        |
| 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 2 infractons against our safety/ housekeeping rules | 9      |
|                                 | 9 to 10 pts.                                                    | 8 pts.                                                                          | 5 to 7 pts.                                                                     | 1 to 4 pts.                                                                          |        |
|                                 | Remarks :                                                       |                                                                                 |                                                                                 |                                                                                      |        |
| TOTAL                           |                                                                 |                                                                                 |                                                                                 |                                                                                      | 26%    |

Previous Challenges and Accomplishments:

Areas of Strengths:

Team player  
Motivated

Areas of Weaknesses / Development:

Rated By:

Printed Name &amp; Signature

Date:

2-28-26  
(mm / dd / yy)

Acknowledged By:

Employee Name:

Printed Name &amp; Signature

Date:

13-03-2026  
(mm / dd / yy)

RECOMMENDATIONS:

Approved by:

ALVIN IHON B. FORMAL  
LOGISTICS MANAGER

Date Signed

3/3/26

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: CONF

Amount of Increase:

420.50

Date of Last Increase:

mm / dd / yy

Date Appointed to Present Position:

New Rate: 17,212.80

(SAME AS SALARY OF COOR)

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation:

Reviewed by:

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