



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: May 5, 2025
Position: HR Associate
Location: SMC Malabon Department: Human Resource
Rating Period: August 6, 2025 to October 5, 2025
Purpose of Rating: 5th month-Probationary Period

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.	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.	9
		{1st Offense}	{2nd Offense}	{3rd Offense}	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
Remarks : Always arrive early than scheduled time / No absent					
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 2infractons against our safety/ housekeeping rules	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks : Follow safety rules & implement also to employees				
				TOTAL	84

Previous Challenges and Accomplishments:

Effectively addressed and completed outstanding tasks that were left unfinished by the former worker, showing reliability and accountability.

Areas of Strengths:

Independent and reliable when needed.

Areas of Weaknesses / Development:

Rated By : <u>Emily Medina</u> Printed Name & Signature Date : <u>10/11/25</u> (mm / dd / yy)	Acknowledged By: Employee Name : <u>HONEY KETH BRANGEL</u> Printed Name & Signature Date : <u>10/11/25</u> (mm / dd / yy)																								
RECOMMENDATIONS: 																									
<table style="width: 100%;"> <tr> <td style="width: 15%;">Approved by</td> <td style="width: 45%;">: _____</td> <td style="width: 20%;">Date Signed</td> <td style="width: 20%;">_____</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: center;">mm / dd / yy</td> </tr> <tr> <td>Approved by</td> <td>: _____</td> <td>Date Signed</td> <td>_____</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: center;">mm / dd / yy</td> </tr> <tr> <td>President's Signature</td> <td>: _____</td> <td>Date Signed</td> <td>_____</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: center;">mm / dd / yy</td> </tr> </table>		Approved by	: _____	Date Signed	_____				mm / dd / yy	Approved by	: _____	Date Signed	_____				mm / dd / yy	President's Signature	: _____	Date Signed	_____				mm / dd / yy
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EMPLOYEE DETAILS: <table style="width: 100%;"> <tr> <td style="width: 30%;">Date Hired: _____</td> <td style="width: 30%;">Present Rate: _____</td> <td style="width: 40%;">Amount of Increase: _____</td> </tr> <tr> <td style="text-align: center;">mm / dd / yy</td> <td></td> <td>Date of Last Increase: _____</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">mm / dd / yy</td> </tr> <tr> <td colspan="2">Date Appointed to Present Position: _____</td> <td>New Rate: _____</td> </tr> </table>		Date Hired: _____	Present Rate: _____	Amount of Increase: _____	mm / dd / yy		Date of Last Increase: _____			mm / dd / yy	Date Appointed to Present Position: _____		New Rate: _____												
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FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT																									
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PER RATING	DESCRIPTION
90-100	Outstanding
75-89	Above Average
50-74	Average
49 below	Below Average

Passing Rate