



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

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: SILVA, JEWEL **Date of Rating:** 01-Oct-24 **Date Hired:** 08-Apr-24
Position: HR ASSOCIATE (LABOR & RELATION)
Location: SMC SAN SIMON **Department:** HRD
Rating Period:
Purpose of Rating: REGULARIZATION

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

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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.	9	
	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.	36	
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.		
	Remarks :					
3. INITIATIVE	Always	Usually	Sometimes	Rarely	9	
	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.	9	
	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	9	
	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.		
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 Zinfractons against our safety/ housekeeping rules	9	
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.		
	Remarks :					
TOTAL					90	

Previous Challenges and Accomplishments:

MAKING NTE AND COMMUNICATION WITH THE EMPLOYEE

SHE CAN DO HER JOB WELL, SHE CAN HANDLE PRESSURE AND IMPROVE HER COMMUNICATION WITH THE EMPLOYEE

Areas of Strengths:

KUNG PAANO NIYA GAWIN AT PAGSUNOD SUNORIN ANG TRABAHO NIYA PARA MATAPOS NG MAAYOS

Determined, Hard Working

Areas of Weaknesses / Development:

kailangan niya matutunan na maging pusong bato para hindi na siya umiyak sa mga sinasabi ng mga bad employee.

Rated By : <i>EMILYN MEDINA</i> Printed Name & Signature	Acknowledged By:
Date : OCT 1, 2024 (mm / dd / yy)	Employee Name : <i>SILVIA JEWEL</i> 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: _____ Present Rate: _____ Amount of Increase: _____

mm / dd / yy

Date of Last Increase: _____

Date Appointed to Present Position: _____ 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