



22nd Floor Strata 100, F. Ortigas Jr. Road, San Antonio, Pasig City
638-06-60 loc 106

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: JULIE PEARL IRINCO BULATAO Date of Rating: Date Hired: 07 April 2025
Position: PAYROLL ASSISTANT
Location: HEAD OFFICE Department: HUMAN RESOURCE
Rating Period: APRIL 2025 TO MAY 31, 2025
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. 9 to 10 pts.	Has required knowledge of own & related work. 7 to 8 pts.	Has required knowledge of own work only. 5 to 6 pts.	Needs additional instruction and guidance. 1 to 4 pts.	4
	Remarks: Always need guidance kahit na naitrain siya ng 3 to 4 days				
2. PRODUCTIVITY	Usually exceeds standards. 36 to 40 pts.	Meets standards. 30 to 35 pts.	Seldom meets standards. 20 to 29 pts.	Never meets standards. 1 to 19 pts.	15
	Remarks: kindg productive but not meet the deadline CAN'T WORK ALONE				
3. INITIATIVE	Always 9 to 10 pts.	Usually 7 to 8 pts.	Sometimes 5 to 6 pts.	Rarely 1 to 4 pts.	5
	Remarks: Sometimes nakikitaan ng initiative sa task niya				
4. DEDICATION TO DUTY	Always dedicated to duty. 9 to 10 pts.	Usually dedicated to duty. 8 pts.	Sometimes dedicated to duty. 5 to 7 pts.	Rarely responds to company needs. 1 to 4 pts.	4
	Remarks: sobrang dalang malitaan ng dedication sa trabaho gawg ng pagdating ng spon natataram na sa trabaho at gusto na agad umuni				
5. COOPERATION	Always cooperative 9 to 10 pts.	Usually cooperative 8 pts.	Sometimes cooperative 5 to 7 pts.	Rarely cooperative 1 to 4 pts.	4
	Remarks: madalang makitaan ng kooperasyon at madalar hindi sumasunod sa instruction				
6. ATTENDANCE & PUNCTUALITY	Tardiness w/n the allowable no. or less. 9 to 10 pts.	With written warning/s (1st Offense) 7 to 8 pts.	With one (1) day suspension (2nd Offense) 5 to 6 pts.	With 3 days suspension. (3rd Offense) 1 to 4 pts.	7
	Remarks: home late but not exceed to the allowable number of late				
7. SAFETY AND / OR HOUSEKEEPING	No record of t/infraction against our safety/ housekeeping rules 9 to 10 pts.	No record of accident but w/ 1 infraction against our safety/ housekeeping rules 8 pts.	No record of accident but w/ 2 infraction against our safety/ housekeeping rules 5 to 7 pts.	Had an accident or had more than 2 infractions against our safety/ housekeeping rules 1 to 4 pts.	9
	Remarks: sumasunod sa dresscode at appropriate ang ng initiative				
TOTAL					48 2

Previous Challenges and Accomplishments:

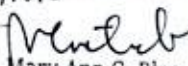
heavy workloads - not meet the deadlines
large number of errors -

Areas of Strengths:

Areas of Weaknesses / Development:

focus on work - follow instruction
Initiative
Cooperation - volume of errors

Rated By


Mary Ann C. Blas
Printed Name & Signature

Date

6/16/25
(mm / dd / yy)

Acknowledged By:

Employee Name


Julie Dean Bulatao
Printed Name & Signature

Date

06/16/2025
(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:

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

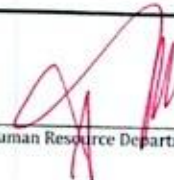
Reviewed by:

Approved Recommended Rate

Approved Recommended Position

Effectivity Date

mm / dd / yy


Human Resource Department

PER RATING	DESCRIPTION
90-100	Outstanding
75-89	Above Average
50-74	Average
49 below	Below Average

Passing Rate