



2211 River Street, Suite 100 • Ortopia • River, San Antonio, Texas 78149
210-666-6010 • 210-666-6011

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: JOHN MERIL JOYOSA

Date of Rating: AUGUST 19, 2024

Date Hired: MAY 10, 2024

Position: PLANT ACCOUNTANT II

Department:

Location: ROSARIO PLANT

Rating Period: 3 MONTHS

Purpose of Rating:

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.	35
	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.	8
	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	7
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks:				
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/in 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 2 infractons against our safety/ housekeeping rules	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks:				
TOTAL					81

Previous Challenges and Accomplishments:

Areas of Strengths:

Mabali maha aratip sa ipinagawa sa kanya at nakitang sa kaniyang sinasabi sa kanya.

Areas of Weaknesses / Development:

Mabali mabaliwala labo na sa mga bagay na hindi palagi na inamamanta.

Rated By

Printed Name & Signature

Date

(mm / dd / yy)

Acknowledged By:

Employee Name

John April Joyosa

Printed Name & Signature

Date

09.03.2024

(mm / dd / yy)

RECOMMENDATIONS

For Retain at PSL of Renato Pineda

Approved by

8.8

Date Signed

8/29/24

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



22nd Floor Strata 100, F. Ortigas Jr. Road, San Antonio, Pasig City
638-06-60106

PERFORMANCE EVALUATION REPORT FORM

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Location: ROSARIO PLANT Department:
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	Remarks :				
TOTAL					81

Previous Challenges and Accomplishments:

Areas of Strengths:

Matali maka adapt sa ipinagawa sa kanya, at nakikinig sa buwang sinasabi sa kanya.

Areas of Weaknesses / Development:

Matali makalimot kulo na sa mga bagay na hindi palagi na encounter.

Rated By : _____ Printed Name & Signature Date : _____ (mm / dd / yy)	Acknowledged By: Employee Name : _____ Printed Name & Signature Date : _____ (mm / dd / yy)
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RECOMMENDATIONS:

For Retain As DA of Bataan Plant

Approved by : 8.8 Date Signed 8/21/21
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: _____
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

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Passing Rate