

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: **LINARD ALFANTE**

Date of Rating: **Aug. 21, 2024**

Date Hired: **MAY 20, 2024**

Position: **INVENTORY CONTROLLER**

Location: **SAN FERNANDO PLANT**

Department:

Rating Period:

Purpose of Rating: **3 months**

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:				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	25
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks:				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	5
	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.	5
	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	5
	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.	9
		(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 1 infraction against our safety / housekeeping rules	No record of accident but w/ 1 infraction against our safety / housekeeping rules	No record of accident but w/ 2 infraction against our safety / housekeeping rules	Had an accident or had more than 2 infractions against our safety / housekeeping rules	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks:				
TOTAL					64

Previous Challenges and Accomplishments:

Sebelum ini saya telah menerima beberapa tugas yang diberikan oleh atasan saya. Saya telah menyelesaikannya dengan baik dan tepat waktu. Saya juga telah membantu rekan-rekan saya dalam menyelesaikan tugas-tugas mereka.

Areas of Strengths:

Saya memiliki kemampuan yang baik dalam menyelesaikan tugas-tugas yang diberikan. Saya juga memiliki kemampuan yang baik dalam berkomunikasi dengan rekan-rekan saya. Saya juga memiliki kemampuan yang baik dalam bekerja sama dengan rekan-rekan saya.

Areas of Weaknesses / Development:

Saya masih perlu meningkatkan kemampuan saya dalam menyelesaikan tugas-tugas yang diberikan. Saya juga perlu meningkatkan kemampuan saya dalam berkomunikasi dengan rekan-rekan saya. Saya juga perlu meningkatkan kemampuan saya dalam bekerja sama dengan rekan-rekan saya.

Rated By : <u>[Signature]</u> Printed Name & Signature Date : <u>08/11/2024</u> (mm / dd / yy)	Acknowledged By: <u>[Signature]</u> Employee Name : <u>Lina Dina Alfiah</u> Printed Name & Signature Date : <u>09/11/2024</u> (mm / dd / yy)
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RECOMMENDATIONS:

Approved by : <u>[Signature]</u>	Date Signed : <u>8/11/24</u> 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

PERCENTAGE	DESCRIPTION
95-100	Outstanding
75-95	Above Average
50-75	Average
65 Below	Below Average

Passing Rate

PERFORMANCE EVALUATION REPORT FORM

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Position: **INVENTORY CONTROLLER**
Location: **SAN FERNANDO PLANT**
Rating Period:
Purpose of Rating: **3 months**

Date of Rating: **AUG. 21, 2024** Date Hired: **MAY 20, 2024**
Department:

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		(1st Offense)	(2nd Offense)	(3rd Offense)	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
SAFETY AND / OR HOUSEKEEPING	No record of t/Infraction against our safety/ housekeeping rules	No record of accident but w/ 1 Infraction against our safety/ housekeeping rules	No record of accident but w/ 2 Infraction against our safety/ housekeeping rules	Had an accident or had more than 2 infractions against our safety/ housekeeping rules	9
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	Remarks :				
TOTAL					64

Previous Challenges and Accomplishments:

SEKOLAH NAMA PD SIVADAT MASTPAT SIVP NAG KUKHRA SIVB KUNG ANO MGA
 ITINUKKO, PERLO NGAYON MALOS KALUKABAN UTURAN MO PD NO ANG GAGAWIN

Areas of Strengths:

PAG INUTURAN MO NIKAY NABAN TUTUK SIVB SA TRAGATTO PERU PAG
 NAKIKITA KUNA SIVB NAKIKITAG INUTURAN NABAN NAKIKITAG NABAN
 NA PLIN NIVB NAKIKITA YURU MGA TANGKE NA BINTARABA OR MGA TUMBANG MO
 KUNG NAMA BA.

Areas of Weaknesses / Development:

NGAYON MGA NAKIKITAG ARAW PANSIN MO PD NA PALALISIVAN NABA TABLE
 NG SIKKMAN NAKIKITAG SAKA NABAN SIVB YUMATAYO PAG NAKITA NIVB NA ANG NA
 AAL NABAN NABA SA PLATPORM.

Rated By : <u>BHEMMA MADA</u> Printed Name & Signature Date : <u>08 21 24</u> (mm / dd / yy)	Acknowledged By: _____ Employee Name : _____ Printed Name & Signature Date : _____ (mm / dd / yy)
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RECOMMENDATIONS:

Approved by	: <u></u>	Date Signed	: <u>8/22/24</u> mm / dd / yy
Approved by	: _____	Date Signed	: _____ mm / dd / yy
President's Signature	: _____	Date Signed	: _____ mm / dd / yy

EMPLOYEE DETAILS:

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