



PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Mel Angelyn Narvasa Date of Rating: 3/11/2026 Date Hired: January 27, 2026
 Position: HR Associate Department: HUMAN RESOURCE
 Location: San Fernando
 Rating Period: January 27, - MAR 11, 2026 -
 Purpose of Rating: 2ND MONTH EVALUATION

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

Instruction: Please review notes on Guide to performance appraisal and the 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.	
	Tama lang ang mga nalalaman nya sa HR na trabaho. Nakakaintindi naman siya sa mga process na ginagawa.				
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.	
	Masipag mag serve ng mga NTE at NOD at may palagi may output. Kung may iutos ka, nagagawa nya naman agad at di pinapabukas.				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	9
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Di na kailangan sabihan ano gagawin. Nakita ko to nung wala pa siyang pc, siya na mismo ang kusang naghahanap ng gagawin para di siya nakaupo lang.				
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.	
	Nakikita ko na nagsisikap at sinisipagan nya ang pagtatrabaho. Masipag din siya kahit sa filing na madalas di ginagawa ng ibang HRA				
5. COOPERATION	Always	Usually	Sometimes	Rarely	8
	cooperative	cooperative	cooperative	cooperative	
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
Nakikipag usap at nakikipag coordinate sa kapwa ng HRA ta partner sa San Fernando. Minsan lang yan siya nag re-reach out sa akin at dinadaan lang kay Roble mga concerns nya. Nagtatanong lang sa akin pag andun ako sa site ngunit pag wala ako ay hindi din ito tumatawag pero nag re-reply naman kung may tanong ako sa kanya.					
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/n the allowable no.or less.	With written warning/s	With one (1) day suspension	With 3 days suspension.	10
		{1st Offense}	{2nd Offense}	{3rd Offense}	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
Nung siya ay nag absent ay nagpaalam at nagpa approve naman siya. Nag inform din siya sa akin. Di ko din napansin na na late ito ng pasok.					
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	10
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Sumusunod naman sa safety at housekeeping rules ng planta. Nakikita ko din na sinisiguro nya na ang mga tao nya ay sumusunod din dito.				
				TOTAL	84

Previous Challenges and Accomplishments:

Wala siyang sariling pc - gumagawa siya ng trabaho na di kailangan ng pc gaya ng pag serve ng NTE at NOD at filing sa 201
Naayos nya ang 201 filing at na maintain na ang mga ito

Areas of Strengths:

Nakikinig sa instruction at sumusunod sa mga utos
Nagpapa correct sa mga mali nya at hindi madali sumama ang loob
Magaling makipag usap sa mga tao at makikita ang professionalism nya

Areas of Weaknesses / Development:

Hindi ko pa napasnin na gumagawa ng NTE draft din. Na intindihan ko pa dati kasi wala siyang pc.
Hindi pa marunong mag payroll sa planta at nagugulohan pa sa timekeeping lalo na may per trip

Rated By : Myco Marie Bernabe
Printed Name & Signature

Date : 03/11/2026
(mm / dd / yy)

Acknowledged By:

Employee Name : MBL ANGELIN NACVABA
Printed Name & Signature

Date : 03 31 2026
(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