



PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Balingbing, Mark Lesther **Date of Rating:** **Date Hired:** JULY 11, 2025
Position: Trailer Truck Driver **Department:** LOGISTICS
Location: SPI CALACA
Rating Period: JULY 2025 to OCTOBER 2025
Purpose of Rating: 3RD MONTH EVALUATION

Instruction: Please review notes on Guide to performance appraisal before accomplishing this form.

INSURANCE: Please review notes on Guide to Documentation App.

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	Usually	Sometimes	Rarely	9
	cooperative	cooperative	cooperative	cooperative	
	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.	8
		{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/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	8
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
				TOTAL	84

RECEIVED

06 JAN 2026

Previous Challenges and Accomplishments:

ABOVE AVERAGE

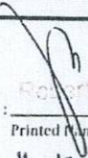
Areas of Strengths:

COOPERATIVE TO DUTY

Areas of Weaknesses / Development:

NEEDS IMPROVEMENT BUT ALWAYS FOLLOW AND OBEY ORDERS

Rated By :


Printed Name & Signature

Date :

11-17-21
(mm / dd / yy)

Acknowledged By:

Employee Name :


Printed Name & Signature

Date :

12-3-25
(mm / dd / yy)

RECOMMENDATIONS:

Approved by : ALVIN JHON B. FORMAL
LOGISTICS 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: 07/11/25 Present Rate: PER TRIP

Amount of Increase

Date of Last Increase:

mm / dd / yy

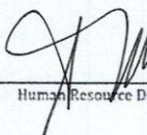
Date Appointed to Present Position: _____

New Rate: _____

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation : _____

Reviewed by:

1/6/26

Human Resource Department

Approved Recommended Rate : _____

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

