



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

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: **MARICRIS TELAN** Date of Rating: **03/21/24** Date Hired: **12/14/23**
Position: **HR ASSOCIATE**
Location: **ISABELA** Department: **HR**
Rating Period: **12/14/23 - 02/29/24**
Purpose of Rating: **Qualification Period**

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

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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 : With knowledge in different HR Facets. Eager to learn more.				
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 : She's Able to adapt in HR Task however needs a constant Improvements.				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	8
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks : Need to prioritize the task in terms of urgency.				
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 : Shows willingness to complete assigned task.				
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 : Able to meet required teamwork but needs to develop her interpersonal skills.				
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/n the allowable no.or less.	With written warning/s	With one (1) day suspension	With 3 days suspension.	7
		(1st Offense)	(2nd Offense)	(3rd Offense)	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
Remarks : Needs a constant improvement in her attendance, minimize the lates.					
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 violations				
TOTAL				76	



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Previous Challenges and Accomplishments:

She does not give up easily, despite that there are several pendings on the previous HR Term. She shows constant improvement from Day 1 to Present.

Areas of Strengths:

Able to stay calm in every situations and can demonstrate a positive attitude.

Areas of Weaknesses / Development:

Interpersonal Skills - Communication between Employee especially if given a task and needs to collaborate with them.

Rated By :

JOHN T. ADAMOS
Printed Name & Signature

Date :

3/21/24
(mm / dd / yy)

Acknowledged By:

Employee Name :

MARICRIS TELAN
Printed Name & Signature

Date :

3/22/24
(mm / dd / yy)

RECOMMENDATIONS:

1st Evaluation Passed - Under Monitoring for Qualification Period.

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: _____ Amount of Increase: _____
mm / dd / yy

Date Appointed to Present Position: _____ 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