



PERFORMANCE EVALUATION REPORT FORM

Name of Employee: **BAGUIO, MARLON T.** Date of Rating: _____ Date Hired: **MARCH 19, 2025**
 Position: **BULLET HUSTLING DRIVER**
 Location: **SPI CALACA** Department: **LOGISTICS**
 Rating Period: **MARCH 2025 TO JUNE 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:				
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:				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	8
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks:				
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:				
5. COOPERATION	Always cooperative	Usually cooperative	Sometimes cooperative	Rarely cooperative	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks:				
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/n the allowable no. or less.	With written warning/s	With one (1) day suspension	With 3 days suspension.	9
		(1st Offense)	(2nd Offense)	(3rd Offense)	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
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 2 infractons against our safety/ housekeeping rules	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks:				
TOTAL					80 pts.

Previous Challenges and Accomplishments:

Areas of Strengths:

MEETS THE EXPECTATION / FOLLOW SAFE WORK PRACTICES

Areas of Weaknesses / Development:

Rated By

Franklin
FRANKLIN MACATIGBAC
Printed Name & Signature

Date

7/5/25
(mm/dd/yy)

Acknowledged By:

[Signature]

Employee Name

BAGUIO, M

Printed Name & Signature

Date

(mm/dd/yy)

RECOMMENDATIONS:

Approved by

[Signature]
ALVIN JHON B. FORMAL
LOGISTICS MANAGER

Date Signed

mm/dd/yy

Approved by

:

Date Signed

mm/dd/yy

President's Signature

:

Date Signed

mm/dd/yy

EMPLOYEE DETAILS:

Date Hired: 03/19/25
mm/dd/yy

Present Rate: 700/PER DAY

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:

[Signature]
Human Resource Department

Approved Recommended Rate

Approved Recommended Position

Effectivity Date

mm/dd/yy

Passing Rate

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