



PERFORMANCE EVALUATION REPORT FORM

Name of Employee: GRANADOS, MAY BELLENE H. Date of Rating: Date Hired: FEB 21 2025
 Position: HR AND ADMIN ASSOCIATE
 Location: SPI CALACA Department:
 Rating Period: JUNE 2025 TO AUGUST 2025
 Purpose of Rating: REGULARIZATION

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.	9
	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.	37
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks :				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	9
	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.	9
	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/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 2 infractions against our safety/ housekeeping rules	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
TOTAL				91	

RECEIVED

23 SEP 2025

Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:

Rated By : Princess Rodriguez
 Printed Name & Signature
 Date : 08/22/2025
 (mm / dd / yy)

Acknowledged By:
 Employee Name : MAY BELLENE DEANADOS
 Printed Name & Signature
 Date : 09/04/2025
 (mm / dd / yy)

RECOMMENDATIONS:

For regularization and salary increase

ADDITIONAL 1,500

Approved by : [Signature] Date Signed : mm / dd / yy
 Approved by : [Signature] Date Signed : mm / dd / yy
 President's Signature : [Signature] Date Signed : mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: mm / dd / yy Present Rate: mm / dd / yy Amount of Increase: mm / dd / yy
 Date of Last Increase: mm / dd / yy
 Date Appointed to Present Position: mm / dd / yy New Rate: mm / dd / yy

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation : mm / dd / yy Reviewed by: [Signature]
 Approved Recommended Rate : mm / dd / yy Human Resource Department
 Approved Recommended Position : mm / dd / yy
 Effectivity Date : mm / dd / yy

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

Passing Rate