



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

## PERFORMANCE EVALUATION REPORT FORM

Name of Employee: KIANA MARIS M. VARLEZ Date of Rating: Date Hired: 04 March 2025  
Position: Admin/Receptionist Department: Admin  
Location: RGC H.O.  
Rating Period: March to May 2025  
Purpose of Rating: 2nd Month Assessment

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

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| 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.                                                              | 37 |        |
|                                 | 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                                                          | Usually                                                                         | Sometimes                                                                       | Rarely                                                                              | 10 |        |
|                                 | cooperative                                                     | cooperative                                                                     | cooperative                                                                     | cooperative                                                                         |    |        |
|                                 | 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.                                                             | 10 |        |
|                                 |                                                                 | (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 | 10 |        |
|                                 | 9 to 10 pts.                                                    | 8 pts.                                                                          | 5 to 7 pts.                                                                     | 1 to 4 pts.                                                                         |    |        |
|                                 | Remarks :                                                       |                                                                                 |                                                                                 |                                                                                     |    |        |
|                                 |                                                                 |                                                                                 |                                                                                 | TOTAL                                                                               | 94 |        |

Previous Challenges and Accomplishments:

Areas of Strengths:

Efficient, flexible, organized

Areas of Weaknesses / Development:

Rated By :

Printed Name & Signature

Date :

( mm / dd / yy )

Acknowledged By:

Employee Name :

Printed Name & Signature

Date :

( mm / dd / yy )

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:

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 :

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