



## PERFORMANCE EVALUATION REPORT FORM

Name of Employee: **GATDULA, JOHN REX D.** Date of Rating: \_\_\_\_\_ Date Hired: **JANUARY 15, 2025**  
 Position: **HELPER MECHANIC**  
 Location: **SM CALACA** Department: **SMC**  
 Rating Period: **MAY 2025 TO JUNE 2025**  
 Purpose of Rating: **REGULARIZATION**

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

| FACTORS                                 | RATING                                                                          |                                                                                           |                                                                                                |                                                                                                     | POINTS    |
|-----------------------------------------|---------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|-----------|
|                                         | Has exceptional knowledge of his own & related work.<br>9 to 10 pts.            | Has required knowledge of own & related work.<br>7 to 8 pts.                              | Has required knowledge of own work only.<br>5 to 6 pts.                                        | Needs additional instruction and guidance.<br>1 to 4 pts.                                           |           |
| <b>1. KNOWLEDGE OF WORK</b>             | Remarks:                                                                        |                                                                                           |                                                                                                |                                                                                                     | 8         |
| <b>2. PRODUCTIVITY</b>                  | Usually exceeds standards.<br>36 to 40 pts.                                     | Meets standards.<br>30 to 35 pts.                                                         | Seldom meets standards.<br>20 to 29 pts.                                                       | Never meets standards.<br>1 to 19 pts.                                                              | 30        |
| <b>3. INITIATIVE</b>                    | Always<br>9 to 10 pts.                                                          | Usually<br>7 to 8 pts.                                                                    | Sometimes<br>5 to 6 pts.                                                                       | Rarely<br>1 to 4 pts.                                                                               | 8         |
| <b>4. DEDICATION TO DUTY</b>            | Always dedicated to duty.<br>9 to 10 pts.                                       | Usually dedicated to duty.<br>8 pts.                                                      | Sometimes dedicated to duty.<br>5 to 7 pts.                                                    | Rarely responds to company needs.<br>1 to 4 pts.                                                    | 7         |
| <b>5. COOPERATION</b>                   | Always cooperative<br>9 to 10 pts.                                              | Usually cooperative<br>8 pts.                                                             | Sometimes cooperative<br>5 to 7 pts.                                                           | Rarely cooperative<br>1 to 4 pts.                                                                   | 8         |
| <b>6. ATTENDANCE &amp; PUNCTUALITY:</b> | Tardiness w/n the allowable no. or less.<br>9 to 10 pts.                        | With written warning/s<br>(1st Offense)<br>7 to 8 pts.                                    | With one (1) day suspension<br>(2nd Offense)<br>5 to 6 pts.                                    | With 3 days suspension.<br>(3rd Offense)<br>1 to 4 pts.                                             | 7         |
| <b>7. SAFETY AND / OR HOUSEKEEPING</b>  | No record of t/infracton against our safety/ housekeeping rules<br>9 to 10 pts. | No record of accident but w/ 1 infracton against our safety/ housekeeping rules<br>8 pts. | No record of accident but w/ 2 infracton against our safety/ housekeeping rules<br>5 to 7 pts. | Had an accident or had more than 2 infractons against our safety/ housekeeping rules<br>1 to 4 pts. | 8         |
| <b>TOTAL</b>                            |                                                                                 |                                                                                           |                                                                                                |                                                                                                     | <b>76</b> |

RECEIVED

04 SEP 2025

Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:

Rated By

Jaime Mantong  
Printed Name & Signature

Date

(mm / dd / yy)

Acknowledged By:

Employee Name

JOMY RHEX D. GATDULA  
Printed Name & Signature

Date

18/07/2005  
(mm / dd / yy)

RECOMMENDATIONS:

Approved by

: MIGUELITO BERNAL JR  
GENERAL MANAGER

Date Signed

mm / dd / yy

Approved by

: \_\_\_\_\_ Date Signed

mm / dd / yy

President's Signature

: \_\_\_\_\_ Date Signed

mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: 01/30/25  
mm / dd / yy

Present Rate: 540.00/DAILY

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

: \_\_\_\_\_

9/12/21  
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