



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

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: KRIS PEARL MAE PAR Date of Rating: 3/20/2024 Date Hired: 11/8/2023
Position: ACCOUNTING ASSOCIATE
Location: MRC Head Office Department: Accounting
Rating Period: Dec 2023 - Feb 2024
Purpose of Rating: 3rd 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.	9
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks: Excellent in doing all our billings. We were able to recover financially last year due to her accomplishing all backlogs				
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: Absences have affected her ability to deliver billings early				
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.	7
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks: Had consecutive absences				
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: Sometimes helps Analyan in collection				
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/n the allowable no. or less.	With written warning/s	With one (1) day suspension	With 3 days suspension.	7
		(1st Offense)	(2nd Offense)	(3rd Offense)	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
Remarks: Consecutive absences and lates					
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 2 infractons against our safety/ housekeeping rules	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks:				
Previous Challenges and Accomplishments:				TOTAL	84

Areas of Strengths:

Her quick pick-up of the knowledge required for an AR specialist really helped us recover financially last year. She was able to finish all backlogs left by the previous AR specialist in one month.

Areas of Weaknesses / Development:

Absences and tardiness have lessened her ability to do more and be able to help her teammates

Rated By :

Printed Name & Signature

Date :

03-22-24

(mm / dd / yy)

Acknowledged By:

Employee Name :

Printed Name & Signature

Date :

4/15/24

(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:

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