



PERFORMANCE EVALUATION REPORT FORM

Name of Employee:	DE BELEN, LEO L.	Date of Rating:	Date Hired:	JANUARY 15, 2025
Position:	FIELD UTILITY			
Location:	SPI CALACA	Department:	SMC	
Rating Period:	JULY 2025 - AUGUST 2025			
Purpose of Rating:	REGULARIZATION			

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.	8
	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	8
	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	8
	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.	
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	8
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
TOTAL				78	

RECEIVED

04 SEP 2025

Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:

Rated By

: Jaime Mantong
Printed Name & Signature

Date

:
(mm / dd / yy)

Acknowledged By:

Employee Name

: Leo DeBelen
Printed Name & Signature

Date

: 09-26-25
(mm / dd / yy)

RECOMMENDATIONS:

Approved by

: MIGUELITO BERNAL JR
GENERAL MANAGER

Date Signed

:
mm / dd / yy

Approved by

:

Date Signed

:
mm / dd / yy

President's Signature

:

Date Signed

:
mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: 01/15/25
mm / dd / yy

Present Rate: 540.00/DAILY

Amount of Increase:

:
mm / dd / yy

Date of Last Increase:

:
mm / dd / yy

Date Appointed to Present Position: _____

New Rate: _____

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation

: _____

Reviewed by:

9/26/25
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