



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



PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Jonatahn Chico

Date of Rating: 2/17/2026

Date Hired: November 17, 2026

Position: RGC CABANATUAN

Location:

Department: Audit Department

Rating Period: January 18, 2026 - February 17, 2026

Purpose of Rating: 3rd rating

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 :				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	32
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks :				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	7
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks :				
4. DEDICATION TO DUTY	Always dedicated to duty.	Usually dedicated to duty.	Sometimes dedicated to duty.	Rarely responds to company needs.	8
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
5. COOPERATION	Always cooperative	Usually cooperative	Sometimes cooperative	Rarely cooperative	8
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
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 :				
7. SAFETY AND / OR HOUSEKEEPING	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 2infractons against our safety/ housekeeping rules	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
TOTAL					80

Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:

Rated By : <u>MANANSALA, RAVEN ANGELO P.</u> Printed Name & Signature Date : <u>02/17/26</u> (mm / dd / yy)	Acknowledged By: <u>JONATHAN CHICO</u> Printed Name & Signature Date : <u>02-26-26</u> (mm / dd / yy)
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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: _____	Amount of Increase: _____
mm / dd / yy		Date of Last Increase: _____
		mm / dd / yy
Date Appointed to Present Position: _____		New Rate: _____

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation	:		Reviewed by:	<u>[Signature]</u>
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