

## PERFORMANCE EVALUATION REPORT FORM

Name of Employee : **ESTILO LALAINÉ VALENTINO** Date of Rating: **04/11/26**  
 Family Name, First Name M. I. mm / dd / yy  
 Location (Kindly check) : ☐ Head Office ☒ Plant Department: **HUMAN RESOURCE**  
 Rating Period From: **01/12/2026** To: **04/11/2026** Plant: **RGC ISABELA**  
 mm / dd / yy mm / dd / yy  
 Purpose of Rating : (Kindly check)  
☐ Regular Rating ☒ Completion of Probationary / Qualification Period

Instructions: 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.<br>9 to 10 pts.                                                  | Has required knowledge of own&related work.<br>7 to 8 pts.                                 | Has required knowledge of own work only.<br>5 to 6 pts.                                         | Needs additional instruction and guidance.<br>1 to 4 pts.                                           | 5      |
|                                  | Remarks : need more effort to improve her knowledge in different facet of hr only focus on payroll and recruitment. |                                                                                            |                                                                                                 |                                                                                                     |        |
| 2. PRODUCTIVITY:                 | Usually exceeds standards.<br>36 to 40 pts.                                                                         | Meets standards.<br>30 to 35 pts.                                                          | Seldom meets standards.<br>20 to 29 pts.                                                        | Never meets standards.<br>1 to 19 pts.                                                              | 20     |
|                                  | Remarks : She was able to cope with the assigned task but too slow and late submission. Need to improved            |                                                                                            |                                                                                                 |                                                                                                     |        |
| 3. INITIATIVE:                   | Always<br>9 to 10 pts.                                                                                              | Usually<br>7 to 8 pts.                                                                     | Sometimes<br>5 to 6 pts.                                                                        | Rarely<br>1 to 4 pts.                                                                               | 5      |
|                                  | Remarks : she know her task and priorities but always need to remind her to remember                                |                                                                                            |                                                                                                 |                                                                                                     |        |
| 4. DEDICATION TO DUTY:           | Always dedicated to duty.<br>9 to 10 pts.                                                                           | Usually dedicated to duty.<br>8 pts.                                                       | Sometimes dedicated to duty.<br>5 to 7 pts.                                                     | Rarely responds to company needs.<br>1 to 4 pts.                                                    | 4      |
|                                  | Remarks : she show willingness & commitment to any task assigned to her but lacking on effort to finish it on time. |                                                                                            |                                                                                                 |                                                                                                     |        |
| 5. COOPERATION:                  | Always cooperative<br>9 to 10 pts.                                                                                  | Usually cooperative<br>8 pts.                                                              | Sometimes cooperative<br>5 to 7 pts.                                                            | Rarely cooperative<br>1 to 4 pts.                                                                   | 5      |
|                                  | Remarks : can engage on effective communication late on noticing her head                                           |                                                                                            |                                                                                                 |                                                                                                     |        |
| 6. ATTENDANCE & PUNCTUALITY:     | Tardiness w/in the allowable no.or less.<br>9 to 10 pts.                                                            | With written warning/s (1st Offense)<br>7 to 8 pts.                                        | With one (1) day suspension (2nd Offense)<br>5 to 6 pts.                                        | With 3 days suspension. (3rd Offense)<br>1 to 4 pts.                                                | 7      |
|                                  | Remarks : have record of minimal tardiness                                                                          |                                                                                            |                                                                                                 |                                                                                                     |        |
| 7. SAFETY AND / OR HOUSEKEEPING: | No record of accident/infraction against our safety/ housekeeping rules.<br>9 to 10 pts.                            | No record of accident but w/ 1 infraction against our safety/ housekeeping rules<br>8 pts. | No record of accident but w/ 2 infraction against our safety/ housekeeping rules<br>5 to 7 pts. | Had an accident or had more than 2infractions against our safety/ housekeeping rules<br>1 to 4 pts. | 9      |
|                                  | Remarks : no records of any safety violation                                                                        |                                                                                            |                                                                                                 |                                                                                                     |        |
|                                  |                                                                                                                     |                                                                                            |                                                                                                 | TOTAL                                                                                               | 55     |

Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Rated By Sheena Joy Guzman  
 Printed Name & Signature

Employee LALOINE ESTILO  
 Printed Name & Signature

Date 4/11/2026  
 ( mm / dd / yy )  
 of PER discussion with  
 Employee by Rater

Date 04/11/26  
 ( mm / dd / yy )  
 of PER submitted by Ratee

COMPUTATIONS:

EXPECTING FOR MORE IMPROVEMENT  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Approved by

Mary Ann Blas

Date Signed

4/11/24  
 mm / dd / yy

Approved by

Date Signed

mm / dd / yy

President's Signature

Date Signed

mm / dd / yy

EMPLOYEE DETAILS:

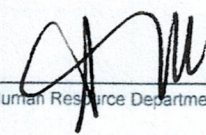
Date Hired: 07/17/2025 Present Rate: \_\_\_\_\_  
 mm / dd / yy  
 Date Appointed  
 to Present Position: HR-Associate

Amount of  
 Increase: \_\_\_\_\_  
 Date of Last  
 Increase: \_\_\_\_\_  
 mm / dd / yy  
 New Rate: \_\_\_\_\_

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation : \_\_\_\_\_

Reviewed by:

4/15  
  
 Human Resource Department

Approved Recommended Rate : \_\_\_\_\_

Approved Recommended Position : \_\_\_\_\_

Effectivity Date : \_\_\_\_\_  
 mm / dd / yy

P2

| PER RATING | DESCRIPTION   |
|------------|---------------|
| 90-100     | Outstanding   |
| 75-89      | Above Average |
| 50-74      | Average       |
| 49 below   | Below Average |

| Date Received | Date Completed | Remarks Signature |
|---------------|----------------|-------------------|
|               |                |                   |
|               |                |                   |
|               |                |                   |