



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:** *7/11/2025* **Date Hired:** *10/6/2025*
Position: *HR ASSOCIATE*
Location: *RGC PAGBILAO* **Department:** *HR DEPARTMENT*
Rating Period: *5TH OF THE MONTH*
Purpose of Rating: *FOR 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.	38
	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.	10
		(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 2infractons against our safety/ housekeeping rules	10
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
				TOTAL	94

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>JHOUANA A. LAT</u> Printed Name & Signature Date : <u>11/7/2025</u> (mm / dd / yy)	Acknowledged By: <u>MEVILYN PUNIO</u> Printed Name & Signature Date : <u>11/7/2025</u> (mm / dd / yy)
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RECOMMENDATIONS:

RECOMMENDATION FOR REGULARIZATION

Approved by : <u>MARLOU M. MAÑIBO</u> Assistant HR Head, South Luzon & Bicol	Date Signed : <u>11/11/2025</u> mm / dd / yy
Approved by : <u>ADD INCREASE 1,500</u>	Date Signed : <u>mm / dd / yy</u>
President's Signature : <u>[Signature]</u>	Date Signed : <u>mm / dd / yy</u>

EMPLOYEE DETAILS:

Date Hired: <u>06/10/2025</u> mm / dd / yy	Present Rate: <u>94%</u>	Amount of Increase: <u>mm / dd / yy</u>
Date Appointed to Present Position: <u>mm / dd / yy</u>		Date of Last Increase: <u>mm / dd / yy</u>
		New Rate: <u>mm / dd / yy</u>

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT	
Nature of Recommendation : <u>mm / dd / yy</u>	Reviewed by: <u>[Signature]</u> Human Resource Department
Approved Recommended Rate : <u>mm / dd / yy</u>	
Approved Recommended Position : <u>mm / dd / yy</u>	
Effectivity Date : <u>mm / dd / yy</u>	

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