



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 Peñaredonda Date of Rating: 9/20/2025 Date Hired: 7/02/2025
Position: Inventory Controller
Location: Dasma Plant Department:
Rating Period: 7/2/25 - 9/29/25
Purpose of Rating: Third 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.	7
	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.	25
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks : staying at the guard house and revalving area to play mobile games during working hours.				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	7
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks : Not consistent on Daily Report and despite prior reminders and instruction, I still have to remind him.				
4. DEDICATION TO DUTY	Always dedicated to duty.	Usually dedicated to duty.	Sometimes dedicated to duty.	Rarely responds to company needs.	5
	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	5
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
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.	
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					65

RECEIVED

02 OCT 2025

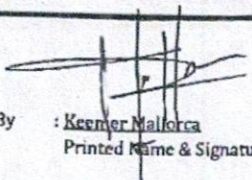
Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:

Using cellphone during working hours

Tardiness

Rated By : 
Printed Name & Signature

Date : 09/20/25
(mm / dd / yy)

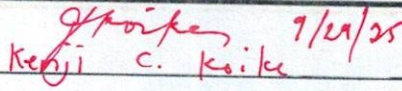
Acknowledged By:

Employee Name : _____
Printed Name & Signature

Date : _____
(mm / dd / yy)

RECOMMENDATIONS:

Focus on work especially while in duty and avoid distraction such as playing mobile games.

Approved by :  7/24/25
Kenji C. Koike 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 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

* For further evaluation. With multiple alleged unauthorized use of cellphone during work hours. Next evaluation 10/20/25.

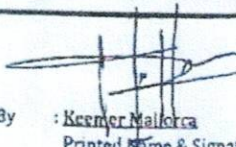
Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:

Using cellphone during working hours

Tardiness

Rated By : 
Printed Name & Signature
Date : 09/20/25
(mm / dd / yy)

Acknowledged By:

Employee Name

Printed Name & Signature

Date

(mm / dd / yy)

RECOMMENDATIONS:

Focus on work especially while in duty and avoid distraction such as playing mobile games.

Approved by

:

Keji C. Koike 7/21/25

Date Signed

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

* 2nd further evaluation. With multiple alleged unauthorized use of cellphone during work hours. Next evaluation 10/20/25.