



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

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: **Mevilyn Punio** Date of Rating: **12/9/2025** Date Hired: **10/6/2025**
Position: **HR ASSOCIATE**
Location: **RGC PAGBILAO** Department: **HR DEPARTMENT**
Rating Period: **3RD OF THE MONTH**
Purpose of Rating: **FOR EVALUATION**

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

FACTORS	RATING				POINTS
	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.	
1. KNOWLEDGE OF WORK	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	9
Remarks :					
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.	38
Remarks :					
3. INITIATIVE	Always 9 to 10 pts.	Usually 7 to 8 pts.	Sometimes 5 to 6 pts.	Rarely 1 to 4 pts.	9
Remarks :					
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 :					
5. COOPERATION	Always cooperative 9 to 10 pts.	Usually cooperative 8 pts.	Sometimes cooperative 5 to 7 pts.	Rarely cooperative 1 to 4 pts.	9
Remarks :					
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 :					
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 infraction against our safety/ housekeeping rules 8 pts.	No record of accident but w/ 2 infraction against our safety/ housekeeping rules 5 to 7 pts.	Had an accident or had more than 2infractons against our safety/ housekeeping rules 1 to 4 pts.	10
Remarks :					
TOTAL					93

RECEIVED

23 SEP 2025

Previous Challenges and Accomplishments:

Areas of Strengths:

COMMUNICATION AND ADAPTIBILITY, FLEXIBLE AND DEDICATION TO WORK
PAY ATTENTION TO HER WORK

Areas of Weaknesses / Development:

Rated By : <u>THOUANA A. LAT</u> Printed Name & Signature		Acknowledged By: <u>[Signature]</u> Employee Name : <u>MEYIAVN PUNIO</u> Printed Name & Signature	
Date : <u>9/12/25</u> (mm / dd / yy)	<u>12/9/2025</u>	Date : <u>9-12-25</u> (mm / dd / yy)	

RECOMMENDATIONS:

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: 06/10/2025
mm / dd / yy

Present Rate: 93%

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]

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