

1:57

VoLTE 40%



MRC Ilonah Victoria



09/04/2025

Save contact

12:11 PM

10/04/2025



Ma'am Maricris, good afternoon.
Ma'am, may ibinigay po si sir Les na
Eval Form of Ms. Simbulan, Pauline.
(PA-1 of SMC) nag advised din po siya
na gawan na po ng NOPA (for
regularization and salary change) para
mahabol po sa retro next cut off. Hingi
lang po ako ng approval niyo para
magawan ko na po siya ng NOPA and
mapasign kay Ms. Simbulan. Thank you
po.



Name: Simbulan, Pauline
Date Hired: October 7, 2024
Date Regularization: April 5, 2025
Position: Plant Accountant I - SMC San
Simon
Remarks: For Regularization and Salary
Change
Salary Increase: 1,500 (From 16,000 to
17,500 per month)

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PERFORMANC...an, Pauline.pdf

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This is approved to proceed.

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Thank you, Ma'am.

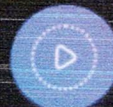
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11/04/2025



Message...





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

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: PAULINE A. SIMBULAN Date of Rating: Date Hired: 10/07/24
Position: PLANT ACCOUNTANT I
Location: SMC SAN SIMON Department: ACCOUNTING
Rating Period:
Purpose of Rating: REGULARIZATION

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.

9 to 10 pts.

7 to 8 pts.

5 to 6 pts.

1 to 4 pts.

8

Remarks :

2. PRODUCTIVITY

Usually exceeds standards.

Meets standards.

Seldom meets standards.

Never meets standards.

36 to 40 pts.

30 to 35 pts.

20 to 29 pts.

1 to 19 pts.

35

Remarks :

3. INITIATIVE

Always

Usually

Sometimes

Rarely

9 to 10 pts.

7 to 8 pts.

5 to 6 pts.

1 to 4 pts.

8

Remarks :

4. DEDICATION TO DUTY

Always dedicated to duty.

Usually dedicated to duty.

Sometimes dedicated to duty.

Rarely responds to company needs.

9 to 10 pts.

8 pts.

5 to 7 pts.

1 to 4 pts.

9

Remarks :

5. COOPERATION

Always

Usually

Sometimes

Rarely

cooperative

cooperative

cooperative

cooperative

9 to 10 pts.

8 pts.

5 to 7 pts.

1 to 4 pts.

9

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.

9 to 10 pts.

(1st Offense)

(2nd Offense)

(3rd Offense)

7 to 8 pts.

5 to 6 pts.

1 to 4 pts.

9

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 2 infractons against our safety/ housekeeping rules

9 to 10 pts.

8 pts.

5 to 7 pts.

1 to 4 pts.

10

Remarks :

TOTAL

88

Previous Challenges and Accomplishments:

Areas of Strengths:

Time management skills, Fast learner

Areas of Weaknesses / Development:

Rated By

MICHELLE PAKUNGAD
Printed Name & Signature

Date

03/31/25
(mm / dd / yy)

Acknowledged By:

Employee Name : PAULINE A. SIMBULAN
Printed Name & Signature

Date

03/31/25
(mm / dd / yy)

RECOMMENDATIONS:

Approved by

LESUY 04/01/25

Date Signed

mm / dd / yy

Approved by

Date Signed

mm / dd / yy

President's Signature

Date Signed

mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: 10/07/24
mm / dd / yy

Present Rate: 16,000

Amount of Increase: 1,500

Date Appointed to Present Position: April 05, 2025

Date of Last Increase: _____
mm / dd / yy

New Rate: 17,500

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