

22nd Floor Skatle 100, F. Ortigas Jr. Road, San Antonio, Pasig City
638 06 40106 106

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Estacio, John Paulo R. Date of Rating: 9/22/2025 Date Hired: April 22, 2025
Position: Inventory Controller
Location: RGC - Tubao Plant Department: Audit
Rating Period: JUNE - AUGUST 2025
Purpose of Rating: 3RD MONTH EVALUATION

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.	5
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks : There are instances when he still requires further instruction regarding other related tasks				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	25
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks : I rarely see him in the swapping area, even when there are no customers present				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	5
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks : Rarely shows initiative, relies heavily on instruction				
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 : Perform responsibilities well				
5. COOPERATION	Always cooperative	Usually cooperative	Sometimes cooperative	Rarely cooperative	8
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks : Responds appropriately when asked to help				
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/n the allowable no or less.	With written warning/s	With one (1) day suspension	With 3 days suspension.	7
		(1st Offense)	(2nd Offense)	(3rd Offense)	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
Remarks : occasional lateness but does not affect performance					
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	10
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
TOTAL				68	

Previous Challenges and Accomplishments:

Areas of Strengths:

*Reliable with rare absences

Areas of Weaknesses / Development:

*Avoid staying in the swapping area, especially when there are customer on the platform.

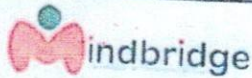
*Strengthen reporting, monitoring and checking

Acknowledged By:

Employee Name: John Paulo R. Estacio
Printed Name & Signature

Rated by: SARILYN LUNDANGAN
Printed Name & Signature

02 OCT 2025



227 River Street 1001 F. Orange, CA 92668 San Antonio, TX 78205
Tel: 813.86.42100

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FACTORS	RATING				POINTS
	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	
1. KNOWLEDGE OF WORK	9 to 10 pts	7 to 8 pts	5 to 6 pts	1 to 4 pts	5
Remarks: There are instances when he still requires further instruction regarding other related tasks					
2. PRODUCTIVITY	Usually exceeds standards 35 to 40 pts	Meets standards 30 to 35 pts	Seldom meets standards 20 to 29 pts	Never meets standards 1 to 19 pts	25
Remarks: I rarely see him in the swapping area, even when there are no customers present					
3. INITIATIVE	Always 9 to 10 pts	Usually 7 to 8 pts	Sometimes 5 to 6 pts	Rarely 1 to 4 pts	5
Remarks: Rarely shows initiative, relies heavily on instruction					
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: Perform responsibilities well					
5. COOPERATION	Always cooperative 9 to 10 pts	Usually cooperative 8 pts	Sometimes cooperative 5 to 7 pts	Rarely cooperative 1 to 4 pts	8
Remarks: Responds appropriately when asked to help					
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	7
Remarks: occasional lateness but does not affect performance					
7. SAFETY AND / OR HOUSEKEEPING	No record of t/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	10
Remarks:					
TOTAL					68

Previous Challenges and Accomplishments:

Areas of Strengths:

*Reliable with rare absences

Areas of Weaknesses / Development:

*Aves staying in the swapping area, especially when there are customer on the platform
*Strengthen reporting, monitoring and checking

Rated by

SAO. VIC. UNDANGAN
Printed Name & Signature

Acknowledged By

Employee Name

John Paulo R. Estacio
Printed Name & Signature

Date : 9/22/25
(mm / dd / yy)

Date : 09/22/25
(mm / dd / yy)

RECOMMENDATIONS:

- *Refrain from idling during work hours and proactively seek tasks that require attention
- *Do not be distracted by what others are saying, simply focus on performing your work correctly
- *Independently verify and double check all documents; do not rely solely on others review mag actual count.

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: _____ Present Rate: _____
mm / dd / yy

Amount of Increase: _____

Date Appointed to Present Position: _____

Date of Last Increase: _____
mm / dd / yy

New Rate: _____

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation : _____

Reviewed by: _____

Approved Recommended Rate : _____

Approved Recommended Position : _____

Effectivity Date : _____
mm / dd / yy

[Signature] 10/2/25
Human Resource Department

For further comment. Deadline October 15, 2025.

[Signature] 9/24/25
Kenji C. Koike