



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

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: MICHAEL OXINA
Position: Messenger/Utility
Location: RGC H.O
Rating Period: JULY 2024 - DECEMBER 2024
Purpose of Rating: REGULARIZATION
Date of Rating:
Date Hired: July 22, 2024
Department: Admin

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.

Remarks : Although lacking sufficient experience in labor, she consistently demonstrates a willingness to learn.

9

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.

Remarks :

36

3. INITIATIVE

Always

9 to 10 pts.

Usually

7 to 8 pts.

Sometimes

5 to 6 pts.

Rarely

1 to 4 pts.

Remarks : Shows initiative in every task that requires attention.

9

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.

Remarks :

9

5. COOPERATION

Always

cooperative

9 to 10 pts.

Usually

cooperative

8 pts.

Sometimes

cooperative

5 to 7 pts.

Rarely

cooperative

1 to 4 pts.

Remarks :

10

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.

Remarks : With minimal time off due to personal matters

9

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.

Remarks :

10

TOTAL

92

Previous Challenges and Accomplishments:

Areas of Strengths:

Know what should be prioritized based on urgency. Proactive and reliable.

Areas of Weaknesses / Development:

Rated By : makulit by
Printed Name & Signature
Date : 1/8/25
(mm / dd / yy)

Acknowledged By:

Employee Name : _____
Printed Name & Signature
Date : _____
(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: _____ Present Rate: _____
mm / dd / yy
Date Appointed to Present Position: _____

Amount of Increase: 1,000.00
Date of Last Increase: _____
mm / dd / yy

New Rate: _____

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation : _____
Approved Recommended Rate : _____
Approved Recommended Position : _____
Effectivity Date : _____
mm / dd / yy

Reviewed by:

Human Resource Department

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

Passing Rate

maricris.ariola@mindbridgeresources.ph

From: maricris.ariola@mindbridgeresources.ph
Sent: Friday, 10 January 2025 10:30 am
To: 'macristina.co@mindbridgeresources.ph'
Cc: 'krishia.garcia@mindbridgeresources.ph'
Subject: REGULARIZATION_Michael Oxina_Messenger_RGC H.O
Attachments: REGULARIZATION_Michael Oxina_Messenger_RGC H.O.pdf

Hi Tin,

Kindly draft and release NOPA addressed to **MR. MICHAEL OXINA**, Messenger/Utility for her regularization with **P1000** salary increase effective **January 18, 2025**.

Please see the attached Assessment form for your reference.

Thank you and Keep Safe!

Regards,

Maricris (Cris) Ariola, Rpm, DPO
HR- Employee And Labor Relation Officer
09998821548/ 638-0660 loc. 107
22nd Floor Strata 100, F. Ortigas Jr. Road, San Antonio, Pasig City

