



22nd Floor Strata 100, F. Ortigas Jr. Road, San Antonio, Pang City
6806 60106

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Jonathan Chico Date of Rating: 12/17/2025 Date Hired: 11/17/2025
Position: Inventory Controller
Location: Cabanatuan Plant Department: Audit
Rating Period: 11/17/25 to 12/17/25
Purpose of Rating: 1ST MONTH ASSESSMENT

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.	6
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks : still need guidance due to not doing his tasks if no one supervise him				
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 :				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	6
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks : Sometimes he needs to be reminded that the customer or truck has already arrived, and he needs to record/count it even though he can already see it at the guardhouse.				
4. DEDICATION TO DUTY	Always dedicated to duty.	Usually dedicated to duty.	Sometimes dedicated to duty.	Rarely responds to company needs.	4
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks : sleeping & playing games during working hours				
5. COOPERATION	Always	Usually	Sometimes	Rarely	5
	cooperative	cooperative	cooperative	cooperative	
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
Remarks : not following instruction from superior, not cooperative to everyone esp. In counting & turns out his count is not tally to the actual.					
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.	
Remarks : N/A					
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 : N/A				
TOTAL				63	

Previous Challenges and Accomplishments:

Areas of Strengths:

RECEIVED

03 JAN 2026

Areas of Weaknesses / Development:

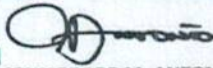
*Natutulong sa oras ng trabaho.

*Naglalaro ng Mobile games sa oras ng trabaho.

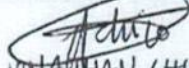
*Ilang beses ng sinabihan sa mga bawal, at mga dapat niyang gawin sa trabaho pero paulit2 parin ginagawa ang mga hindi dapat gawin.

*May mga katrabaho siya na tinuturuan siya ng mga kelangan niya gawin pero hindi niya ito inaabsorb.

*Kelangan pa siyang bantayan, dahil pag walang nakatingen ay hindi siya lumalabas ng guard house kahit na may mga customers at truck na need iwtiness

Rated By : 
JOHN REGOR M. ANTONIO
Printed Name & Signature
Date : 12/19/25
(mm / dd / yy)

Acknowledged By:

Employee Name : 
JONATHAN CHIU
Printed Name & Signature
Date : 12/19/25
(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:

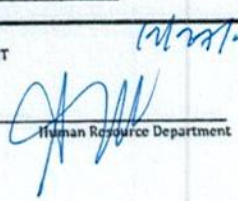
Date Hired: _____ Present Rate: _____
mm / dd / yy
Date Appointed to Present Position: _____

Amount of Increase: _____
Date of Last Increase: _____
mm / dd / yy
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