



PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Reyes, Jovert **Date of Rating:** **Date Hired:** June 30, 2025
Position: Helper Mechanic
Location: SPI CALACA **Department:** SMC
Rating Period: OCTOBER 2025 TO NOVEMBER 2025
Purpose of Rating: 5th 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.	8
	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.	36
	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.	9
	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.	8
		(1st Offense)	(2nd Offense)	(3rd Offense)	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
Remarks :					
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					87

RECEIVED

02 DEC 2025

Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:

Rated By : Jaime M. Mantong
 Printed Name & Signature
 Date : 11-17-25
 (mm / dd / yy)

Acknowledged By: [Signature]
 Employee Name : Rays J. Siquet M.
 Printed Name & Signature
 Date : 11-25-25
 (mm / dd / yy)

RECOMMENDATIONS:

Approved by : MIGUELITO P. BERNAL, JR Date Signed _____
 GENERAL MANAGER mm / dd / yy
 Approved by : MARICRIS ARIOLA Date Signed _____
 OIC HR AND ADMIN HEAD mm / dd / yy
 President's Signature : _____ Date Signed _____
 mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: 06/30/25 Present Rate: 600/day Amount of Increase: _____
 mm / dd / yy
 Date of Last Increase: _____
 Date Appointed to Present Position: _____ mm / dd / yy
 New Rate: _____

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation : _____ Reviewed by: [Signature] 11/27/25
 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