



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

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: JESSA G. RUBLICA Date of Rating: Date Hired: May 02, 2024
Position: Accounting Staff
Location: REGASCO H.O Department: Accounting
Rating Period:
Purpose of Rating: REGULARIZATION

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 : <u>Has required knowledge and seeks help when not familiar with the works</u>				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	37
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks : <u>work completion is satisfactory and can be counted to put extra effort or works overtime to complete the team's certain goals.</u>				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	8
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks : <u>offer assistance to co-worker when they needed help/clarification/understanding of a certain things.</u>				
4. DEDICATION TO DUTY	Always dedicated to duty.	Usually dedicated to duty.	Sometimes dedicated to duty.	Rarely responds to company needs.	8
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks : <u>willingness to work / extend extra hours when necessary</u>				
5. COOPERATION	Always	Usually	Sometimes	Rarely	9
	cooperative	cooperative	cooperative	cooperative	
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
Remarks : <u>Have a good attitude when work need to be repeated</u>					
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/n the allowable no.or less.	With written warning/s	With one (1) day suspension	With 3 days suspension.	8
		{1st Offense}	{2nd Offense}	{3rd Offense}	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
Remarks : <u>with written warning due to several lates in one cut-off.</u>					
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	10
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
				TOTAL	88

Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:

Needs to improve "time management" to effectively handles multiple tasks simultaneously.

Rated By :

Printed Name & Signature

Date :

(mm / dd / yy)

Acknowledged By:

Employee Name :

Printed Name & Signature

Date :

(mm / dd / yy)

RECOMMENDATIONS:

FOR REGULARIZATION.

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 :

REGULARIZATION

Reviewed by:

Approved Recommended Rate :

SAME

Human Resource Department

Approved Recommended Position :

SAME

Effectivity Date :

OCT 29, 2024

mm / dd / yy

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

Passing Rate