



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

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: JOHN LOYD B. HITEROZA
Position: Accounting Staff
Location: MRC H.O
Rating Period: September 2024 to November 2024
Purpose of Rating: 3rd Month Assessment
Date of Rating:
Date Hired: August 13, 2024
Department: Accounting

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.

9 to 10 pts.

Has required knowledge of own & related work.

7 to 8 pts.

Has required knowledge of own work only.

5 to 6 pts.

Needs additional instruction and guidance.

1 to 4 pts.

Remarks: Although needs guidance in some areas, he's flexible in learning both A/P & A/R processing.

8

2. PRODUCTIVITY

Usually exceeds standards.

36 to 40 pts.

Meets standards.

30 to 35 pts.

Seldom meets standards.

20 to 29 pts.

Never meets standards.

1 to 19 pts.

Remarks: Completion of work is satisfactory but must remember to double check everything before submission.

35

3. INITIATIVE

Always

9 to 10 pts.

Usually

7 to 8 pts.

Sometimes

5 to 6 pts.

Rarely

1 to 4 pts.

Remarks: He helps out when the team needed it.

9

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.

Remarks: Dedicated enough to perform the assigned tasks but sometimes in order to complete them, he didn't check if there's any error before he submit it.

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5. COOPERATION

Always

cooperative

9 to 10 pts.

Usually

cooperative

8 pts.

Sometimes

cooperative

5 to 7 pts.

Rarely

cooperative

1 to 4 pts.

Remarks: With positive attitude in doing tasks. Spending extra hours is not an issue when deemed required or necessary.

9

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.

Remarks: He comes to work on time and if there's tardiness, it's within the allowable limit.

9

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.

Remarks: Can't remember any violation in housekeeping rules.

9

TOTAL

87

Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:

Improve the ability to work under pressure. Must have good judgment in doing things. And ^{again} advisable check first before submission of any docs.

Rated By

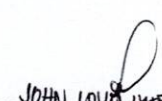

Printed Name & Signature

Date

(mm / dd / yy)

Acknowledged By:

Employee Name


Printed Name & Signature

Date

: 12 / 19 / 24
(mm / dd / yy)

RECOMMENDATIONS:

Approved by

: _____ Date Signed

Approved by

: _____ Date Signed

mm / dd / yy

President's Signature

: _____ Date Signed

mm / dd / yy

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