



PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Cabalag, Mark Joshua
Position: Field Utility
Location: SPI CALACA
Rating Period: OCTOBER 2025 TO DECEMBER 2025
Purpose of Rating: 3rd Month Evaluation
Date of Rating:
Date Hired: October 13, 2025
Department: SMC

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.	8
	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.	35
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks :				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	8
	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.	8
	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	8
	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.	
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 2 infractons against our safety/ housekeeping rules	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
RECEIVED 22 JAN 2026				TOTAL	85

Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:

Rated By

Jaime Mantong
Chief Mechanic

Printed Name & Signature

Date

01-02-26

(mm / dd / yy)

Acknowledged By:

Employee Name : MARK SOSTHA CABALL

Printed Name & Signature

Date

1 6 26

(mm / dd / yy)

RECOMMENDATIONS:

Approved by

: MIGUELITO P. BERNAL, JR
GENERAL MANAGER

Date Signed

mm / dd / yy

Approved by

: MARICRIS ARIOLA
OIC HR AND ADMIN HEAD

Date Signed

mm / dd / yy

President's Signature

Date Signed

mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: 10/13/25
mm / dd / yy

Present Rate: 600/daily

Amount of Increase: _____

Date Appointed to Present Position: _____

Date of Last Increase: _____

mm / dd / yy

New Rate: _____

Nature of Recommendation

: _____

Approved Recommended Rate

: _____

Approved Recommended Position

: _____

Effectivity Date

: _____
mm / dd / yy

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Reviewed by:

1/21/26
Human Resource Department

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

Passing Rate