



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

Regularization - Jan 13, 2026

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Justine Rei Tolentino Date of Rating: 12/4/2025 Date Hired: 7/17/2025
Position: HR Associate Department: Human Resource
Location: RGC Malabon
Rating Period: October 15, 2025 to December 4, 2025
Purpose of Rating: 5th month-Probationary Period

Instruction: Please review notes on Guide to performance appraisal before accomplishing this form

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RATING					POINTS
FACTORS					
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 : Improved a lot				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	37
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks : She consistently completes all her tasks on time.				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	8
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks : Independent, easy to follow instructions & reminders				
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 : Consistently seeks confirmation and asks questions when uncertain about the tasks she is performing.				
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/n the allowable no.or less.	With written warning/s	With one (1) day suspension	With 3 days suspension.	10
		(1st Offense)	(2nd Offense)	(3rd Offense)	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
Remarks : Always arrive early than scheduled time / No absent					
7. SAFETY AND / OR HOUSEKEEPING	No record of t/infracton. 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					90

Previous Challenges and Accomplishments:

Areas of Strengths:

Patient, diligent, and able to follow instructions well.

Clearly identifies and addresses a challenge. Meets deadlines consistently.

Areas of Weaknesses / Development:

Rated By : <u>Rosea Pillo</u> Printed Name & Signature Date : <u>12/04/2025</u> (mm / dd / yy)	Acknowledged By: <u>J. R. Tolentino</u> Employee Name : <u>JUJUTIE RE TOLENTINO</u> Printed Name & Signature Date : <u>12/04/25</u> (mm / dd / yy)								
RECOMMENDATIONS: 									
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PER RATING	DESCRIPTION
90-100	Outstanding
75-89	Above Average
50-74	Average
49 below	Below Average

Passing Rate