

5th month



22nd Floor Strata 100, F. Ortigas Jr. Road, San Antonio, Pasig City
 ☎ 638-06-60 loc 106

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Paul Bryan B. Gorospe **Date of Rating:** 9/20/2025 **Date Hired:** 4/28/2025
Position: Inventory Controller 1
Location: Taytay Plant **Department:** Inventory Controller
Rating Period: April 2025 to September 2025
Purpose of Rating:

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 : Demonstrates a high understanding of job responsibilities				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	32
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks : Properly maintain efficiently and effectively to the given task				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	8
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks : Displays initiative and enthusiasm during everyday work				
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 : Demonstrate perseverance in assigned task				
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.	
	Remarks : Maintains good working relationships with coworkers				
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 : Maintains excellent attendance with very few absences and tardiness.				
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	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks : Consistently follows safety protocols, maintains a clean and organized workspace				
TOTAL				82	

RECEIVED

Previous Challenges and Accomplishments:

Previous Challenges and Accomplishments:

RECEIVED

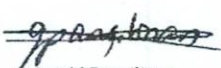
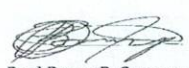
02 OCT 2025

Areas of Strengths:

NAGAGAWA NG MAAYOS ANG TRABAHONG INAATAS SA KANIYA

Areas of Weaknesses / Development:

IIIMPROVE LANG ANG PAGTINGIN AT PAGCHECK NG PHONE FROM TIME TO TIME

 Rated By : <u>Gerald Panglinan</u> Printed Name & Signature Date : September 20, 2025 (mm / dd / yy)	Acknowledged By:  Employee Name : <u>Paul Bryan B. Gorospe</u> Printed Name & Signature Date : September 21, 2025 (mm / dd / yy)
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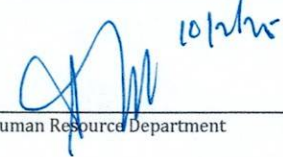
RECOMMENDATIONS:

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: _____	Present Rate: _____	Amount of Increase: _____
mm / dd / yy		mm / dd / yy
Date Appointed to Present Position: _____		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
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

* for regularization. no salary appraisal

 Kenji C. Koike 9/26/25