



PERFORMANCE EVALUATION REPORT FORM

Name of Employee: **BALOT JOHANNES S.** Date of Rating: **MARCH 09, 2024**
Family Name First Name M. I. mm / dd / yy

Location (Kindly check) ☒ Head Office ☐ Plant

Department: _____
Plant: CABANATUAN

Rating Period From **Sep-22** To **Mar-24**

Purpose of Rating (Kindly check)
☐ Regular Rating ☐ Completion of Probationary / Qualification Period ☐ Promotion ☐ Others _____

Instructions: 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. 9 to 10 pts.	Has required knowledge of own & related work. 7 to 8 pts.	Has required knowledge of own work only. 5 to 6 pts.	Needs additional instruction and guidance. 1 to 4 pts.	8
Remarks: She already knows her job and facet of HR					
2. PRODUCTIVITY:	Usually exceeds standards. 36 to 40 pts.	Meets standards. 30 to 35 pts.	Seldom meets standards. 20 to 29 pts.	Never meets standards. 1 to 19 pts.	32
Remarks: Everytime I go there to check on her she don't have pendings.					
3. INITIATIVE:	Always 9 to 10 pts.	Usually 7 to 8 pts.	Sometimes 5 to 6 pts.	Rarely 1 to 4 pts.	9
Remarks: I don't need to follow her up regarding to those needed to accomplish she send them away before the given deadline					
4. DEDICATION TO DUTY:	Always dedicated to duty. 9 to 10 pts.	Usually dedicated to duty. 8 pts.	Sometimes dedicated to duty. 5 to 7 pts.	Rarely responds to company needs. 1 to 4 pts.	8
Remarks: Sometimes she stays at work more than the allotted time to finish her task.					
5. COOPERATION:	Always cooperative 9 to 10 pts.	Usually cooperative 8 pts.	Sometimes cooperative 5 to 7 pts.	Rarely cooperative 1 to 4 pts.	9
Remarks: She coordinates and asks for recommendations for those things she not fully aware how to tackle it.					
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/n the allowable no. or less. 9 to 10 pts.	With written warning/s (1st Offense) 7 to 8 pts.	With one (1) day suspension (2nd Offense) 5 to 6 pts.	With 3 days suspension (3rd Offense) 1 to 4 pts.	10
Remarks: No absences and she coordinates very well					
7. SAFETY AND / OR HOUSEKEEPING:	No record of accident/infracton against our safety/ housekeeping rules. 9 to 10 pts.	No record of accident but w/ 1 infracton against our safety/ housekeeping rules 8 pts.	No record of accident but w/ 2 infracton against our safety/ housekeeping rules 5 to 7 pts.	Had an accident or had more than 2 infractons against our safety/ housekeeping rules 1 to 4 pts.	9
Remarks:					
TOTAL					85

Previous Challenges and Accomplishments:

She accomplished all the pending IR left by the former HR and drafted NTE to all those person involve.

Areas of Strengths:

She do very well on the task given to her

She listen very well on the given instructions

Areas of Weaknesses / Development:

Rated By: JOHN YULIE QUINTO
Printed Name & Signature

Date: March 09, 2023
(mm / dd / yy)
of PER discussion with
Employee by Rater

Employee: JOHANNES S. BACOT
Printed Name & Signature

Date: _____
(mm / dd / yy)
of PER submitted by Rater

COMPUTATIONS

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: Sept 11, 2022 Present Rate: \$36.74 / \$4,500
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: _____
Human Resource Department

Approved Recommended Rate: _____

Approved Recommended Position: _____

Effectivity Date: _____
mm / dd / yy

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

Date Received	Date Completed	Remarks Signature