



PERFORMANCE EVALUATION REPORT FORM

Name of Employee: OJO, CLARISSE JANE T. Date of Rating: Date Hired: March 11, 2025
 Position: BRANCH ACCOUNTANT Department: ASSET MANAGEMENT
 Location: SPI CALACA
 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
	Has exceptional knowledge of his own & related work. 9 to 10 pts.	Has required knowledge of own & related work. 7 to 8 pts.	Has required knowledge of own work only. 5 to 6 pts.	Needs additional instruction and guidance. 1 to 4 pts.	
1. KNOWLEDGE OF WORK	Remarks :				8
2. PRODUCTIVITY	Usually exceeds standards. 36 to 40 pts.	Meets standards. 30 to 35 pts.	Seldom meets standards. 20 to 29 pts.	Never meets standards. 1 to 19 pts.	35
3. INITIATIVE	Always 9 to 10 pts.	Usually 7 to 8 pts.	Sometimes 5 to 6 pts.	Rarely 1 to 4 pts.	8
4. DEDICATION TO DUTY	Always dedicated to duty. 9 to 10 pts.	Usually dedicated to duty. 8 pts.	Sometimes dedicated to duty. 5 to 7 pts.	Rarely responds to company needs. 1 to 4 pts.	9
5. COOPERATION	Always cooperative 9 to 10 pts.	Usually cooperative 8 pts.	Sometimes cooperative 5 to 7 pts.	Rarely cooperative 1 to 4 pts.	9
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/n the allowable no or less. 9 to 10 pts.	With written warning/s (1st Offense) 7 to 8 pts.	With one (1) day suspension (2nd Offense) 5 to 6 pts.	With 3 days suspension (3rd Offense) 1 to 4 pts.	9
7. SAFETY AND / OR HOUSEKEEPING	No record of t/infracton against our safety/ housekeeping rules 9 to 10 pts.	No record of accident but w/ 1 infracton against our safety/ housekeeping rules 8 pts.	No record of accident but w/ 2 infracton against our safety/ housekeeping rules 5 to 7 pts.	Had an accident or had more than 2 infractons against our safety/ housekeeping rules 1 to 4 pts.	9
TOTAL					87

Previous Challenges and Accomplishments:

Collaboration w/ the team and other departments regarding general instruction.
Employee show strong willingness to communication and cooperate within the team.

Areas of Strengths:

Fast learner and Can work w/ Minimal Supervision

Areas of Weaknesses / Development:

Time Management - Prioritizing tasks and managing deadlines efficiently

Rated By : MR. WILLY BRUNDE
Printed Name & Signature
Date : 08/22/25
(mm / dd / yy)

Acknowledged By:

Employee Name : CLARISSE RANB AS
Printed Name & Signature
Date : 08/23/25
(mm / dd / yy)

RECOMMENDATIONS:

Approved by : GERRALD BONGCALES Date Signed : _____
ASSET AND SUPPLY MANAGER mm / dd / yy

Approved by : _____ Date Signed : _____
mm / dd / yy

President's Signature : _____ Date Signed : _____
mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: 03/11/25 Present Rate: Confidential
mm / dd / yy

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