



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

EMPLOYED

01 MAR 2025

[Signature]

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: JANELLAN G. SURETA
Position: Franchising Staff
Location: RGC H.O
Rating Period: September 2024 to January 2025
Purpose of Rating: REGULARIZATION
Date of Rating:
Date Hired: August 7, 2024
Department: Marketing

Instruction: Please review notes on Guide to performance appraisal before accomplishing this form.

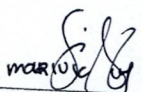
FACTORS	RATING				POINTS
1. KNOWLEDGE OF WORK	Has exceptional knowledge of his own & related work.	Has required knowledge of own & related work.	Has required knowledge of own work only.	Needs additional instruction and guidance.	8 pts.
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks :				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	83 pts.
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks :				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	8 pts.
	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 pts.
	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 pts.
	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 pts.
		(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 pts.
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
Previous Challenges and Accomplishments:				TOTAL	85

Areas of Strengths:

she can work effectively with her co-workers.

Areas of Weaknesses / Development:

Rated By :


Printed Name & Signature

Date :

2/3/25
(mm / dd / yy)

Acknowledged By:

Employee Name :

JANEWA SURETA

Printed Name & Signature

Date :

03 / 01 / 25
(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: 1,000

Date of Last Increase: _____

mm / dd / yy

Date Appointed to Present Position: _____

New Rate: _____

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation :

RECOMMENDATION

Reviewed by:

Human Resource Department

Approved Recommended Rate :

ADDITIONAL 1,000

Approved Recommended Position :

SAME

Effectivity Date :

FEB 03, 2025
mm / dd / yy

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

Passing Rate