



PERFORMANCE EVALUATION REPORT FORM

Name of Employee: MAÑIBO, MARLOU MAGPANTAY **Date of Rating:** **Date Hired:** 16 October 2025
Position: ASSISTANT HR HEAD
Location: RGC - SOUTH **Department:** HUMAN RESOURCE
Rating Period: OCTOBER 16 - NOVEMBER 26, 2025
Purpose of Rating: 1ST MONTH/1ST ASSESSMENT

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.	7
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks: DEMONSTRATES LIMITED UNDERSTANDING OF JOB RESPONSIBILITIES				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	20
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks: FREQUENTLY INTERVENES IN MATTERS BEYOND HIS ASSIGNED DUTIES & RESPONSIBILITIES WHICH RESULTS IN NEGLECT OF HIS ACTUAL TASK & EFFECTS HIS OVER ALL WORK PERFORMANCE				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	7
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks: RARELY IDENTIFIES OPPORTUNITIES FOR IMPROVEMENT OR PROPOSES SOLUTIONS TO WORK RELATED ISSUES				
4. DEDICATION TO DUTY	Always dedicated to duty.	Usually dedicated to duty.	Sometimes dedicated to duty.	Rarely responds to company needs.	7
	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	6
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks: EXHIBITS BEHAVIOR THAT DISRUPTS TEAM HARMONY AND NEGATIVELY IMPACT GROUP DYNAMICS				
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: OFTEN PRIORITIZING PERSONAL PREFERENCE OVER TEAM OBJECTIVES					
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	8
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks:				
 04 FEB 2026					TOTAL 74%

Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development: TENDS TO INTERVENE IN MATTER BEYOND THE SCOPE OF ITS ASSIGNED RESPONSIBILITIES, RESULTING IN NEGLECT OF HIS PRIMARY DUTIES AS ASSISTANT HR HEAD. FREQUENTLY ATTEMPTS TO ALTER EXISTING PROCESSES OR IMPLEMENT CHANGES W/O PROPER COORDINATION OR APPROVAL, WHICH DISRUPTS WORKFLOW & CREATES CONFUSION AMONG STAFF.

Rated By

MARICRIS P. ARIOLA
Printed Name & Signature

Date

(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:

mm / dd / yy

Present Rate:

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

Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development: TENDS TO INTERFERE IN MATTER BEYOND THE SCOPE OF HIS ASSIGNED RESPONSIBILITIES, RESULTING IN NEGLECT OF HIS PRIMARY DUTIES AS ASSISTANT HR HEAD. FREQUENTLY ATTEMPTS TO ALTER OFFERING PROCESSES IN IMPLEMENT CHANGES W/O PROPER COORDINATION OR APPROVAL, WHICH RISKS REPUTATION & CAUSES CONFUSION AMONG STAFF.

Rated By

Printed Name & Signature

Date

(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:

mm / dd / yy

Present Rate:

Amount of Increase:

Date of Last Increase:

mm / dd / yy

New Rate:

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation

Reviewed by:

Approved Recommended Rate

Human Resource Department

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