



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 1
Location: SMC SAN SIMON Department: ACCOUNTING
Rating Period: 3rd month
Purpose of Rating: QUALIFICATION PERIOD

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

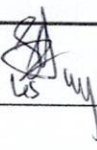
FACTORS	RATING				POINTS
1. KNOWLEDGE OF WORK	Has exceptional knowledge of his own & related work.	Has required knowledge of own & related work.	Has required knowledge of own work only.	Needs additional instruction and guidance.	8
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks :				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	35
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks :				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	9
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks :				
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 :				
5. COOPERATION	Always cooperative	Usually cooperative	Sometimes cooperative	Rarely cooperative	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	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
		(1st Offense)	(2nd Offense)	(3rd Offense)	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
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
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
				TOTAL	87
Previous Challenges and Accomplishments:					

Areas of Strengths:
Time Management

Areas of Weaknesses / Development:

Rated By		Acknowledged By:	
	Printed Name & Signature	Employee Name	Printed Name & Signature
Date	01 / 04 / 2025 (mm / dd / yy)	Date	01 / 04 / 2025 (mm / dd / yy)

RECOMMENDATIONS:

Approved by	: 	Date Signed	01 / 07 / 25 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:	
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