



22 / Foster Drive 103 F. Onipos Road, Savannah, Ga 31401
☎ 919 455-42 105

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: **Homer Cezar** Date of Rating: **11/13/25** Date Hired: **August 11, 2025**
Position: **PA2** Date PA2 Start: **August 18, 2025**
Location: **Sucat Plant** Department:
Rating Period: **08/18/2025 - 11/13/25**
Purpose of Rating: **First performance 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.	5
	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.	20
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks:				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	5
	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.	5
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks: Sometime need to remind to send daily and weekly reports. Forgot to conduct once a month 100% buffer stock checking.				
5. COOPERATION	Always cooperative	Usually cooperative	Sometimes cooperative	Rarely cooperative	6
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks:				
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/o 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 infr action against our safety/ housekeeping rules	No record of accident but w/ 2 infr action against our safety/ housekeeping rules	Had an accident or had more than 2 infr actions against our safety/ housekeeping rules	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks:				
TOTAL				59	
Previous Challenges and Accomplishments:					
Areas of Strengths:					
Areas of Weaknesses / Development:					

Areas of Weaknesses / Development:

1. Nahirat apat padin mag reon ng cylinder. (Nalilito lalo pag may mga unexpected o wrong posting)
2. Commercial marketing - Hirap padin mag balance ng monitoring
3. AR Plant hindi nakakapag verify
4. Hindi nakakapag confirm sa outlet customer ng footing, collar o valve charges
5. Observe & kay PAZ Isihira lang ito lumabas ng office kaya wala masyado mabigay na observation. Naka ilan remind na ako (Viber/Call/Personal) na lumabas din sa office para makapag observe sa swapping area, platform, storage at fire house (Rev alving)
6. Medyo mabagal padin pag dating sa pag check ng daily task (CRR/GP/SL/Route monitoring/DSR)
7. PAZ showroom audit - Hindi pa ito marunong mag balance ng record ni showroom pag meron na naka transfer at sales

Note: (Ang Showroom audit nya ay lagi puro 7am kaka open lang ni showroom. Kaya nabigla nya at hindi na nya alam ang gagawin nung may mga transfer at maraming sales na si showroom.)

8. Pag mag send po ng report (Weekly/Month end) meron mga kulang na report ito o minsan delay na po ang pag send nya ng report
9. Sold cylinder, Cylinder deposit monitoring - Nalilito at nahihirapan lalo pag may mga error sa monitoring nya. (Hindi na dadagdag mga new sold cylinder)
10. May mga araw po na pag nag hihingi po ako ng report ilan araw pa po nya ito mahibagay dahil nakakalimutan nya at kailangan ko padin nya i follow up o remind
11. Hindi po sumasagot sa viber at tawag. Pero pag tumawag po ako sa office ni Sucat nasa office lang naman sya. Sabi nya naka mute yung cp o hindi lang nya napapansin yung tawag/viber.

Rated By: <u>Keemen Mallora</u> Printed Name & Signature Date: <u>11/13/25</u> (mm / dd / yy)	Acknowledged By: <u>HOMER DEZAR</u> Printed Name & Signature Date: <u>12/04/25</u> (mm / dd / yy)
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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: _____ Amount of Increase: _____
mm / dd / yy

Date of Last Increase: _____
mm / dd / yy

Date Appointed to Present Position: _____ New Rate: _____

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation : _____ Reviewed by: [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