



PERFORMANCE EVALUATION REPORT FORM

Name of Employee : ABAJETO JULIUS SEVILLA Date of Rating: 09/22/25
Family Name, First Name M. I. mm / dd / yy
Location (Kindly check) : Head Office ☒ Plant Department: BAGO PLANT
Rating Period : From mm / dd / yy To mm / dd / yy Plant: BAGO PLANT

Purpose of Rating : (Kindly check)
☒ Regular Rating ☐ Completion of Probationary / Qualification Period ☐ Promotion ☐ Others: _____

Instructions: Please review notes on Guide to Performance Appraisal before accomplishing this form.

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FACTORS	RATING				
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.	8
	Remarks :				
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.	35
	Remarks :				
3. INITIATIVE:	Always 9 to 10 pts.	Usually 7 to 8 pts.	Sometimes 5 to 6 pts.	Rarely 1 to 4 pts.	7
	Remarks :				
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.	8
	Remarks :				
5. COOPERATION:	Always cooperative 9 to 10 pts.	Usually cooperative 8 pts.	Sometimes cooperative 5 to 7 pts.	Rarely cooperative 1 to 4 pts.	8
	Remarks :				
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.	9
	Remarks :				
7. SAFETY AND / OR HOUSEKEEPING:	No record of accident/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 2infractions against our safety/ housekeeping rules 1 to 4 pts.	9
	Remarks :				
TOTAL					84

Previous Challenges and Accomplishments:

DIFFICULTY OBTAINING COMPLETE OR TIMELY SUPPORTING RECORDS FOR VERIFICATION

30 SEP 2025

Areas of Strengths:

30. IMMEDIATELY COUNTS & RECORD - REGULAR CYLE COUNTS; VALIDATION

Promptly INVESTIGATE AND RESOLVE

30. THE RESULTS OF INVESTIGATION & ANALYSIS

Areas of Weaknesses / Development:

SOMETIMES LACKS OF FLEXIBILITY

Rated By

Printed Name & Signature

Employee

Printed Name & Signature

Date

(mm / dd / yy)

of PER discussion with
Employee by Rater

Date

(mm / dd / yy)

of PER submitted by Ratee

COMPUTATIONS:

Approved by

Manly C. Uy

Date Signed

9/20/25

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 : _____

Reviewed by:

Human Resource Department

Approved Recommended Rate : _____

Approved Recommended Position : _____

Effectivity Date : _____
mm / dd / yy

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

Date Received	Date Completed	Remarks Signature