



PERFORMANCE EVALUATION REPORT FORM

Name of Employee: **VITANCOR, MONCHITO S.**
 Position: **BULLET HUSTLING DRIVER**
 Location: **SPI CALACA**
 Rating Period: **MAY 2025 TO JULY 2025**
 Purpose of Rating: **3RD MONTH EVALUATION**

Date of Rating:

Date Hired:

April 16, 2025

Department: **LOGISTICS**

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.	10
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.	40
3. INITIATIVE	Always 9 to 10 pts.	Usually 7 to 8 pts.	Sometimes 5 to 6 pts.	Rarely 1 to 4 pts.	10
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.	10
5. COOPERATION	Always cooperative 9 to 10 pts.	Usually cooperative 8 pts.	Sometimes cooperative 5 to 7 pts.	Rarely cooperative 1 to 4 pts.	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.	10
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.	10
TOTAL					100%

Previous Challenges and Accomplishments:

Areas of Strengths: IT HAS EXCEPTIONAL KNOWLEDGE OF HIS RELATED WORK

HE FOLLOWS INSTRUCTIONS AND PERFORMS ACTION OR COMPLETE TASK ACCORDING TO THE DIRECTION GIVEN, AND PAYS ATTENTION TO DETAILS

Areas of Weaknesses / Development: MEETS STANDARD

Rated By: DANIEL MENDOZA
Printed Name & Signature

Date: 07-06-2025
(mm / dd / yy)

Acknowledged By: [Signature]
Employee Name: MONTAÑANA
Printed Name & Signature

Date: 7-22-25
(mm / dd / yy)

RECOMMENDATIONS

Approved by: [Signature] ALVIN JOHN B. FORMAL Date Signed: _____
Logistics Manager

Approved by: _____ Date Signed: _____
mm / dd / yy

President's Signature: _____ Date Signed: _____
mm / dd / yy

_____ Date Signed: _____
mm / dd / yy

EMPLOYEE DETAILS

Date Hired: 04/14/25 Present Rate: 200/PER DAY
mm / dd / yy

Date Appointed to Present Position: _____

Amount of Increase: _____

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: [Signature] slw/hs
Human Resource Department

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

Passing Rate