



22nd Floor Strata 100, F. Ortigas Jr. Road, San Antonio, Pasig City
638-06-60 loc 105

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: JHAYRIE ANN L. GOZUM Date of Rating: Date Hired: 01/24/2024
Position: SECRETARY
Location: SPI NORTH HUB Department: MARKETING
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.	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.	34
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks :				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	8
	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.	
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 2infractons against our safety/ housekeeping rules	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
TOTAL				87	

Previous Challenges and Accomplishments:
SWAPPING OF CYLINDERS, COMPLIANCE TO DOE (DEALERS), CERTIFICATION (SPI CYLINDER PROGRAM and SUPPLY AGREEMENT).

Areas of Strengths:

Areas of Weaknesses / Development:

Rated By : ARCHIEBALD S. BASILIO
Printed Name & Signature

Date : 07/12/24
(mm/dd/yy)

Acknowledged By:

Employee Name : HAYRIE ANN T. GOZUM
Printed Name & Signature

Date : 07/12/2024
(mm/dd/yy)

RECOMMENDATIONS:

For REGULARIZATION & SALARY INCREASE

Approved by : _____ Date Signed _____

Approved by : _____ Date Signed _____ mm/dd/yy

President's Signature : _____ Date Signed _____ mm/dd/yy

EMPLOYEE DETAILS:

Date Hired: 01/24/2024
mm/dd/yy

Present Rate: Php 15,000.00

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 : _____

Reviewed by: _____

Approved Recommended Rate : _____

Human Resource Department

Approved Recommended Position : _____

Effectivity Date : _____ mm/dd/yy

Passing Rate

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