



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

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: KIM RUSSEL ZAMORA Date of Rating: 1/4/2024 Date Hired: 12/4/2023
Position: SENIOR LABOR RELATION ASSOCIATE
Location: HEAD OFFICE Department: HRD
Rating Period: Dec - 04- Jan 04, 2024
Purpose of Rating: Poor Performance

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.	15
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks :				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	7
	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	Usually	Sometimes	Rarely	5
	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.	4
		(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/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 2infractions against our safety/ housekeeping rules	7
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
TOTAL				62	

Previous Challenges and Accomplishments:

Areas of Strengths:

KNOWLEDGE OF LABOR LAWS

Areas of Weaknesses / Development:

LACK OF COORDINATION
UNPRODUCTIVE AND FAILURE TO MEET DEADLINES

Rated By

MARIKIS ARIDON
Printed Name & Signature

Date

01-04-24
(mm / dd / yy)

Acknowledged By:

Employee Name

KIM ROSEL ZAMORA
Printed Name & Signature

Date

01 04 24
(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:

Human Resource Department

Approved Recommended Rate

: _____

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

Lhemmmuel M. Fiesta MD, DPPS

Physician

Fiesta Clinic, St. Francis Pharmacy stall #13-14 Sentro Wet and Dry Market,
NLEX Valenzuela Exit, Paso De Blas Valenzuela City

Clinic / Hospital affiliations:

Valenzuela City Emergency Hospital
G. Lazaro St., Dalandanan, Valenzuela City

Meycauayan Doctors Hospital
Banga, Meycauayan, Bulacan

ACE Medical Center
McArthur Highway, Malanday
Valenzuela City

Contact numbers: 0933-8291225 • (02) 475-7853

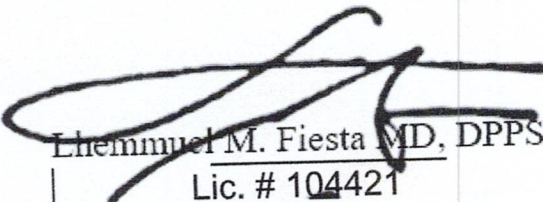
December 29, 2023

This is to certify that Kim Russel Zamora a 27/M with a residence address at #33 J. Ramos Street, Caloocan City, has been seen and examined at Fiesta Clinic and diagnosed with the following remarks:

Systemic Viral Infection

(at the time of examination)

The patient is advised to rest for 5 days. Please call the undersigned for any concerns about this certificate.


Lhemmmuel M. Fiesta MD, DPPS

Lic. # 104421
PTR # 2063890

RECEIVED

03 JAN 2024

