



22 Floor, State 1100 F. College B. Road, San Antonio, Texas 78247
616.66.6060 fax 616.66.6060

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: *Maria Cecilia Fuerte* Date of Rating: *8/30/25* Date Hired: *July 4, 2025*
Position: *HR Associate*
Location: *Zambales* Department: *HR*
Rating Period: *July 4 - August 30, 2025*
Purpose of Rating: *For Qualification Period - 3rd month*

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.	7
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks: <i>Need to have some initiative to study & learn different HR facets.</i>				
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: <i>Need to have a time management in order to complete series of task.</i>				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	8
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks: <i>She has the initiative to learn and finished the assigned task</i>				
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: <i>She shows willingness and commitment to handle each hr facets.</i>				
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: <i>she can collaborate and engage in effective communication</i>				
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.	
Remarks: <i>No Record of infractions</i>					
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 2 infractions against our safety/ housekeeping rules	10
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks: <i>No record of infractions</i>				
RECEIVED					
TOTAL					80

03 SEP 2025

ious Challenges and Accomplishments:

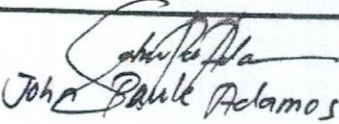
Some pending of previous HR are managed as soon as she was hired.

Areas of Strengths:

Areas of Weaknesses / Development:

Labor Relations - workflow process

Rated By:

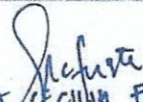

Printed Name & Signature

Date:

8/30/25
(mm / dd / yy)

Acknowledged By:

Employee Name:


Printed Name & Signature

Date:

8/30/2025
(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:

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