



PERFORMANCE EVALUATION REPORT FORM

Name of Employee: LATAG, JED PATRICK R. Date of Rating: Date Hired: MARCH 5, 2025
 Position: IT SUPPORT Department: IT
 Location: SPICALAGA
 Rating Period: July 2025 to 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:				
2. PRODUCTIVITY	Usually exceeds standards	Meets standards	Seldom meets standards	Never meets standards.	37
	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	Usually	Sometimes	Rarely	10
	cooperative	cooperative	cooperative	cooperative	
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
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.	
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	9
	9 to 10 pts	8 pts	5 to 7 pts.	1 to 4 pts	
	Remarks:				
TOTAL					94

RECEIVED

23 SEP 2025

Strengths and Accomplishments:

troubleshooting of CCTV connection

Strengths:

Follows through on task without the need for supervision

Areas of Weaknesses / Development:

Rated By

KIM JULIUS PRADANAS

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

Approved by

RON MALDIA

Date Signed

mm / dd / yy

Approved by

MARICKIS ARIDIA

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:

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