



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

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: KIAN JOYCE I. NICOLAS Date of Rating: 06/13/2025 Date Hired: 01/15/2025
Position: RECRUITMENT ASSOCIATE
Location: MRC HEAD OFFICE Department: HUMAN RESOURCE
Rating Period: 04/16/2025 - 06/13/2025
Purpose of Rating: REGULARIZATION

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.	9
	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.	38
	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.	10
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
5. COOPERATION	Always	Usually	Sometimes	Rarely	9
	cooperative	cooperative	cooperative	cooperative	
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
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.	
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	10
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
TOTAL					94

ENDORSED

09 III 2025

Previous Challenges and Accomplishments:

Areas of Strengths:

Demonstrates strong dedication and integrity in performing recruitment tasks. Consistently upholds company values and adheres to ethical standards in talent acquisition process. She also shows promising leadership qualities and the ability to manage responsibilities effectively.

Areas of Weaknesses / Development:

Patience and Interpersonal Relationships: Needs to improve patience in dealing with co-workers and fellow HR Team members. Strengthening interpersonal skills and fostering a more collaborative, understanding approach in day-to-day interactions will support better teamwork and a positive work environment.

Rated By : MA. CHRISTINA G. CO - OIC/ASSISTANT HR HEAD
Printed Name & Signature
Date : 6/13/2025
(mm / dd / yy)

Acknowledged By: Kian Joyce Nicolas
Employee Name : Kian Joyce Nicolas
Printed Name & Signature
Date : 06/14/25
(mm / dd / yy)

RECOMMENDATIONS:

Overall, Kian is a valuable member of the HR Team, demonstrating reliability and strong work ethics in recruitment responsibilities. Continued development in strategic decision-making and team management would further strengthen her readiness for a future leadership role. With the right opportunities, she has the potential to grow into a leadership role within the team. Keep up the good work!

Additional P2,000 on her monthly salary

APPROVED

Approved by : [Signature] Date Signed : mm / dd / yy
Approved by : mm / dd / yy
President's Signature : mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: 01/15/2025 Present Rate: 17,000 Amount of Increase: 2,000
mm / dd / yy Date of Last Increase: mm / dd / yy
Date Appointed to Present Position: New Rate: 19,000

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation : FOR REGULARIZATION Reviewed by: [Signature]
Approved Recommended Rate : ADDITIONAL 2K Human Resource Department
Approved Recommended Position : SAME
Effectivity Date : 07/14/25
mm / dd / yy

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

Passing Rate