



PERFORMANCE EVALUATION REPORT FORM

Name of Employee: MARICEL CANDO Date of Rating: 11/17/2025 Date Hired: 22 July 2025
 Position: HR ASSOCIATE
 Location: RGC - CABANATUAN Department: HUMAN RESOURCE
 Rating Period: JULY 22, 2025- OCTOBER 22, 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 : NEEDS TO IMPROVE HER KNOWLEDGE AND LEARNING REGARDING HR FACETS.				
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.	
	Remarks : She needs to Improve her time management to handle multiple tasks.				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	8
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks : she needed to follow up or remind regarding her task,If what is the status of them.				
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: There were times when she showed willingness to her job.				
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 : Sometimes she can engage in effective communication				
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 : Habitual Tardiness. There was also a time she didn't report to work without any advice to Having. She advice rather the Plant Manager					
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 2infractions against our safety/ housekeeping rules	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks : No records of any safety violations				
				TOTAL	74

RECEIVED

06 DEC 2025

Previous Challenges and Accomplishments:
BEC EARLY LEARN THE PAYROLL PROCESS AND HOW TO DEPART NOTICES

Areas of Strength:

Areas of Weaknesses / Development:

Needs to improve and learn more about various aspects of HR - Nakukulangan sa sa performance

Improve effective communication

Habitual Tardiness

Rated By :

JOHN YURIS QUINTO

Printed Name & Signature

Date :

(mm / dd / yy)

Acknowledged By:

Employee Name :

MARICEL J. CAMERO

Printed Name & Signature

Date :

12 01 2015
(mm / dd / yy)

RECOMMENDATIONS:

Needs Improvement with in 30 days

Approved by :

Mary Ann Blas

12/9/2015

Date Signed

mm / dd / yy

Approved by :

Date Signed

mm / dd / yy

President's Signature :

Date Signed

mm / dd / yy

EMPLOYEE DETAILS:

Date Hired:

7/22/05
mm / dd / yy

Present Rate:

Amount of Increase:

Date of Last Increase:

mm / dd / yy

Date Appointed to Present Position: HR ASSOCIATE

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

Pending Rate