

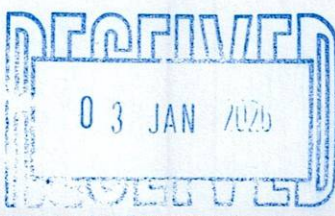


## PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Collado, Lemuel Date of Rating: 12/4/25 Date Hired: MAY 14, 2025  
 Position: Bullet/Hustling Driver  
 Location: SPT CALACA Department: LOGISTICS  
 Rating Period: MAY 2025 TO OCTOBER 2025  
 Purpose of Rating: 5TH MONTH EVALUATION

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<br>9 to 10 pts             | Has required knowledge of own & related work<br>7 to 8 pts                               | Has required knowledge of own work only<br>5 to 6 pts                                         | Needs additional instruction and guidance<br>1 to 4 pts                                            | 8      |
|                                 | Remarks:                                                                       |                                                                                          |                                                                                               |                                                                                                    |        |
| 2. PRODUCTIVITY                 | Usually exceeds standards<br>36 to 40 pts                                      | Meets standards<br>30 to 35 pts                                                          | Seldom meets standards<br>20 to 29 pts                                                        | Never meets standards<br>1 to 19 pts                                                               | 30     |
|                                 | Remarks:                                                                       |                                                                                          |                                                                                               |                                                                                                    |        |
| 3. INITIATIVE                   | Always<br>9 to 10 pts                                                          | Usually<br>7 to 8 pts                                                                    | Sometimes<br>5 to 6 pts                                                                       | Rarely<br>1 to 4 pts                                                                               | 8      |
|                                 | Remarks:                                                                       |                                                                                          |                                                                                               |                                                                                                    |        |
| 4. DEDICATION TO DUTY           | Always dedicated to duty<br>9 to 10 pts                                        | Usually dedicated to duty<br>8 pts                                                       | Sometimes dedicated to duty<br>5 to 7 pts                                                     | Rarely responds to company needs<br>1 to 4 pts                                                     | 7      |
|                                 | Remarks:                                                                       |                                                                                          |                                                                                               |                                                                                                    |        |
| 5. COOPERATION                  | Always cooperative<br>9 to 10 pts                                              | Usually cooperative<br>8 pts                                                             | Sometimes cooperative<br>5 to 7 pts                                                           | Rarely cooperative<br>1 to 4 pts                                                                   | 7      |
|                                 | Remarks:                                                                       |                                                                                          |                                                                                               |                                                                                                    |        |
| 6. ATTENDANCE & PUNCTUALITY:    | Fairness w/n the allowable no or less<br>9 to 10 pts                           | With written warning/s<br>(1st Offense)<br>7 to 8 pts                                    | With one (1) day suspension<br>(2nd Offense)<br>5 to 6 pts                                    | With 3 days suspension<br>(3rd Offense)<br>1 to 4 pts                                              | 7      |
|                                 | Remarks:                                                                       |                                                                                          |                                                                                               |                                                                                                    |        |
| 7. SAFETY AND / OR HOUSEKEEPING | No record of t/infracton against our safety/ housekeeping rules<br>9 to 10 pts | No record of accident but w/ 1 infracton against our safety/ housekeeping rules<br>8 pts | No record of accident but w/ 2 infracton against our safety/ housekeeping rules<br>5 to 7 pts | Had an accident or had more than 2 infractons against our safety/ housekeeping rules<br>1 to 4 pts | 9      |
|                                 | Remarks:                                                                       |                                                                                          |                                                                                               |                                                                                                    |        |
| TOTAL                           |                                                                                |                                                                                          |                                                                                               |                                                                                                    | 76     |



Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:

Rated By: Robert Solivio  
 Printed Name & Signature  
 Date: 1-2-25  
 (mm / dd / yy)

Acknowledged By: [Signature]  
 Employee Name: LOVELL ROBERT  
 Printed Name & Signature  
 Date: 12/10/25  
 (mm / dd / yy)

RECOMMENDATIONS:

Approved by: ALVIN JHON B. FOENAL Date Signed: \_\_\_\_\_  
 LOGISTICS MANAGER mm / dd / yy

Approved by: MARICRIS ARIOLA Date Signed: \_\_\_\_\_  
 OIC HR AND ADMIN HEAD mm / dd / yy

President's Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_  
 mm / dd / yy

EMPLOYEE DETAILS

Date Hired: 05/14/25 Present Rate: 700/day  
 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: [Signature]

Approved Recommended Rate: \_\_\_\_\_

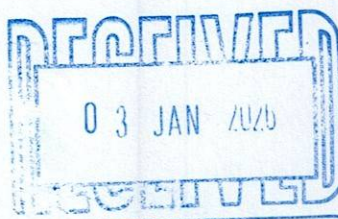
Human Resource Department

Approved Recommended Position: \_\_\_\_\_

Effectivity Date: \_\_\_\_\_  
 mm / dd / yy

| PERCENTAGE | DESCRIPTION   |
|------------|---------------|
| 90-100     | Outstanding   |
| 75-89      | Above Average |
| 50-74      | Average       |
| 49 below   | Below Average |

Passing Rate



[Signature]