



22nd Floor Strata 100, F. Ortigas Jr. Road, San Antonio, Pasig City
638-06-60 loc 105

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: JERICK PATOMIBON

Date of Rating: 11/25/24

Date Hired: 6/24/24

Position: IC

Location: URO ANETA

Department: FIN OT / INVENTORY

Rating Period:

Purpose of Rating: 6th MONTH ASSESSMENT

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. 9 to 10 pts.	Has required knowledge of own & related work. 7 to 8 pts.	Has required knowledge of own work only. 5 to 6 pts.	Needs additional instruction and guidance. 1 to 4 pts.	6
	Remarks: NOT DOING SOME DAILY ACTIVITY (LAG WITHIN, ETC) & STILL CONFUSED. A 1st WARNING BCP CYCINDER. SOME DOCUMENTED. REPORT STILL HE NOT KNOW (CAR, GP, SI, B/L MONITOR)				
2. PRODUCTIVITY	Usually exceeds standards. 36 to 40 pts.	Meets standards. 30 to 35 pts.	Seldom meets standards. 20 to 29 pts.	Never meets standards. 1 to 19 pts.	29
	Remarks: STILL NOT EXCEED IN DAILY ACTIVITIES ETC. IN CARRYING				
3. INITIATIVE	Always 9 to 10 pts.	Usually 7 to 8 pts.	Sometimes 5 to 6 pts.	Rarely 1 to 4 pts.	7
	Remarks: N/A				
4. DEDICATION TO DUTY	Always dedicated to duty. 9 to 10 pts.	Usually dedicated to duty. 8 pts.	Sometimes dedicated to duty. 5 to 7 pts.	Rarely responds to company needs. 1 to 4 pts.	5
	Remarks: SOME TIMES NOT DOING ACTUAL COUNT HEARD ONLY ON DOCUMENTS OR NOT 100% COUNT.				
5. COOPERATION	Always cooperative 9 to 10 pts.	Usually cooperative 8 pts.	Sometimes cooperative 5 to 7 pts.	Rarely cooperative 1 to 4 pts.	5
	Remarks: NOT COOPERATIVE BCP. TO SUPERIOR & HAS OWN DECISION & NOT ASKING / CONFIRM INSTRUCTION				
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/n the allowable no. or less. 9 to 10 pts.	With written warning/s (1st Offense) 7 to 8 pts.	With one (1) day suspension (2nd Offense) 5 to 6 pts.	With 3 days suspension. (3rd Offense) 1 to 4 pts.	9
	Remarks: N/A				
7. SAFETY AND / OR HOUSEKEEPING	No record of /infraction against our safety/ housekeeping rules 9 to 10 pts.	No record of accident but w/ 1 infraction against our safety/ housekeeping rules 8 pts.	No record of accident but w/ 2 infraction against our safety/ housekeeping rules 5 to 7 pts.	Had an accident or had more than 2 infractions against our safety/ housekeeping rules 1 to 4 pts.	9
	Remarks: N/A				
TOTAL					70

Previous Challenges and Accomplishments:

N/A

Areas of Strengths:

N/A

Areas of Weaknesses / Development:

Sometimes not doing actual work based only in documents. Not cooperative & sometimes not doing daily activity. Has own decision making & not asking any supervisor like holding plant operation which not include in his own duties. Sometimes work on own task/nature.

Rated By : MARCEL PRUMAS
Printed Name & Signature
Date : 11/25/2024
(mm / dd / yy)

Acknowledged By:
Employee Name : _____
Printed Name & Signature
Date : _____
(mm / dd / yy)

RECOMMENDATIONS:

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: _____ Amount of Increase: _____
mm / dd / yy
Date Appointed to Present Position: _____ 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