



PERFORMANCE EVALUATION REPORT FORM

Name of Employee: LOWEJA KASANDRA GOLOSOSO
Position: HR ASSOCIATE
Location: RGC-CALOOCAN
Rating Period: July 01, 2025 - September 30, 2025
Purpose of Rating: 3 Months Evaluation
Date of Rating: September 12, 2025
Date Hired: June 30, 2025
Department: HR DEPARTMENT

Instruction: Please review notes on Guide to performance appraisal before accomplishing this form.

FACTORS	RATING				POINTS
	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.	
1. KNOWLEDGE OF WORK	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	8 PTS
Remarks : Already knowledgeable about the job but just needs to double-check the work to avoid mistakes					
2. PRODUCTIVITY	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	30 PTS
Remarks : Hardworking and shows a desire to learn					
3. INITIATIVE	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	8 PTS
Remarks : Performs tasks well and takes initiative, but should learn to ask questions about things you unsure of to avoid mistakes					
4. DEDICATION TO DUTY	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	8 PTS
Remarks : You can clearly see that she enjoys the work she is doing					
5. COOPERATION	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	9 PTS
Remarks : Shows good cooperation, especially when documents are needed she sent right away. Tasks assigned are completed and updated.					
6. ATTENDANCE & PUNCTUALITY:	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	7 PTS
Remarks : Sometimes late, but not often					
7. SAFETY AND / OR HOUSEKEEPING	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	10 PTS
Remarks : Following the safety rules, not violating anything so far					
TOTAL					80 PTS

RECEIVED
 23 SEP 2025

Acknowledge by: Loweja Kasandra Golososo 9/12/25

Challenges and Accomplishments:

Pending IRs are being addressed; just make sure to follow up to prevent backlogs. She also stays updated, new IRs are completed on time. Payroll and mandatory tasks are also done on time.

Areas of Strengths:

Shows the ability to communicate well with others and remains calm even when dealing with difficult employees

Areas of Weaknesses / Development:

All assigned tasks are being completed. Just make sure to observe cleanliness in your area, especially with documents. If they can be filed immediately, do so to avoid clutter.

Rated By

: FLORIZEL CABERTE
Printed Name & Signature

Date

: 09/12/25
(mm / dd / yy)

Acknowledged By:

Employee Name :

LOWEY GABRIELA
Printed Name & Signature

Date

: 09/12/25
(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:

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