



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

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: LENIE ROSE M. LAGURAS Date of Rating: 10/26/2024 Date Hired: 08/28/2024
Position: HR SUPERVISOR
Location: SPI CALACA Department: HRD
Rating Period: 08/28/2024 - 10/26/2024
Purpose of Rating: 2ND 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.	4/7
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks: As supervisor she is expected to lead, monitor & do her job well, but unfortunately she needs guidance even on simple & basic task of an HR.				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	19/32
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks: supervisor handles all HR-related tasks, but Lenie only focused on 1 area and did not able to do her own job.				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	6/9
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks: she has initiative sometimes & thinks of some ways to improve the process.				
4. DEDICATION TO DUTY	Always dedicated to duty.	Usually dedicated to duty.	Sometimes dedicated to duty.	Rarely responds to company needs.	68
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks: she is somehow dedicated to work as she make some efforts if instructed.				
5. COOPERATION	Always	Usually	Sometimes	Rarely	7/9
	cooperative	cooperative	cooperative	cooperative	
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
Remarks: she cooperates w/ the team & follow instruction of superiors.					
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/n the allowable no. or less.	With written warning/s	With one (1) day suspension	With 3 days suspension.	Agree 6 L. Lag
		(1st Offense)	(2nd Offense)	(3rd Offense)	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
Remarks: she has 9 absences w/ 2 months.					
7. SAFETY AND / OR HOUSEKEEPING	No record of t/infraction against our safety/ housekeeping rules	No record of accident but w/ 1 infringement against our safety/ housekeeping rules	No record of accident but w/ 2 infringement against our safety/ housekeeping rules	Had an accident or had more than 2infractions against our safety/ housekeeping rules	9 - pending rec 10 it workplace is dirty
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks: No record of violation but her work station is not that neat & tidy. Always report hazard incident & always call attention of utility if workplace is dirty.				
TOTAL				57	

Previous Challenges and Accomplishments:

claims that she focused on recruitment that her other tasks are organizational. She needs time management & needs additional instruction & guidance

Areas of Strengths:

Areas of Weaknesses / Development:

Knowledge & familiarity on basic HR tasks
Time management
How to manage the team

Rated By : [Signature]
Printed Name & Signature

Date : _____
(mm / dd / yy)

Acknowledged By:

Employee Name : S. Razons
Printed Name & Signature

Date : Nov. 05 2024
(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: 08/28/24 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