



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

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: LORICA JANE PUIG Date of Rating: Date Hired: October 14, 2024
Position: Customer Service Representative
Location: RGC H.O. Department: CSR
Rating Period: October 2024 to January 2025
Purpose of Rating: 3rd 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.	5
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks: Hindi pa maraming sa ibang task				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	34 <i>Endo</i>
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks: Mabagal minsan sa pag gawa o pasa ng Report				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	5
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks: Kailangan pang sabihin kung Anong gagawin				
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: Palaging uma-absent, kahit hindi reasonable ang paalam				
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: Sometimes cooperative				
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/n the allowable no. or less.	With written warning/s	With one (1) day suspension	With 3 days suspension.	10
		(1st Offense)	(2nd Offense)	(3rd Offense)	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
Remarks: maging pumapasok					
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	10
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks: Maayos at Malinis sa Call Center Room				
				TOTAL	74 <i>Endo</i>

Previous Challenges and Accomplishments:

Areas of Strengths:

GENERAL

Areas of Weaknesses / Development:

- SENSITIVE
- PARANOID

Rated By : <u>[Signature]</u> Printed Name & Signature Date : <u>02/03/2025</u> (mm / dd / yy)	Acknowledged By: Employee Name : <u>Lorica Jane Ruiz</u> Printed Name & Signature Date : <u>Feb; 04, 2025</u> (mm / dd / yy)
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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: _____	Amount of Increase: _____
mm / dd / yy		
Date Appointed to Present Position: _____		Date of Last Increase: _____
		mm / dd / yy
		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