



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

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: JANINE P. YUMUL Date of Rating: Date Hired: 01/24/2024
Position: SECRETARY
Location: SPI NORTH HUB Department: MARKETING
Rating Period:
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.	9
	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.	36
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks :				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	8
	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	Usually	Sometimes	Rarely	9
	cooperative	cooperative	cooperative	cooperative	
	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 2infractions against our safety/ housekeeping rules	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
				TOTAL	89

Previous Challenges and Accomplishments:

SNAPPING OF CYLINDERS, COMPLIANCE OF DOE (DEALERS), CERTIFICATIONS (SPI PROGRAM SUPPLY AGREEMENT)

Areas of Strengths:	
Areas of Weaknesses / Development:	
Rated By : <u>ARCHIEBALD S. BASILIO</u> Printed Name & Signature Date : <u>07/12/2024</u> (mm / dd / yy)	Acknowledged By: Employee Name : <u>IANNE P. YUMUL</u> Printed Name & Signature Date : <u>07/12/2024</u> (mm / dd / yy)
RECOMMENDATIONS:	
for REGULARIZATION & SALARY INCREASE	
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: 01/24/2024 mm / dd / yy Date Appointed to Present Position: 01/24/2024 Present Rate: 15,000.00/MO. Amount of Increase: _____ Date of Last Increase: _____ mm / dd / yy 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