



PERFORMANCE EVALUATION REPORT FORM

Name of Employee:	Soriano, Jan Vincent Custodio	Date of Rating:	Date Hired:	10 March 2025
Position:	IT Support Associate	Department:		
Location:	MRC H.O. - SPI			
Rating Period:	July - August 2025			
Purpose of Rating:	5th 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.	9
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks: WITH HIS BASIC KNOWLEDGE IN COMPUTERS/NETWORK TRAVEL - SHOOTING, LEARNING FROM HIS MENTORS AND CONTINUES INTENSIVE LEARNING FROM THE INTERNET HE WAS ABLE TO SERVE HIS CUSTOMERS				
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: BECAUSE OF HIS PASSION FOR COMPUTER/LAPTOP REPAIR HE WAS ABLE TO SUCCESSFULLY ADDRESS AND RESOLVE HIS INTERNAL CUSTOMERS CONCERN.				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	9
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks: HE WILL PROVIDE AN ACTION PLAN FOR THE ISSUE HE IS RESOLVING AFTER CONDUCTING HIS OWN ASSESSMENT. HE WILL ASK FOR MY PERMISSION TO EXECUTE HIS PROPOSED SOLUTIONS				
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: HE MAKES AN EFFORT TO FINISH WHAT HE COMMITTS TO HIS INTERNAL CUSTOMERS.				
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: HE COMMITTS HIS SCHEDULE EVERY TIME THEREIS SOMETHING TO SETUP (IT FACILITY)				
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/n the allowable no. or less.	With written warning/s	With one (1) day suspension	With 3 days suspension.	8
		(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	10
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks: RECEIVED				
TOTAL					90

03 SEP 2025

Previous Challenges and Accomplishments:

HE WAS ABLE TO ASSIST ME IN IMPLEMENTING WITH FIREWALL'S WEB CONTENT FILTER AND APPLICATIONS CONTROL.

Areas of Strengths:

HE IS DILIGENT IN ASSISTING HIS CUSTOMERS AND ACCOMPLISHING HIS PROJECTS

Areas of Weaknesses / Development:

HE IS SHY WITH HIS INTERNAL CUSTOMERS. AS TIME GOES BY. BECAUSE HE IS EXPOSED TO EMPLOYEES RESOLVING THEIR COMPUTER CONCERNS, HE IMPROVES INTERACT WITH THEM.

Rated By

Printed Name & Signature

Date

08/26/2025
(mm / dd / yy)

Acknowledged By:

Employee Name

Printed Name & Signature

Date

08/26/25
(mm / dd / yy)

RECOMMENDATIONS:

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:

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