



PERFORMANCE EVALUATION REPORT FORM

Name of Employee: PEREZ, KHRIZTEL L. Date of Rating: Date Hired: March 5, 2025
Position: HR Associate
Location: SPI CALACA Department: Human Resources
Rating Period: June 2025 to August 2025
Purpose of Rating: 5th MONTH 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.	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.	98
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks:				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	8
	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/infraction 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 2 infractions against our safety/ housekeeping rules	10
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks:				
TOTAL					91 <i>for</i>

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03 SEP 2025

Previous Challenges and Accomplishments:

Areas of Strengths:

I have consistently observed her dedication and hard work in carrying out her responsibilities. I have also seen her become more open and collaborative with the team which has strengthened the group dynamics and made her a valuable member of the team.

Areas of Weaknesses / Development:

Continue to work on being more assertive and firm in decision-making as this will further enhance the leadership potential.

Rated By :

Jayce R. Manquita
Printed Name & Signature

Date :

08/21/25
(mm/dd/yy)

Acknowledged By:

Employee Name :

MA. KRISTEL PEREZ
Printed Name & Signature

Date :

08/21/25
(mm/dd/yy)

RECOMMENDATIONS:

for regularization Jayce R. Manquita

Additional Adjustment in salary since her salary is under the minimum wage.

Approved by :

MARICRIS ARIOLA, RPM
OIC/ HR and Admin Head

Date Signed

mm / dd / yy

Approved by :

Date Signed

mm / dd / yy

President's Signature :

Date Signed

mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: 03/05/25
mm / dd / yy

Present Rate: Confidential

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
49 below	Below Average

Passing Rate