



22nd Floor Strata 100, T. Orlina Jr. Road, San Antonio, Pang City
610 06 40 Loc 106

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: **PODASABES, KIBEL ANDREW MARQUEZ** Date of Rating: **1/14/2026** Date Hired: **11/17/2025**
Position: **Inventory Controller**
Location: **Pagbilao Plant** Department: **Accounting - Audit**
Rating Period: **11-17-2025 - 1/14/2026**
Purpose of Rating: **2ND MONTH ASSESSMENT**

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.	7
	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.	30
	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.	8
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks:				
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:				
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/n the allowable no. or less.	With written warning/s	With one (1) day suspension	With 3 days suspension.	8
		(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 2 infractons against our safety/ housekeeping rules	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks: magaling filing ng mga report				
TOTAL					80

RECEIVED

22 JAN 2026

Previous Challenges and Accomplishments

Areas of Strengths

Areas of Weaknesses / Development:
 construction of report
 short information of report that need to improve

Rated By: John April Joyoso
 Printed Name & Signature

Date: 1/19/26
 (mm/dd/yy)

Acknowledged By

Employee Name: RJELL ANDREW DONASALES
 Printed Name & Signature

Date: 1/19/26
 (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: _____ 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

PERCENT	DESCRIPTION
90-100	Outstanding
75-89	Above Average
50-74	Average
49 and below	Below Average