



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 REY FALCO Date of Rating: 9/27/2025 Date Hired: 23-Jun-25
Position: PLANT ACCOUNTANT 2
Location: SAN FERNANDO PLANT Department: AUDIT
Rating Period: 3rd & 4th MONTH - JULY - SEPTEMBER 23, 2025
Purpose of Rating: 3RD 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.	29
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks :				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	8
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks :				
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 :				
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 :				
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/n the allowable no. or less.	With written warning/s	With one (1) day suspension	With 3 days suspension.	9
		(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					79

RECEIVED

02 OCT 2025

Previous Challenges and Accomplishments:

Areas of Strengths:

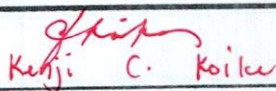
He is doing well; he can now complete his daily tasks independently and only calls when there are questions

Areas of Weaknesses / Development:

He only needs occasional reminders or guidance when assigned to different tasks.

Rated By :  Printed Name & Signature	Acknowledged By:
Date : SEPTEMBER 27, 2025 (mm / dd / yy)	Employee Name : _____ Printed Name & Signature
	Date : _____ (mm / dd / yy)

RECOMMENDATIONS:

Approved by : 	Date Signed	<u>9 / 27 / 25</u> mm / dd / yy
Approved by : _____	Date Signed	_____ mm / dd / yy
President's Signature : _____	Date Signed	_____ mm / dd / yy

EMPLOYEE DETAILS:	Amount of Increase: _____
Date Hired: April 23, 2025 mm / dd / yy	Present Rate: _____
Date Appointed to Present Position: Plant Accountant 2	Date of Last Increase: _____ mm / dd / yy
	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

Previous Challenges and Accomplishments:

Areas of Strengths:

He is doing well; he can now complete his daily tasks independently and only calls when there are questions

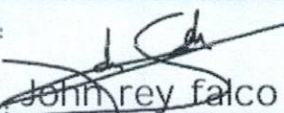
Areas of Weaknesses / Development:

He only needs occasional reminders or guidance when assigned to different tasks.

Rated By : 
Printed Name & Signature

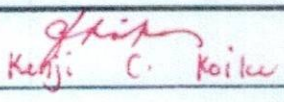
Date : SEPTEMBER 27, 2025
(mm / dd / yy)

Acknowledged By:

Employee Name : 
Printed Name & Signature

Date : _____
(mm / dd / yy)

RECOMMENDATIONS:

Approved by :  Date Signed 9/27/25
mm / dd / yy

Approved by : _____ Date Signed _____
mm / dd / yy

President's Signature : _____ Date Signed _____
mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: April 23, 2025
mm / dd / yy

Present Rate: _____

Amount of Increase: _____

Date of Last Increase: _____
mm / dd / yy

Date Appointed to Present Position: Plant Accountant 2

New Rate: _____

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation : _____

Reviewed by:

Approved Recommended Rate : _____

Approved Recommended Position : _____

Effectivity Date : _____
mm / dd / yy


Human Resource Department

PER RATING	DESCRIPTION
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