



## PERFORMANCE EVALUATION REPORT FORM

**Name of Employee:** GENERAL, JAHZEEL VERAS **Date of Rating:** **Date Hired:** 05 November 2025  
**Position:** FIELD MONITORING ASSISTANT  
**Location:** RGC - HEAD OFFICE **Department:** AUDIT  
**Rating Period:** November 5- December 23, 2025  
**Purpose of Rating:** 2nd 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.                                            | 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.                                                                | 25     |
|                                                                                           | 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 :                                                        |                                                                                  |                                                                                  |                                                                                       |        |
| 5. COOPERATION                                                                            | Always cooperative                                               | Usually cooperative                                                              | Sometimes cooperative                                                            | Rarely cooperative                                                                    | 5      |
|                                                                                           | 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 :                                                                                 |                                                                  |                                                                                  |                                                                                  |                                                                                       |        |
| 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 :                                                        |                                                                                  |                                                                                  |                                                                                       |        |
| <div style="border: 1px solid black; padding: 5px; display: inline-block;">RECEIVED</div> |                                                                  |                                                                                  |                                                                                  | TOTAL                                                                                 | 64     |

03 JAN 2026

Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:

Rated By

Printed Name & Signature

Date

(mm / dd / yy)

Acknowledged By:

Employee Name

Printed Name & Signature

Date

(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 of Last Increase:

mm / dd / yy

Date Appointed to Present Position:

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