



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

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: KEN CARLA C. LABRADA Date of Rating: Date Hired: 25/04/2024
Position: HR & ADMIN ASSOCIATE
Location: SPI MANDAUE, CEBU Department: HR
Rating Period:
Purpose of Rating: *REGULARIZATION*

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

Instruction: Please review notes on Guide to performance appraisal forms and complete 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.	8	
	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.	35	
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.		
	Remarks :					
3. INITIATIVE	Always	Usually	Sometimes	Rarely	9	
	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.	9	
	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	9	
	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	88	

Previous Challenges and Accomplishments:

Areas of Strengths:

Communicates clearly and professionally, both in writing and verbally.
Shows a strong attention to detail in all administrative tasks.

Areas of Weaknesses / Development:

Rated By

Printed Name & Signature

Date

04 / 22 / 25
(mm / dd / yy)

Acknowledged By:

Employee Name :

Printed Name & Signature

Date

(mm / dd / yy)

RECOMMENDATIONS:

Additional 1,000 / month

Approved by

Ma. Christina Cofm. Christina C.

Date Signed

4/22/25
mm / dd / yy

Approved by

Date Signed

mm / dd / yy

President's Signature

Date Signed

mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: 04/25/2024
mm / dd / yy

Present Rate: 15,500

Amount of Increase:

1,000 effective

Date of Last Increase:

04/25/2025

Date Appointed to Present Position:

New Rate:

16,500 pro

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

Previous Challenges and Accomplishments:

Areas of Strength:

Communication: Work with all departments both in writing and verbally.
Management: Good leadership and administrative skills.

Areas of Weaknesses / Development:

Princess Rodriguez
Princess Rodriguez

09/15/25

Approved By:

Employee Name: **KEN CARLOS LABRADOR**

Date:

09/15/25

Job Modification:

Additional 1,000/month

Approved By:

Mr. Christina Co/ Mr. Christoff

Date:

8/22/25

Approved By:

Date:

Approved By:

Date:

Job Modification:

Effective Date: 04/22/2024

Job Title:

Princess Rodriguez

15,500

Current Salary:

1,000

Effective Date:

Princess Rodriguez - 15,500

New Salary:

16,500 for

MANAGEMENT RESOURCE MANAGEMENT DEPARTMENT

Approved By:

Date:

Approved By:

Approved By:

Approved By:

DATE	DESCRIPTION
09/15/25	Princess Rodriguez
09/15/25	15,500
09/15/25	16,500
09/15/25	17,500

Princess Rodriguez