



PERFORMANCE EVALUATION REPORT FORM

Name of Employee: **KRISHA MAE CRAIG** Date of Rating: **9/25/2025** Date Hired: **JULY 9, 2025**
 Position: **HR ASSOCIATE**
 Location: **BAGO PLANT** Department: **HUMAN RESOURCE**
 Rating Period: **3RD MONTH**
 Purpose of Rating: **PROBATIONARY**

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

FACTORS	RATING				POINTS
	Has exceptional knowledge of his own/related work. 9 to 10 pts.	Has required knowledge of own & related work. 7 to 8 pts.	Has required knowledge of own work only. 5 to 6 pts.	Needs additional instruction and guidance. 1 to 4 pts.	
1. KNOWLEDGE OF WORK	☒ 9 to 10 pts. Remarks: QUICK TO LEARN AND APPLY NEW INFO. SHOWING GOOD GRASP OF RESPONSIBILITIES.	☐ 7 to 8 pts.	☐ 5 to 6 pts.	☐ 1 to 4 pts.	8
2. PRODUCTIVITY	☒ Usually exceeds standards. 36 to 40 pts.	☐ Meets standards. 30 to 35 pts.	☐ Seldom meets standards. 20 to 29 pts.	☐ Never meets standards. 1 to 19 pts.	76
3. INITIATIVE	☒ Always 9 to 10 pts.	☐ Usually 7 to 8 pts.	☐ Sometimes 5 to 6 pts.	☐ Rarely 1 to 4 pts.	10
4. DEDICATION TO DUTY	☒ Always dedicated to duty. 9 to 10 pts.	☐ Usually dedicated to duty. 8 pts.	☐ Sometimes dedicated to duty. 5 to 7 pts.	☐ Rarely responds to company needs. 1 to 4 pts.	9
5. COOPERATION	☒ Always cooperative 9 to 10 pts.	☐ Usually cooperative 8 pts.	☐ Sometimes cooperative 5 to 7 pts.	☐ Rarely cooperative 1 to 4 pts.	9
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/n the allowable no or less. 9 to 10 pts.	☐ With written warning/s (1st Offense) 7 to 8 pts.	☒ With one (1) day suspension (2nd Offense) 5 to 6 pts.	☐ With 3 days suspension. (3rd Offense) 1 to 4 pts.	6
7. SAFETY AND / OR HOUSEKEEPING	☒ No record of t/infracton against our safety/ housekeeping rules 9 to 10 pts.	☐ No record of accident but w/ 1 infracton against our safety/ housekeeping rules 8 pts.	☐ No record of accident but w/ 2 infracton against our safety/ housekeeping rules 5 to 7 pts.	☐ Had an accident or had more than 2infractons against our safety/ housekeeping rules 1 to 4 pts.	9
Remarks: ADHERES WELL TO SAFETY PROTOCOLS					
TOTAL					87

Previous Challenges and Accomplishments:

Areas of Strengths:
HIGHLY PROACTIVE AND SELF-MOTIVATED. SHE IS RELIABLE AND COMMITTED TO OMBUS.

Areas of Weaknesses / Development:
NEEDS TO IMPROVE CONSISTENCY IN ATTENDANCE. OUTPUT IS STEADY BUT COULD IMPROVE W/ BETTER TIME MANAGEMENT.

Rated By

Handwritten Signature
JOSEPH MANTERIZ
Printed Name & Signature

Date

9/25/25
(mm / dd / yy)

Acknowledged By

Employee Name

Handwritten Signature
KRISHNA MAE CAAAOY
Printed Name & Signature

Date

9/25/25
(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:

Handwritten Signature
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