



22nd Floor Strada 100, P. Ortigas Jr. Road, San Antonio, Pasig City
618 06-02 loc 105

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: JERRYNIE NORDE

Date of Rating: 2/1/25

Date Hired: MAY 4, 2014

Position: Inventory Controller

Location: Malabon

Department: Audit

Rating Period:

Purpose of Rating:

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: N/A				
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: sometimes delay pass report esp. stock monitoring late print.				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	7
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks: N/A				
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: cooperative in terms of reports.				
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/n the allowable no. or less.	With written warning/s	With one (1) day suspension	With 3 days suspension.	7
		(1st Offense)	(2nd Offense)	(3rd Offense)	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
Remarks: w/ Incident Report reg. tardiness.					
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 2 infractons against our safety/ housekeeping rules	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks: N/A				
TOTAL					76

ENDORSED

20 FEB 2025

Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:

Rated By:

Printed Name & Signature

Date:

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:

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:

Approved Recommended Rate:

Approved Recommended Position:

Effectivity Date:

Reviewed by:

Human Resource Department

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

Passing Rate



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

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: **JERRYNIE BURDE**

Date of Rating: **7/1/25**

Date Hired: **MAY 4, 2024**

Position: **INVENTORY CONTROLLER**

Location: **Malabon**

Department: **AUDIT**

Rating Period:

Purpose of Rating:

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

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	Remarks : N/A				
TOTAL					76

Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:

Rated By:

Printed Name & Signature

Date:

(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: 05/14/2024
mm / dd / yy

Present Rate: 17.00

Amount of Increase: low -

Date of Last Increase: -
mm / dd / yy

Date Appointed to Present Position: _____

New Rate: 18.00 -

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
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Passing Rate