



PERFORMANCE EVALUATION REPORT FORM

Name of Employee: DOMALIANG, JOEY G. **Date of Rating:** **Date Hired:** April 23, 2025
Position: BULLET HUSTLING DRIVER **Department:** LOGISTICS
Location: SPI CALACA
Rating Period: MAY 2025 TO JULY 2025
Purpose of Rating: 3RD MONTH EVALUATION

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

Instruction: Please review notes on Guide to performance appraisal before completing 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.	10	
	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.	40	
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.		
	Remarks :					
3. INITIATIVE	Always	Usually	Sometimes	Rarely	10	
	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.	10	
	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	10	
	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.	10	
		(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	10	
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.		
	Remarks :					
					TOTAL	100 %

Previous Challenges and Accomplishments:

HAS EXCEPTIONAL KNOWLEDGE OF HIS
RELATCO

Areas of Strengths:

IT HAS ACTIVE LISTENING, UNDERSTANDING
AND ACCURATELY EXECUTING GIVEN TASK

Areas of Weaknesses / Development:

MEETS STANDARD

Rated By

Printed Name & Signature

Date

07-06-2025
(mm / dd / yy)

Acknowledged By:

Employee Name :

Josey G. Domaliang

Printed Name & Signature

Date

07-22-2025
(mm / dd / yy)

RECOMMENDATIONS:

Approved by

ALVIN THON B. FORNAL
LOGISTICS MANAGER

Date Signed

mm / dd / yy

Approved by

:

Date Signed

mm / dd / yy

President's Signature

:

Date Signed

mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: 04/23/25
mm / dd / yy

Present Rate: 700/PER DAY

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

:

Approved Recommended Position

:

Effectivity Date

:
mm / dd / yy

Human Resource Department

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

Passing Rate