



## PERFORMANCE EVALUATION REPORT FORM

**Name of Employee:** Manguerra, Jhon Reybert V.      **Date of Rating:**      **Date Hired:** SEPTEMBER 18, 2025  
**Position:** Admin Associate      **Department:** ADMIN  
**Location:** SPI CALACA  
**Rating Period:** SEPTEMBER 2025 to FEBRUARY 2026  
**Purpose of Rating:** 5TH MONTH EVALUATION

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

| FACTORS                                 | RATING                                                          |                                                                                 |                                                                                 |                                                                                      | POINTS   |
|-----------------------------------------|-----------------------------------------------------------------|---------------------------------------------------------------------------------|---------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|----------|
| <b>1. KNOWLEDGE OF WORK</b>             | 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.                                           | 9 ✓      |
|                                         | 9 to 10 pts.                                                    | 7 to 8 pts.                                                                     | 5 to 6 pts.                                                                     | 1 to 4 pts.                                                                          |          |
|                                         | Remarks :                                                       |                                                                                 |                                                                                 |                                                                                      |          |
| <b>2. PRODUCTIVITY</b>                  | 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 :                                                       |                                                                                 |                                                                                 |                                                                                      |          |
| <b>3. INITIATIVE</b>                    | Always                                                          | Usually                                                                         | Sometimes                                                                       | Rarely                                                                               | 8 ✓      |
|                                         | 9 to 10 pts.                                                    | 7 to 8 pts.                                                                     | 5 to 6 pts.                                                                     | 1 to 4 pts.                                                                          |          |
|                                         | Remarks :                                                       |                                                                                 |                                                                                 |                                                                                      |          |
| <b>4. DEDICATION TO DUTY</b>            | 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 :                                                       |                                                                                 |                                                                                 |                                                                                      |          |
| <b>5. COOPERATION</b>                   | Always cooperative                                              | Usually cooperative                                                             | Sometimes cooperative                                                           | Rarely cooperative                                                                   | 9 ✓      |
|                                         | 9 to 10 pts.                                                    | 8 pts.                                                                          | 5 to 7 pts.                                                                     | 1 to 4 pts.                                                                          |          |
|                                         | Remarks :                                                       |                                                                                 |                                                                                 |                                                                                      |          |
| <b>6. ATTENDANCE &amp; PUNCTUALITY:</b> | Tardiness w/n the allowable no. or less.                        | With written warning/s                                                          | With one (1) day suspension                                                     | With 3 days suspension.                                                              | 7 ✓      |
|                                         |                                                                 | (1st Offense)                                                                   | (2nd Offense)                                                                   | (3rd Offense)                                                                        |          |
|                                         | 9 to 10 pts.                                                    | 7 to 8 pts.                                                                     | 5 to 6 pts.                                                                     | 1 to 4 pts.                                                                          |          |
| Remarks :                               |                                                                 |                                                                                 |                                                                                 |                                                                                      |          |
| <b>7. SAFETY AND / OR HOUSEKEEPING</b>  | 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 | 8 ✓      |
|                                         | 9 to 10 pts.                                                    | 8 pts.                                                                          | 5 to 7 pts.                                                                     | 1 to 4 pts.                                                                          |          |
|                                         | Remarks :                                                       |                                                                                 |                                                                                 |                                                                                      |          |
|                                         |                                                                 |                                                                                 |                                                                                 | <b>TOTAL</b>                                                                         | 27 jms ✓ |

Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:

Rated By:

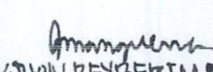
  
 Rhodilyn M. Castor  
 Printed Name & Signature

Date:

 2-21-26  
 (mm / dd / yy)

Acknowledged By:

Employee Name:

  
 John Reybert M. Aguierra  
 Printed Name & Signature

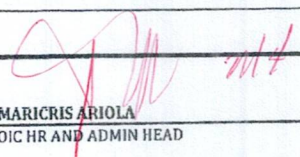
Date:

 02-29-26  
 (mm / dd / yy)

RECOMMENDATIONS:

Recommended for regularization and salary increase.

Approved by:

  
 Maricris Ariola  
 OIC HR AND ADMIN HEAD

Date Signed

mm / dd / yy

Approved by:

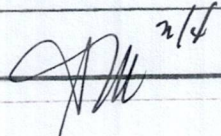
:

Date Signed

mm / dd / yy

President's Signature:

:

  
 n/d

Date Signed

mm / dd / yy

EMPLOYEE DETAILS:

 Date Hired: 09/18/25  
 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: \_\_\_\_\_

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