



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

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Kristine Mae Jardin Date of Rating: 4/9/2026 Date Hired: 3/12/2026
Position: HR Associate
Location: Pinnacle Gas Corporation Department: Human Resource
Rating Period: March 12, 2026 to April 9, 2026
Purpose of Rating: 1st 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.	6
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks : She still needs more experience and exposure to the various facets of Human Resources to fully develop her skills in the field.				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	30
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks : She is trying to catch up with other pending tasks.				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	8
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks : She is trying to learn her tasks quickly, even though sometimes she doesn't immediately grasp what is being explained to her.				
4. DEDICATION TO DUTY	Always dedicated to duty.	Usually dedicated to duty.	Sometimes dedicated to duty.	Rarely responds to company needs.	8
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks : She performs her tasks with commitment, even under pressure or with minimal supervision.				
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 : Communicate with co-workers in a respectful manner.				
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 : Always arrive early than scheduled time					
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	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks : Follow safety rules & implement also to employees				
TOTAL				80	

Previous Challenges and Accomplishments:

She is gradually catching up with the pending items in Pinnacle, particularly the IRs, NTEs, and NODs.
She responded promptly, coordinated with the necessary departments, and took initiative to address the concerns responsibly.

Areas of Strengths:

Industrious and diligent.

Areas of Weaknesses / Development:

In handling the cases, needs more information & evidence to have solid proof for incidents. Expand understanding of situations.
As a new in field as HR, she is still in the early stages of gaining practical experience in the Human Resources field.

Rated By : <u>Rowena Pillo</u> Printed Name & Signature	Acknowledged By:
Date : <u>04/9/26</u> (mm / dd / yy)	Employee Name : <u>Kristine Mai Jordin</u> Printed Name & Signature
	Date : <u>4/11/2026</u> (mm / dd / yy)

RECOMMENDATIONS:

keep up the Good Start

Approved by : MARY ANN BLAS **Date Signed** April 11, 2026
mm / dd / yy

Approved by : _____ **Date Signed** _____
mm / dd / yy

President's Signature : _____ **Date Signed** _____
mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: _____ **Present Rate:** _____
mm / dd / yy

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