



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

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Jessel Bryan Custodio

Date of Rating: 9-27-25

Date Hired: June 23, 2023

Position: Plant Accountant II

Location: Pinnacle Plant

Department:

Rating Period: JULY 23 - SEPTEMBER 23, 2025

Purpose of Rating: 3RD MONTH EVALUATION

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.	5
	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.	29
	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.	8
	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 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	8
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
TOTAL				74	

02 OCT 2025

Previous Challenges and Accomplishments:

Areas of Strengths: Masipag pamasok at hindi pala-absent

Areas of Weaknesses/Development: Nahihiya mag follow-up ng Mga Report sa office at hindi pala report

Rated By : [Signature]
Printed Name & Signature
Date : 9-27-2025
(mm/dd/yy)

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

RECOMMENDATIONS: Failangan ng time management para hindi matatambakan o malipon ang mga reports.

Approved by : [Signature] Date Signed 09/29/25
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
Date Appointed to Present Position: _____

Amount of Increase: _____
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

Previous Challenges and Accomplishments:

Areas of Strengths: Matipag panasok at hindi pala-absent

Areas of Weaknesses / Development: Nahihuga mag follow-up ng Mga Report sa office at hindi pala report

Rated By: [Signature]
Printed Name & Signature: JESSEL BRYAN D. CUSTODIO
Date: 9-27-2025
(mm / dd / yy)

Acknowledged By: [Signature]
Employee Name: JESSEL BRYAN D. CUSTODIO
Printed Name & Signature: [Signature]
Date: 10/01/2025
(mm / dd / yy)

RECOMMENDATIONS: Failuragan sa Time Management para hindi natatambalan ang Mga Report.

Approved by: [Signature] Date Signed: 09/29/25
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: _____
Approved Recommended Rate: _____
Approved Recommended Position: _____
Effectivity Date: _____
mm / dd / yy

Reviewed by: [Signature]
Human Resource Department

PER RATING	DESCRIPTION
90-100	Outstanding
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Passing Rate