



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

## PERFORMANCE EVALUATION REPORT FORM

Name of Employee: JOHN APRIL JOYOSA

Date of Rating: JUNE 22, 2024

Date Hired: MAY 10, 2024

Position: PLANT ACCOUNTANT II

Location: ROSARIO PLANT

Department: ACCOUNTING

Rating Period: May 10 - JUNE 21, 2024

Purpose of Rating: 1st month

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

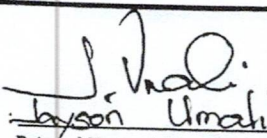
| FACTORS                         | RATING                                                                         |                                                                                  |                                                                                  |                                                                                       | 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.                                            | 6      |
|                                 | 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.                                                                | 29     |
|                                 | 36 to 40 pts.                                                                  | 30 to 35 pts.                                                                    | 20 to 29 pts.                                                                    | 1 to 19 pts.                                                                          |        |
|                                 | Remarks :                                                                      |                                                                                  |                                                                                  |                                                                                       |        |
| 3. INITIATIVE                   | Always                                                                         | Usually                                                                          | Sometimes                                                                        | Rarely                                                                                | 7      |
|                                 | 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.                                                     | 7      |
|                                 | 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                                                                    | 6      |
|                                 | 9 to 10 pts.                                                                   | 8 pts.                                                                           | 5 to 7 pts.                                                                      | 1 to 4 pts.                                                                           |        |
|                                 | Remarks : May mga times na kabit bigyan ng instruction ay hindi agad ginagawa. |                                                                                  |                                                                                  |                                                                                       |        |
| 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/infraction against our safety/ housekeeping rules               | No record of accident but w/ 1 infraction against our safety/ housekeeping rules | No record of accident but w/ 2 infraction against our safety/ housekeeping rules | Had an accident or had more than 2 infractions against our safety/ housekeeping rules | 9      |
|                                 | 9 to 10 pts.                                                                   | 8 pts.                                                                           | 5 to 7 pts.                                                                      | 1 to 4 pts.                                                                           |        |
|                                 | Remarks :                                                                      |                                                                                  |                                                                                  |                                                                                       |        |
| TOTAL                           |                                                                                |                                                                                  |                                                                                  |                                                                                       | 73     |

Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:

Rated By

  
Printed Name & Signature

Date

06/12/2024  
(mm / dd / yy)

Acknowledged By:

Employee Name :

Printed Name & Signature

Date

(mm / dd / yy)

RECOMMENDATIONS:

Mag-focus sa buong sa mga aspet sa pag-unlad, at patuloy na pagtataguyod sa mga tinuturing.

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:

mm / dd / yy

Present Rate:

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

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

Passing Rate