



PERFORMANCE EVALUATION REPORT FORM

Name of Employee: MENDOZA, MA. ANDREA JANE B. **Date of Rating:** **Date Hired:** 16 June 2025
Position: PLANT ACCOUNTANT 1
Location: CALOOCAN TRAINING CENTER **Department:**
Rating Period: JULY - SEPTEMBER 16, 2025
Purpose of Rating: 3RD 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.	8	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.		
	Remarks: Flexible, can adapt to changes in assignment. Willing to learn new things is commendable.					
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	36	
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.		
	Remarks: Can deliver work on schedule and knows how to do follow-ups.					
3. INITIATIVE	Always	Usually	Sometimes	Rarely	9	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.		
	Remarks: Knows how to take an initiative and can complete tasks under minimal supervision.					
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: Capable of handling a variety of tasks.					
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: Willing to assist colleague and help them to better do the works, if needed.					
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/n the allowable no. or less.	With written warning/s	With one (1) day suspension	With 3 days suspension.	9	
		(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 2 infractons against our safety/ housekeeping rules	10	
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.		
	Remarks:					
 06 NOV 2025					TOTAL	90

Previous Challenges and Accomplishments:

Areas of Strengths:

Have the makings of a leader.

Areas of Weaknesses / Development:

Consider adjusting your style in communication with the colleagues. Learn the balance between strong & soft approach in building relationship.

Rated By :  Printed Name & Signature Date : 10/27/25 (mm / dd / yy)	Acknowledged By: Employee Name : _____ Printed Name & Signature Date : _____ (mm / dd / yy)
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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

Previous Challenges and Accomplishments:

Areas of Strengths:

Have the makings of a leader.

Areas of Weaknesses / Development:

Consider adjusting your style in communication with the colleagues. Learn the balance between strong & soft approach in building relationship.

Rated By

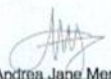

Chris Pajon
Printed Name & Signature

Date

10/27/25
(mm / dd / yy)

Acknowledged By:

Employee Name


Ma. Andrea Jabe Mendoza
Printed Name & Signature

Date

11/03/25
(mm / dd / yy)

RECOMMENDATIONS:

Approved by : _____ Date Signed _____
mm / dd / yy

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mm / dd / yy

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mm / dd / yy

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