



PERFORMANCE EVALUATION REPORT FORM

Name of Employee: BINAR, LUCIANO B. JR **Date of Rating:** **Date Hired:** JANUARY 10, 2025
Position: AUTO-DENTER
Location: SPI CALACA **Department:** SMC
Rating Period: MAY 2025 TO JUNE 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.	9
	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.	35
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks :				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	9
	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.	9
	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	9
	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.	
Remarks :					
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	8
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
TOTAL					87

RECEIVED

04 SEP 2025

Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:

Rated By: <u>Jaime Mantong</u>  Printed Name & Signature Date: _____ (mm / dd / yy)	Acknowledged By: Employee Name: <u>Luciano Bernal Jr</u> Printed Name & Signature Date: <u>07/18/25</u> (mm / dd / yy)
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RECOMMENDATIONS:

Approved by	:	<u>MIGUELITO BERNAL JR</u>	Date Signed	_____
		GENERAL MANAGER		mm / dd / yy
Approved by	:	_____	Date Signed	_____
				mm / dd / yy
President's Signature	:	_____	Date Signed	_____
				mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: 01/10/25 Present Rate: 26,000/MONTHLY
mm / dd / yy

Date Appointed to Present Position: _____

Amount of Increase: _____

Date of Last Increase: _____

mm / dd / yy

New Rate: _____

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation	:	_____	Reviewed by:	<u></u>
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