

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

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Justine Rei Tolentino Date of Rating: 10/7/2025 Date Hired: 7/17/2025
Position: HR Associate
Location: RGC Malabon Department: Human Resource
Rating Period: July 17-October 7, 2025
Purpose of Rating: 3rd month-Probationary Period

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 : She still needs more experience and exposure to the various facets of Human Resources to fully develop her skills in the field.				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	34
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks : Her work is done properly and submitted on schedule, showing strong time management and responsibility.				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	7
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks : She shows a strong sense of initiative by identifying what needs to be done and acting on it promptly.				
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 : She performs her tasks with commitment, even under pressure or with minimal supervision.				
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 : She fosters a positive work environment through her teamwork and cooperative attitude.				
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 : She maintains good attendance, with only occasional absences due to valid reasons.					
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	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks : Has not had any safety violations and works carefully to prevent risks.				
				TOTAL	84

RECEIVED

18 OCT 2025

Previous Challenges and Accomplishments:

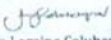
Although there were findings from DOLE during her time, she exerted all possible efforts to ensure full compliance with the requirements. She responded promptly, coordinated with the necessary departments, and took initiative to address the concerns responsibly.

Areas of Strengths:

Clearly identifies and addresses a challenge. Meets deadlines consistently.

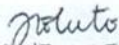
Areas of Weaknesses / Development:

As a fresh graduate, she is still in the early stages of gaining practical experience in the Human Resources field.

Rated By : 
Printed Name & Signature

Date : 10/07/2025
(mm / dd / yy)

Acknowledged By:

Employee Name : 
Printed Name & Signature

Date : 10/08/25
(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 : _____

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