



PERFORMANCE EVALUATION REPORT FORM

Name of Employee: SORIANO, JAN VINCENT Date of Rating: Date Hired: 10 March 2025
Position: I.T ASSOCIATE
Location: MRC H.O -SPI Department:
Rating Period: APRIL 2025 TO JUNE 2025
Purpose of Rating: 3RD MONTH ASSESMENT

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.	9
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks: HE IS KEEN TO LEARN, ESPECIALLY ABOUT HIS TASKS, THAT'S WHY HE GAIN KNOWLEDGE OF HIS WORK				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	36
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks: HE OFTEN WANTS TO FINISH HIS WORK AT TIME AND EXTEND HIS WORK SCHEDULE WHEN HE KNOWS THE CONCERN IS CRITICAL				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	9
	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.	9
	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	9
	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/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	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks: HE ARRANGES IT PERIPHERALS AND SECURE OTHER IT ASSETS IN THE IT STEEL CABINET TO MAKE IT LOOK CLEAN AND NEAT.				
TOTAL					90

RECEIVED

20 AUG 2025

Previous Challenges and Accomplishments:

TO SETUP THE UTM FIREWALL WITH ME. BY SETTING-UP THE INITIAL CONFIGURATIONS. AND GETTING IP ADDRESS/MAC ADDRESS FROM USERS OF SPI.

Areas of Strengths:

HE TEND TO EXTEND WORK IN-ORDER FOR OR OVERWORKED TO FIX WELL THE COMPUTER SPECIALLY FOR THE URGENT CONCERNS.

Areas of Weaknesses / Development:

MORE OFTEN ON COMMUNICATIONS AS SOMETIMES HE IS SHY. THAT'S WHY I SOMETIMES TALK TO THE END USERS. I TOLD HIM TO COMMUNICATE WELL WITH THE END USERS SO THAT THE USER WILL UNDERSTAND WHAT HAPPENED TO HIS/HER COMPUTER.

Rated By :

MARK ASUNCION
Printed Name & Signature

Date :

8 07 2025
(mm / dd / yy)

- RON MULDIA

Acknowledged By:

Employee Name :

JOHN VINCENT C. SORIANO
Printed Name & Signature

Date :

08/20/25
(mm / dd / yy)

RECOMMENDATIONS:

I RECOMMEND HIM FOR REGULARIZATION

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:

8/20/25
[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