



PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Cinconiegue, Mariz Sanchez
 Position: Payroll Assistant
 Location: MRC Head Office
 Rating Period: July - August 2025
 Purpose of Rating: 5th month evaluation
 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.	9
Remarks: Maalam sa kanyang trabaho kaya ipaliwanag ang mga ginagawang Payroll					
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.	35
Remarks: Minnahan na memeeet ang deadline ngunit may times na hindi dahil sa mga concern sa dtr at i concern pa sa contact person.					
3. INITIATIVE	Always 9 to 10 pts.	Usually 7 to 8 pts.	Sometimes 5 to 6 pts.	Rarely 1 to 4 pts.	8
Remarks: mayroong kusa sa trabaho hindi na kailangan pa.					
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: Palaging natikitaan ng dedikasyon sa trabaho					
5. COOPERATION	Always cooperative 9 to 10 pts.	Usually cooperative 8 pts.	Sometimes cooperative 5 to 7 pts.	Rarely cooperative 1 to 4 pts.	7
Remarks: Natikitaan ng kooperasyon ngunit minnahan matigas ang ulo hindi sumasunod sa instruction					
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.	6
Remarks: napapadala sa pagkalate sa trabaho dahil sa pagkarupunde sa trabaho.					
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.	10
Remarks: no report or IR regarding safety					
TOTAL					84

RECEIVED

23 SEP 2025

Previous Challenges and Accomplishments:

HINDI NA MEET DEADLINE NG SUBMISSION → focus sa mga pinarang DTR kapag kulang
wag ng i chat yung concern employee
lalo na kapag kulang na sa order

Areas of Strengths:

FAST LEARNER
STRONG PERSONALITY

Areas of Weaknesses / Development:

POOR TIME MANAGEMENT
LACK OF COMMUNICATION SKILLS (not reporting or updating important details to the superior)

Rated By :

Mary Ann C. Blas

Printed Name & Signature

Date :

9/12/25

(mm / dd / yy)

Acknowledged By:

Employee Name :

MARIZ S. CONCEPCION

Printed Name & Signature

Date :

09/12/25

(mm / dd / yy)

RECOMMENDATIONS:

FOR REGULARIZATION / keep up the good works & good attitude
but iwanan ang hindi pag-update sa superior ng mga importanteng impo
iwanan ang pagkadelay sa submission ng payroll sa Acctg.
focus muna sa task before anything else.

Approved by :

1,500 ADDINONAL

Date Signed

mm / dd / yy

Approved by :

[Signature]

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 Appointed to Present Position: _____

Date of Last Increase: _____
mm / dd / yy

New Rate: _____

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation : _____

Reviewed by:

Human Resource Department

Approved Recommended Rate : _____

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