

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

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Jovert Centeno Date of Rating: 1/14/2026 Date Hired: 11/14/2025
Position: Plant Accountant 2
Location: RGC Cabanatuan Department: Audit Department
Rating Period: Dec 14, 2025 - January 14, 2026
Purpose of Rating: 2nd Month Performance Evaluation

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.	4
	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.	20
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks :				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	6
	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.	5
	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	5
	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 2 infractons against our safety/ housekeeping rules	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
TOTAL					58

RECEIVED

22 JAN 2026

Previous Challenges and Accomplishments:

Areas of Strengths:

On time pumasok, madalang ma late.

Madalang Umbasent

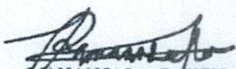
Areas of Weaknesses / Development:

Hindi pa kayang mag isa lalo na sa pag kuha ng gas gain/loss, kahit tinuro na ang mga dapat ituro. Na dedelay ang pag kuha ng gas gain/loss.

Madalang mag observe sa planta, walang daily observation na sinisend sa gc na binuo namin.

Hindi nag fofocus sa kung ano ang dapat gawin or pag may kailangan na gawin.

Rated By

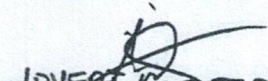

MANANSALA, RAVEN ANGELO P.
Printed Name & Signature

Date

1/14/26
(mm / dd / yy)

Acknowledged By:

Employee Name


JOSEPH P. DELA CRUZ
Printed Name & Signature

Date

01/21/26
(mm / dd / yy)

RECOMMENDATIONS:

Iwasan ang madalas na pag gamit ng cp lalo na sa oras ng trabaho na nag cause na pag kawala sa focus sa trabaho.

Absorb mabuti ang tinuturo para magkaroon ng maayos na progress.

for further evaluation after 1 month.

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:

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

:

Approved Recommended Position

:

Effectivity Date

:

mm / dd / yy

Human Resource Department

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

Passing Rate