



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

## PERFORMANCE EVALUATION REPORT FORM

Name of Employee: **Leslie Rose C. Malco** Date of Rating: **February 06, 2026** Date Hired: **January 06, 2026**  
Position: **Plant Accountant II**  
Location: **Caloocan Whse** Department: **Audit Department**  
Rating Period: **January 6 to February 6, 2026**  
Purpose of Rating: **1st Month Performance 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.                                              | 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.                                                              | 29     |
|                                 | 36 to 40 pts.                                                                                   | 30 to 35 pts.                                                                   | 20 to 29 pts.                                                                   | 1 to 19 pts.                                                                        |        |
|                                 | Remarks : Frequently misses deadline or shows difficulty managing time and workload effectively |                                                                                 |                                                                                 |                                                                                     |        |
| 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.                                                   | 8      |
|                                 | 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                                                                  | 8      |
|                                 | 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.                                                                         |        |
| 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 2infractons against our safety/ housekeeping rules | 10     |
|                                 | 9 to 10 pts.                                                                                    | 8 pts.                                                                          | 5 to 7 pts.                                                                     | 1 to 4 pts.                                                                         |        |
|                                 | Remarks :                                                                                       |                                                                                 |                                                                                 |                                                                                     |        |
| TOTAL                           |                                                                                                 |                                                                                 |                                                                                 | 78                                                                                  |        |

Previous Challenges and Accomplishments:

Areas of Strengths:

\*Demonstrates an eagerness to learn new skill

Areas of Weaknesses / Development:

\*Should improve attention to detail to minimize errors

\*Should improve analytical Skills

Rated By : Marcic Candangan  
Printed Name & Signature

Date : February 6, 2026  
( mm / dd / yy )

Acknowledged By:

Employee Name : LESLIE ROSE MALCO  
Printed Name & Signature

Date : February 11, 2026  
( 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: \_\_\_\_\_ Present Rate: \_\_\_\_\_  
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:

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