



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

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: JESSELYN N. GENOVELA **Date of Rating:** 7/17/2023 **Date Hired:** 17-Apr-23

Location: MRC Head Office **Department:** Human Resource Dept.

Rating Period: April 17, 2023- July 17, 2023 **Position:** Payroll Assistant

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.	8
		9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks : Knowledgeable in Payroll Process with Accounting skills ,					
2. PRODUCTIVITY		Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	35
		36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks : Consistently completes all work by or before deadlines ,					
3. INITIATIVE		Always	Usually	Sometimes	Rarely	8
		9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks : Always ready to take new tasks whenever it happens ,					
4. DEDICATION TO DUTY		Always dedicated to duty.	Usually dedicated to duty.	Sometimes dedicated to duty.	Rarely responds to company needs.	10
		9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks : Works on overtime whenever needed to ensure deadlines are met ,					
5. COOPERATION		Always	Usually	Sometimes	Rarely	10
		cooperative	cooperative	cooperative	cooperative	
		9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
Remarks : Helps the team to meet deadlines ,						
6. ATTENDANCE & PUNCTUALITY:		Tardiness w/n the allowable no.or less.	With written warning/s	With one (1) day suspension	With 3 days suspension.	10
			(1st Offense)	(2nd Offense)	(3rd Offense)	
		9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	

Remarks :

Regularly arrive early to work.

7. SAFETY AND / OR HOUSEKEEPING

No record of t/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 2infractions against our safety/ housekeeping rules

1 to 4 pts.

Remarks :

TOTAL

10

91

Previous Challenges and Accomplishments:

When I was on leave, she was able to do all the payroll before the deadline.

Areas of Strengths:

Initiative to understand what needs to be done.

Areas of Weaknesses / Development:

Improve the use of MS Excel.

Rated By

: ORLANDO P. CAMPOS JR. 
Printed Name & Signature

Date

: 07-18-2023
(mm / dd / yy)

Acknowledged By:

Employee Name : 
JESSELYN N. GENOVECA
Printed Name & Signature

Date

: 7/19/23
(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: _____
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