



PERFORMANCE EVALUATION REPORT FORM

Name of Employee:	BATALON, HANNA ROSE LOLO	Date of Rating:		Date Hired:	01-Sep-2025
Position:	ACCOUNTING STAFF	Department:	ACCOUNTING		
Location:	RGC - HEAD OFFICE				
Rating Period:	SEPTEMBER 1, 2025 - JANUARY 20, 2026				
Purpose of Rating:	4TH MONTH 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.	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.	35
	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.	
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	10
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
TOTAL					86

RECEIVED

30 JAN 2026

Previous Challenges and Accomplishments:

At the beginning, she faced several challenges as a beginner and needed to ask many questions to fully understand the processes and tasks. However, as time progressed, she quickly learned and gained confidence in her role. She now requires minimal guidance, consistently ensuring that her work is completed on time and with accuracy, even without close supervision.

Areas of Weaknesses / Development:

Rated By :

Maly Panguito
Printed Name & Signature

Date :

1/23/2024
(mm / dd / yy)

Acknowledged By:

Employee Name :

HANNA ROSE BARRON
Printed Name & Signature

Date :

01/30/24
(mm / dd / yy)

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: _____
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