



PERFORMANCE EVALUATION REPORT FORM

Name of Employee: ALCARAZ, PHOL JACOB P. **Date of Rating:** **Date Hired:** MARCH 6, 2025
Position: ADMIN UTILITY
Location: SPI CALACA **Department:** OPERATIONS
Rating Period: MARCH 2025 TO JUNE 2025
Purpose of Rating: 3RD MONTH EVALUATION

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

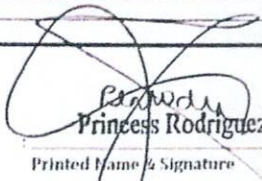
FACTORS	RATING				POINTS
1. KNOWLEDGE OF WORK	Has exceptional knowledge of his own & related work.	Has required knowledge of own & related work.	Has required knowledge of own work only.	Needs additional instruction and guidance.	9
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks :				
2. PRODUCTIVITY	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.	9
	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	8
	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	10
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
				TOTAL	89

Previous Challenges and Accomplishments:

Areas of Strengths:

Team work and cooperation
- willingly assists coworkers and maintains a positive and cooperative attitude
in all interactions

Areas of Weaknesses / Development:

Rated By: 
Printed Name & Signature: Princess Rodriguez
Date: 07/24/25
(mm / dd / yy)

Acknowledged By: 
Employee Name: JACOB P. ALCARAZ
Printed Name & Signature
Date: 08-13-25
(mm / dd / yy)

RECOMMENDATIONS:

Approved by : ROGEL S. MACABUHAY Date Signed: _____
TERMINAL MANAGER mm / dd / yy

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

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

EMPLOYEE DETAILS:

Date Hired: 03/06/25 Present Rate: 540.00/Per Day
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