



PERFORMANCE EVALUATION REPORT FORM

Name of Employee: John Lloyd M. Llanto Date of Rating: 4/6/2026 Date Hired: January 5, 2026
 Position: HR Associate
 Location: RGC Calaca Department: HR DEPARTMENT
 Rating Period: January 5 - April 5, 2026
 Purpose of Rating: 3rd Month Probationary

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

Please attach and staple 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.	8
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks : Has aquire knowledge especially in recruitment.				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	26
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks : Inconsistently meets standards and often struggles to complete assigned tasks on time.				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	7
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks : Need to improve initiative by taking action without waiting for instructions.				
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 : Needs to be more committed to achieving work objectives.				
5. COOPERATION	Always cooperative	Usually cooperative	Sometimes cooperative	Rarely cooperative	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks : Works well with his co-workers				
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/n the allowable no.or less.	With written warning/s	With one (1) day suspension	With 3 days suspension.	10
		(1st Offense)	(2nd Offense)	(3rd Offense)	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
Remarks : Arrives on time and maintain regular attendance					
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 2infractions against our safety/ housekeeping rules	8
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks : Should be more attentive to maintaining cleanliness and safety at all times.				
TOTAL					76

Previous Challenges and Accomplishments:

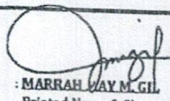
Familiarize process in the organization

Areas of Strengths:

Effectively identifies and select qualified candidates.

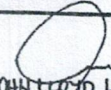
Areas of Weaknesses / Development:

Demonstrates inconsistent dedication and requires closer supervision

Rated By : 
Printed Name & Signature

Date : 04/7/2026
(mm / dd / yy)

Acknowledged By:

Employee Name : 
Printed Name & Signature

Date : 04/05/26
(mm / dd / yy)

RECOMMENDATIONS:

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: 01/05/2026
mm / dd / yy

Present Rate: 76%

Amount of Increase: _____

Date of Last Increase: _____ mm / dd / yy

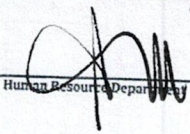
Date Appointed to Present Position: _____

New Rate: _____

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation : _____
Approved Recommended Rate : _____
Approved Recommended Position : _____
Effectivity Date : _____ mm / dd / yy

Reviewed by:


Human Resource Department

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

Passing Rate