

5th Month



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

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Priagola, Jenard Date of Rating: 9/22/2025 Date Hired: April 28, 2025
Position: Inventory Controller
Location: RGC - Zambales Plant Department: Audit
Rating Period: MAY - SEPTEMBER 28, 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.	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.	31
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks :				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	7
	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.	7
	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	7
	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.	
7. 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 2infractons against our safety/ housekeeping rules	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
				TOTAL	78

Previous Challenges and Accomplishments:

Areas of Strengths:

*Report - oriented, not afraid or hesitant to report or to carry out his duties.

* Willing to be assigned or rotated to other Plants

Areas of Weaknesses / Development:

*Ensure that all instructions sent via Viber are thoroughly read and acknowlndged.

Acknowledged By:

RECEIVED

02 OCT 2025

Rated By : MARVIC CUNDANGAN
Printed Name & Signature
Date : 9/22/25
(mm / dd / yy)

Employee Name : JENARD PRIAGOLA
Printed Name & Signature
Date : 9/22/25
(mm / dd / yy)

RECOMMENDATIONS:

* Ensure that LPG counts are properly reconciled and verified with the supervisor prior to leaving

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: _____ Present Rate: _____
mm / dd / yy

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

For regularization. No salary appraisal.

Kenji C. Koike 9/26/25

Rated By : <u>MARCO CUNDANGAN</u> Printed Name & Signature Date : <u>9/22/25</u> (mm / dd / yy)	Employee Name : <u>JENARD PRIAGOLA</u> Printed Name & Signature Date : <u>9/22/25</u> (mm / dd / yy)
RECOMMENDATIONS: * Ensure that LPG counts are properly reconciled and verified with the supervisor prior to leaving 	
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 Date Appointed to Present Position: _____ Present Rate: _____ New Rate: _____ Amount of Increase: _____ Date of Last Increase: _____ mm / dd / yy	
FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT	
Nature of Recommendation : _____ Approved Recommended Rate : _____ Approved Recommended Position : _____ Effectivity Date : _____ mm / dd / yy	
Reviewed by: <u></u> Human Resource Department	

For regularization. No salary appraisal.

Kenji C. Koike 9/28/25