



22nd Floor Strata 100, F. Ortigas Jr. Road, San Antonio, Pasig City
638-06-60 loc 106

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: JANEFER JOY C. GALIDO **Date of Rating:** **Date Hired:** Feb 26, 2024
Position: Accounting Assistant
Location: REGASCO H.O **Department:** Accounting
Rating Period: June 2024 to Aug 2024
Purpose of Rating: Regularization

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 : She is aware of her deficiencies but seeks assistance when needed.				
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 : She can meets the given targets within the timeline allowed.				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	9
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks : When sees something and its practical to the team, she does it.				
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 : there's a willingness to work extra hours when required.				
5. COOPERATION	Always	Usually	Sometimes	Rarely	8
	cooperative	cooperative	cooperative	cooperative	
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
Remarks : willing to assist her co-workers.					
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/infracrion against our safety/ housekeeping rules	No record of accident but w/ 1 infracrion against our safety/ housekeeping rules	No record of accident but w/ 2 infracrion against our safety/ housekeeping rules	Had an accident or had more than 2infracrions against our safety/ housekeeping rules	10
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
				TOTAL	88

Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:

Develop self awareness in improving performance, and be able to accept constructive criticism positively. This will help minimize too much pressure in working.

Rated By :

Printed Name & Signature

Date :

(mm / dd / yy)

Acknowledged By:

Employee Name :

Printed Name & Signature

Date :

(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 : REGULARIZATION

Reviewed by:

Approved Recommended Rate : SAME

Human Resource Department

Approved Recommended Position : SAME

Effectivity Date : AUG 24, 2024
mm / dd / yy

PER RATING	DESCRIPTION
90-100	Outstanding
75-89	Above Average
50-74	Average
49 below	Below Average

Passing Rate