



### PERFORMANCE EVALUATION REPORT FORM

Name of Employee: MANGAOANG, SONNY A. Date of Rating: Date Hired: MARCH 15, 2025  
 Position: BULLET HUSTLING DRIVER  
 Location: SPI CALACA Department: LOGISTICS  
 Rating Period: MARCH 2025 TO JUNE 2025  
 Purpose of Rating: 5th MONTH EVALUATION

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.                                           | 10     |
|                                 | 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.                                                               | 30     |
|                                 | 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.                                                                          |        |
| Remarks :                       |                                                                  |                                                                                  |                                                                                  |                                                                                      |        |
| 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 2infractions against our safety/ housekeeping rules | 9      |
|                                 | 9 to 10 pts.                                                     | 8 pts.                                                                           | 5 to 7 pts.                                                                      | 1 to 4 pts.                                                                          |        |
|                                 | Remarks :                                                        |                                                                                  |                                                                                  |                                                                                      |        |
| TOTAL                           |                                                                  |                                                                                  |                                                                                  | 85 %                                                                                 |        |

Previous Challenges and Accomplishments:

MEETS STANDARD

Areas of Strengths:

MEETS STANDARD

HAS EXCEPTIONAL KNOWLEDGE OF HIS OWN AND RELATED WORK

Areas of Weaknesses / Development:

MEETS STANDARD / DEDICATED & COOPERATIVE TO OUR

Rated By

DANIEL MENDOZA  
Printed Name & Signature  
Date: 08-24-2025  
(mm / dd / yy)

Acknowledged By:

Employee Name: SONNY MANGABANG  
Printed Name & Signature  
Date: 9-1-2025  
(mm / dd / yy)

RECOMMENDATIONS:

Approved by

ALVIN J. B. FORNAL  
LOGISTICS MANAGER

Date Signed

mm / dd / yy

Approved by

Date Signed

mm / dd / yy

President's Signature

Date Signed

mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: 03/15/25  
mm / dd / yy

Present Rate: 700/PER DAY

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:

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 |

Passing Rate