



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

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: MARIZ SANCHEZ CINCONIEGUE
Position: PAYROLL ASSISTANT
Location: HEAD OFFICE
Rating Period: APRIL 2025 TO MAY 31, 2025
Purpose of Rating: 1ST MONTH ASSESSMENT
Date of Rating:
Date Hired: 08 April 2025
Department: HUMAN RESOURCE

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. 9 to 10 pts.	Has required knowledge of own & related work. 7 to 8 pts.	Has required knowledge of own work only. 5 to 6 pts.	Needs additional instruction and guidance. 1 to 4 pts.	8
Remarks:	has a knowledge in payroll and learning related work not only her own work				
2. PRODUCTIVITY	Usually exceeds standards. 36 to 40 pts.	Meets standards. 30 to 35 pts.	Seldom meets standards. 20 to 29 pts.	Never meets standards. 1 to 19 pts.	3.5
Remarks:	Very productive & finish her work on time				
3. INITIATIVE	Always 9 to 10 pts.	Usually 7 to 8 pts.	Sometimes 5 to 6 pts.	Rarely 1 to 4 pts.	6
Remarks:	Sometimes has initiative but most of the time need to remind what to do.				
4. DEDICATION TO DUTY	Always dedicated to duty. 9 to 10 pts.	Usually dedicated to duty. 8 pts.	Sometimes dedicated to duty. 5 to 7 pts.	Rarely responds to company needs. 1 to 4 pts.	9
Remarks:	can saw dedication to the duty in willingness to learn & extend time more than 8hrs				
5. COOPERATION	Always cooperative 9 to 10 pts.	Usually cooperative 8 pts.	Sometimes cooperative 5 to 7 pts.	Rarely cooperative 1 to 4 pts.	8
Remarks:	cooperative to follow instructions / update task at taking complain of employees				
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/n the allowable no. or less. 9 to 10 pts.	With written warning/s (1st Offense) 7 to 8 pts.	With one (1) day suspension (2nd Offense) 5 to 6 pts.	With 3 days suspension. (3rd Offense) 1 to 4 pts.	9
Remarks:	Rarely late to work				
7. SAFETY AND / OR HOUSEKEEPING	No record of t/infracton against our safety/ housekeeping rules 9 to 10 pts.	No record of accident but w/ 1 infracton against our safety/ housekeeping rules 8 pts.	No record of accident but w/ 2 infracton against our safety/ housekeeping rules 5 to 7 pts.	Had an accident or had more than 2 infractons against our safety/ housekeeping rules 1 to 4 pts.	8
Remarks:	sometimes clothes & shoes is not appropriate				
TOTAL					83.5

Previous Challenges and Accomplishments:

heavy workload - the work finished quickly
 large number of error - Remember the mistakes so that

Areas of Strengths:

Sharp memory - Remember their task & yung mga tinuro sa kanya
 minsan nga lang may mga nakakalimutan padin.

Areas of Weaknesses / Development:

Initiative
 focus in work

Rated By

Mary Ann C. Blas 4/14/25
 Printed Name & Signature

Date

(mm / dd / yy)

Acknowledged By:

Employee Name :

MARY ANN C. BLAS
 Printed Name & Signature

Date

4/14/2025
 (mm / dd / yy)

RECOMMENDATIONS:

Approved by

Date Signed

Approved by

Date Signed

President's Signature

Date Signed

mm / dd / yy

mm / dd / yy

mm / dd / yy

EMPLOYEE DETAILS:

Date Hired:

mm / dd / yy

Present Rate:

Amount of Increase:

Date Appointed to Present Position:

Date of Last Increase:

mm / dd / yy

New Rate:

Nature of Recommendation

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Approved Recommended Rate

Reviewed by:

Approved Recommended Position

Human Resource Department

Effectivity Date

mm / dd / yy

PER RATING	DESCRIPTION
90-100	Outstanding
75-89	Above Average
50-74	Average
49 below	Below Average

Passing Rate