



22nd Floor, Suite 100, F. Ortigas Jr. Road, San Antonio, Pasig City
619-06-60 Loc 106

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Estacio, John Paulo R. Date of Rating: 10/15/2025 Date Hired: April 22, 2025
Position: Inventory Controller
Location: RGC - Tuban Plant Department: Audit
Rating Period: SEPTEMBER 2025 - OCTOBER 15, 2025
Purpose of Rating: 5TH 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	6
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks : With improvements but he occasionally requires further guidance when performing related or associated tasks.				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	27
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks : There are few instances where he is seen in the swapping area, even when the area is not ok.				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	6
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks : Shows minimal proactiveness and frequently depends on guidance to perform responsibility.				
4. DEDICATION TO DUTY	Always dedicated to duty.	Usually dedicated to duty.	Sometimes dedicated to duty.	Rarely responds to company needs.	6
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks: Shows occasional commitment to responsibilities.				
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 2infractons against our safety/ housekeeping rules	10
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
TOTAL				70	

Previous Challenges and Accomplishments:

Areas of Strengths:

*Reliable with rare absences

Areas of Weaknesses / Development:

*Strengthen reporting, monitoring and checking

Rated By: <u>MARCO TUNDANGAN</u> Printed Name & Signature Date: <u>10/15/25</u> (mm / dd / yy)	Acknowledged By: <u>[Signature]</u> Employee Name: <u>John Paul P. Egado</u> Printed Name & Signature Date: <u>10/15/2025</u> (mm / dd / yy)
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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 map actual count

Approved by:	<u>[Signature]</u> <u>Kenji C. Koike</u>	Date Signed:	<u>10/15/25</u> 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 Appointed to Present Position: _____ Date of Last Increase: _____
 mm / dd / yy
 New Rate: _____

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT	
Nature of Recommendation: _____ Approved Recommended Rate: _____ Approved Recommended Position: _____ Effectivity Date: _____ mm / dd / yy	Reviewed by: <u>[Signature]</u> Human Resource Department

Recommendation:

End of contract.

Last day October 17, 2025.

[Signature] 10/15/25

