

DECEMBER 3, 2015



## PERFORMANCE EVALUATION REPORT FORM

|                    |                             |                 |                          |
|--------------------|-----------------------------|-----------------|--------------------------|
| Name of Employee:  | FERNANDEZ, LOYD FERCOL      | Date of Rating: | Date Hired: 03 July 2025 |
| Position:          | ELECTRICIAN/CCTV INSTALLER  | Department:     |                          |
| Location:          | RGC - Head Office           |                 |                          |
| Rating Period:     | NOVEMBER - DECEMBER 3, 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.            | 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.                                                               | 33     |
|                                 | 36 to 40 pts.                                                   | 30 to 35 pts.                                                                   | 20 to 29 pts.                                                                   | 1 to 19 pts.                                                                         |        |
|                                 | Remarks :                                                       |                                                                                 |                                                                                 |                                                                                      |        |
| 3. INITIATIVE                   | Always                                                          | Usually                                                                         | Sometimes                                                                       | Rarely                                                                               | 8      |
|                                 | 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                                                                   | 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.                                                                          |        |
| 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 | 9      |
|                                 | 9 to 10 pts.                                                    | 8 pts.                                                                          | 5 to 7 pts.                                                                     | 1 to 4 pts.                                                                          |        |
|                                 | Remarks :                                                       |                                                                                 |                                                                                 |                                                                                      |        |
| <b>TOTAL</b>                    |                                                                 |                                                                                 |                                                                                 |                                                                                      | 84     |

RECEIVED

06 JAN 2026

Previous Challenges and Accomplishments:

Successfully completed the rehabilitation of the CUN system, restoring full functionality and improving overall security monitoring coverage.

Areas of Strengths:

He display solid knowledge of his work perform task with precision, and finishes them on time.

Areas of Weaknesses / Development:

Needs improvement in taking proactive steps w/o constant supervision. Needs to develop better prioritization and time scheduling to ensure important projects are completed on time.

Rated By :

RUEL KEMAN CAMPOSANO  
Printed Name & Signature

Date :

12/01/25  
(mm / dd / yy)

Acknowledged By:

Employee Name :

LOPEZ A. FERNANDEZ  
Printed Name & Signature

Date :

01/03/26  
(mm / dd / yy)

RECOMMENDATIONS:

Encourage to practice professionalism consistently by balancing casual interaction w/ proper workplace conduct.

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