



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

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Honey Keith Belangel Date of Rating: Date Hired: 05/05/2025
Position: HR Associate
Location: SMC Malabon Department: Human Resources
Rating Period: May 5-August 5, 2025
Purpose of Rating: 3rd 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.	30
	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.	8
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
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 :				
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/n the allowable no. or less.	With written warning/s	With one (1) day suspension	With 3 days suspension.	10
		(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/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 2 infractions against our safety/ housekeeping rules	10
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
TOTAL				82	
Previous Challenges and Accomplishments:					
Areas of Strengths:					
Areas of Weaknesses / Development:					

RECEIVED

23 SEP 2025

Rated By : <u>Carmela Aguinid</u> Printed Name & Signature Date : _____ (mm / dd / yy)	Acknowledged By: _____ Employee Name : <u>HONEY KEITH BELMOR</u> Printed Name & Signature Date : <u>9/8/25</u> (mm / dd / yy)
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RECOMMENDATIONS: Nagagawa ang kanyang trabaho sa mga tao like memo. hindi na kailangan i follow up pa.

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 Appointed to Present Position: _____		Date of Last Increase: _____ mm / dd / yy
		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