

PERFORMANCE EVALUATION REPORT FORM

Name of Employee:	MARICEL CANDO	Date of Rating:	01/03/2025	Date Hired:	7/22/2025
Position:	HR ASSOCIATE	Department:	HUMAN RESOURCE		
Location:	REC-CABANATUAN				
Rating Period:	OCTOBER 22-DECEMBER 31, 2024				
Purpose of Rating:	6TH 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	Usually	Sometimes	Rarely	7
	cooperative	cooperative	cooperative	cooperative	
	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: Late notice ng mga pag absent; Biglang magpapa-alam upon checking sa TAMS naka-clock-out na.					
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 2infractons 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				73	

RECEIVED

06 JAN 2026

Previous Challenges and Accomplishments:

THE EASY LEARN THE PAYROLL PROCESS AND HOW TO DRAFT NOTICES

Areas of Strengths:

Areas of Weaknesses / Development:

Needs to improve and learn more about various aspects of HR - Nakukulangan pa sa performance na ineexpert. Humihila ng tao sa platform para magpa drive

improve effective communication. May mga report na lumalabas or nagpupunta ng SOS or RHO ng walang pasabi kahit holiday then sinasabi na nakasap nya ang superior nya at inulutan siya na may ayusin kahit wala namang pasabi

Habitual Tardiness: Late notice ng mga pag absent na nag cause ng delay sa mga near deadlines. Biglang magpapalam upon checking sa TAMS naka- clock-out na

Rated By :

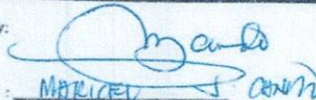

JOHN YURIE QUINTO

Printed Name & Signature

Date :

(mm / dd / yy)

Acknowledged By:


MARIBEL S. CANINO

Employee Name :

Printed Name & Signature

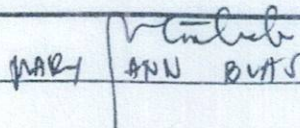
Date :

01 / 05 / 26
(mm / dd / yy)

RECOMMENDATIONS:

for endo

Approved by :


MARY ANN BUTS

Date Signed

01 / 05 / 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 :

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