

PERFORMANCE EVALUATION REPORT FORM

Name of Employee:	LATAO, JED PATRICK R	Date of Rating:	Date Hired:	MARCH 5, 2025
Position:	IT SUPPORT	Department:	IT	
Location:	SPECIALACA			
Rating Period:	MARCH 2025 TO JUNE 2025			
Purpose of Rating:	3RD 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.	8
	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	10
	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.	10
	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	10
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks:				
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:					
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:				
TOTAL					92

Strengths

Shows a willingness to learn and upskill

Areas of Weaknesses / Development:

Rated By

KIM JULIUS PRADANOS
Printed Name & Signature

Date

(mm / dd / yy)

Acknowledged By

Employee Name

JED PATRICK R. LATAG
Printed Name & Signature

Date

08/13/2025
(mm / dd / yy)

RECOMMENDATIONS

Continue the good work that has been started
Maintain proper management of all IT assets

Approved by

:


RON MALDIA

Date Signed

mm / dd / yy

Approved by

:

MARICRIC ARIOLA

Date Signed

mm / dd / yy

President's Signature

:

Date Signed

mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: 03/05/25
mm / dd / yy

Present Rate: Confidential

Amount of Increase:

Date of Last Increase:

mm / dd / yy

Date Appointed to Present Position:

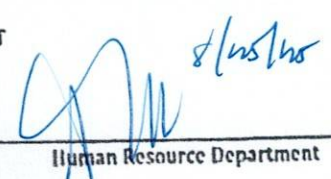
New Rate:

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation

:

Reviewed by:


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