

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: **Deanne Elmore**
 Position: **Inventory Controller**
 Location: **Malabar Plant**
 Rating Period: **3 months**

Date of Rating: **August 19, 2024** Date Hired: **MAY 14, 2024**

Department: **Audit**

Instructions: Please rate each item on a scale of 1 to 4, with 1 being the lowest rating and 4 being the highest. Use the following scale to complete this form.

RATING	RATING				POINTS
	Has exceptional knowledge of his/her job and 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.	
1. KNOWLEDGE OF WORK	Remarks:				7
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.	33
3. INITIATIVE	Always 9 to 10 pts.	Usually 7 to 8 pts.	Sometimes 5 to 6 pts.	Rarely 1 to 4 pts.	7
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.	7
5. COOPERATION	Always cooperative 9 to 10 pts.	Usually cooperative 8 pts.	Sometimes cooperative 5 to 7 pts.	Rarely cooperative 1 to 4 pts.	9
6. ATTENDANCE & PUNCTUALITY	Attendance w/ 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
7. SAFETY AND/OR HOUSEKEEPING	No record of infractions 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 infractions 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
TOTAL					110

PERFORMANCE EVALUATION REPORT FORM


 Name of Employee: **Jerryvie Elorde**

Date of Rating:

August 19, 2024

Date Hired:

May 14, 2024

Position:

Inventory Controller

Location:

Malabon Plant

Department:

Audit

Rating Period:

 Purpose of Rating: **3 months**

Instruction: Please review notes on Guide to performance appraisal before accomplishing this form

Instruction: Please review notes on employee performance appraisal and fill in the following

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 :					
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	33	
	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	8	
	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.		
Remarks :						
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 :					

Previous Challenges and Accomplishments:

Areas of Strengths:

*Nakikita ko na willing siya matuto at gusto niya ang kanyang trabaho.
*Good attendance. Bihira malate and mag absent.

Areas of Weaknesses / Development:

*Madalas na hindi siya sure sa mga gagawin niya.

Rated By: Jon Rene M. Antonio
Printed Name & Signature
Date: 8-19-24
(mm / dd / yy)

Acknowledged By:

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

RECOMMENDATIONS:

* Double check all reports before submitting.

Approved by : Sil Date Signed: 8/27/24
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

PER RATING	DESCRIPTION
90-100	Outstanding
75-89	Above Average
50-74	Average
49 below	Below Average

Passing Rate

Previous Challenges and Accomplishments:

Areas of Strengths:

- *Nakakita ko na willing siya matuto at gusto niya ang kanyang trabaho.
- *Good attendance. Hihira malate and mag absent.

Areas of Weaknesses / Development:

- *Masalim na hindi siya cute sa mga gagawin nitya.

Name of:

Printed Name & Signature

Date:

09-19-24

(mm / dd / yy)

Acknowledged By:

Employee Name :

Printed Name & Signature

Date:

09-03-24

(mm / dd / yy)

RECOMMENDATIONS:

- * Double check all reports before submitting.

Approved by:

Signature

Date Signed

8/24/24

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

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
75-90	Above Average
50-74	Average
49 & below	Below Average

Existing Rate: