



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

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: MARIA CECILIA FUERTE Date of Rating: 10/20/2025 Date Hired: July 4, 2025
Position: HR ASSOCIATE
Location: ZAMBALES Department: HR
Rating Period: September 1 -30, 2025
Purpose of Rating: Qualification Period 4TH MONTH

Instruction: Please review notes on Guide to performance appraisal before accomplishing this form.

FACTORS	RATING				POINTS
1. KNOWLEDGE OF WORK	Has exceptionnal 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.	
	Shows little initiative in identifying areas for personal development or seeking out relevant learning opportunities. Improve knowledge by having an initiative to study and read work related topics.				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	25
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	She Struggles to maintain performance under pressure. Unable to prioritize urgent task and to do list				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	6
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Required a close supervision in completion of her assigned task.				
4. DEDICATION TO DUTY	Always dedicated to duty.	Usually dedicated to duty.	Sometimes dedicated to duty.	Rarely responds to company needs.	6
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Needs an improvement on having an initiative to learn independently. Requires a constant studying and thorough review for personal growth.				
5. COOPERATION	Always	Usually	Sometimes	Rarely	8
	cooperative	cooperative	cooperative	cooperative	
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
Able to cope up and can coordinate					
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/n the allowable no.or less.	With written warning/s	With one (1) day suspension	With 3 days suspension.	10
		(1st Offense)	(2nd Offense)	(3rd Offense)	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	No record of infraction against attendance and pancfulness				
7. SAFETY AND / OR HOUSEKEEPING	No record of t/infraction against our safety/ housekeeping rules	No record of accident but w/ 1 infraction against our safety/ housekeeping rules	No record of accident but w/ 2 infraction 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.	
	No record of of infraction against safety and housekeeping				
TOTAL					71

RECEIVED

18 NOV 2025

Strengths and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:

Rated By : JOHN PAULE T. ADAMS
Printed Name & Signature

Date : 10/20/25
(mm / dd / yy)

Acknowledged By:

Employee Name : MARIA CECILIA FUENTE
Printed Name & Signature

Date : 10-28-25
(mm / dd / yy)

RECOMMENDATIONS:

needs improvement

next evaluation nov. 28, 2025

Approved by :

MARY ANN BART

Date Signed

11/14/25
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 : _____

11/15/25
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