



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

DATE HIRED: JUNE 24, 2024  
REGULARIZATION: FEB 19, 2025

EXTENDED ALREADY

DATE HIRED: JUNE 24, 2024  
REGULARIZATION: DEC 21, 2024

ORIGINAL DATE

## PERFORMANCE EVALUATION REPORT FORM

Name of Employee: JERICK PATAMON

Position: INVENTORY CONTROL

Location: UED ANETA

Rating Period:

Purpose of Rating: CMOS. ASSESSMENT

Date of Rating: 11/13/24

Date Hired: 6/24/24

Department: AMDT

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.                                             | 7      |
|                                                                               | 9 to 10 pts.                                                      | 7 to 8 pts.                                                                       | 5 to 6 pts.                                                                       | 1 to 4 pts.                                                                            |        |
| Remarks: SOMETIMES HE KNOWS BUT NEED TO FOLLOW UP                             |                                                                   |                                                                                   |                                                                                   |                                                                                        |        |
| 2. PRODUCTIVITY                                                               | Usually exceeds standards.                                        | Meets standards.                                                                  | Seldom meets standards.                                                           | Never meets standards.                                                                 | 30     |
|                                                                               | 36 to 40 pts.                                                     | 30 to 35 pts.                                                                     | 20 to 29 pts.                                                                     | 1 to 19 pts.                                                                           |        |
| Remarks: N/A                                                                  |                                                                   |                                                                                   |                                                                                   |                                                                                        |        |
| 3. INITIATIVE                                                                 | Always                                                            | Usually                                                                           | Sometimes                                                                         | Rarely                                                                                 | 5      |
|                                                                               | 9 to 10 pts.                                                      | 7 to 8 pts.                                                                       | 5 to 6 pts.                                                                       | 1 to 4 pts.                                                                            |        |
| Remarks: NOT INFORMING BEFORE / AFTER WHAT HE DECIDED TO DO THAT DAY.         |                                                                   |                                                                                   |                                                                                   |                                                                                        |        |
| 4. DEDICATION TO DUTY                                                         | Always dedicated to duty.                                         | Usually dedicated to duty.                                                        | Sometimes dedicated to duty.                                                      | Rarely responds to company needs.                                                      | 6      |
|                                                                               | 9 to 10 pts.                                                      | 8 pts.                                                                            | 5 to 7 pts.                                                                       | 1 to 4 pts.                                                                            |        |
| Remarks: LAST 11/2/24 NO CLOSING DUE TO HIS DECIDE TO IN @ OPENING (SCAFFOLD) |                                                                   |                                                                                   |                                                                                   |                                                                                        |        |
| 5. COOPERATION                                                                | Always cooperative                                                | Usually cooperative                                                               | Sometimes cooperative                                                             | Rarely cooperative                                                                     | 4      |
|                                                                               | 9 to 10 pts.                                                      | 8 pts.                                                                            | 5 to 7 pts.                                                                       | 1 to 4 pts.                                                                            |        |
| Remarks: SINCE FIRST MONTH UNTIL NOW, NOT COOPERATIVE                         |                                                                   |                                                                                   |                                                                                   |                                                                                        |        |
| 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      |
|                                                                               | 9 to 10 pts.                                                      | (1st Offense)<br>7 to 8 pts.                                                      | (2nd Offense)<br>5 to 6 pts.                                                      | (3rd Offense)<br>1 to 4 pts.                                                           |        |
| Remarks: N/A                                                                  |                                                                   |                                                                                   |                                                                                   |                                                                                        |        |
| 7. SAFETY AND / OR HOUSEKEEPING                                               | No record of 1 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: N/A                                                                  |                                                                   |                                                                                   |                                                                                   |                                                                                        |        |
| TOTAL                                                                         |                                                                   |                                                                                   |                                                                                   | 70                                                                                     |        |

Previous Challenges and Accomplishments:

NOT DOING LR w/ THEIR FINDINGS.

Areas of Strengths:

N/A

Areas of Weaknesses / Development:

STILL HAS OWN OPINION (OPENING/CLOSING TIME: IN/OUT), NOT COOPERATIVE  
ALSO HE IS NOT FOLLOWING INSTRUCTION.

Rated By :

Printed Name & Signature

Date :

11/13/24

(mm / dd / yy)

Acknowledged By:

Employee Name :

Printed Name & Signature

Date :

(mm / dd / yy)

RECOMMENDATIONS:

Approved by :

Date Signed

Approved by :

Date Signed

President's Signature :

Date Signed

mm / dd / yy

mm / dd / yy

mm / dd / yy

EMPLOYEE DETAILS:

Date Hired:

mm / dd / yy

Present Rate:

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